



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 20 OF 2024

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

: **OFFICE OF THE CHIEF JUSTICE:** Kindly note that the Centre for the following posts advertised on DPSA Circular 19 or 18 of 2024 with a closing date of 14 June 2024 have been amended as follows: The Centre for Registrar Clerk, Ref No: 2024/68/OCJ is Middleburg High Court and the Centre for Administration Clerk, Ref No: 2024/70/OCJ is Mbombela High Court. The Department will be accepting email applications. Applications may be emailed to AButhane@judiciary.org.za. Enquiries for the above-mentioned posts is Mr SJ Zwane/Mr MV Maeko Tel No: (013) 758 000. Apologies for any inconvenience caused.

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DEPARTMENT OF DEFENCE



- CLOSING DATE** : 01 July 2024, (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>). Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant, and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants must be graduates from accredited Institutions of Higher Learning who are unemployed. Foreign qualifications must be accompanied by an evaluation certificate from South African Qualification Authority (SAQA). Non-RSA citizens/ Permanent resident permit holders must attach a copy of their permanent residence permit. Applicants who participated in any other Government Internship and Learnership Programmes before will not be considered. Students requiring experiential training as part of their qualification must attach a formal letter from their Tertiary Institution. Failure to submit all the requested documents will result in the application not being considered. The successful candidates will be subjected to Personnel Suitability Checks (criminal record & Security Clearance). Should you not hear from us within 3 (three) months after the closing date, please accept that your application is unsuccessful. Applications received after the closing date and those that do not comply with the requirements will not be considered. Learners with Disabilities and from TVET Colleges are encouraged to apply. NB: Successful applicants will be responsible to arrange their own accommodation and transport to and from place of work, during the period of the Internship.

DEPARTMENT OF DEFENCE: 2024/25 WORK INTEGRATED LEARNING (TVET PLACEMENTS)

OTHER POSTS

- POST 20/01** : **SOUTH AFRICAN ARMY REF NO: SAA 01/2024 (X4 INTERNS)**
Duration: 18 Months (TVET)
- STIPEND** : R4 500 per month
CENTRE : Pretoria
REQUIREMENTS : N6 in Human Resource Management, Finance & Office Management/
Assistant Management
- ENQUIRIES** : Capt. B. Khumalo/Mr P.A. Phakoe Tel No: (012) 399 6537/6337/2414
APPLICATIONS : Department of Defence, SA Army Headquarters, Directorate Army Human
Resources, Private Bag X981, Pretoria, 0001 or. Hand delivery at the South
African Army Headquarters, Dequar Road, Pretoria.
- POST 20/02** : **SOUTH AFRICAN AIR FORCE REF NO: SAAF 02/2024 (X3 INTERNS)**
Duration: 18 Months (TVET)
- STIPEND** : R4 500 per month
CENTRE : Pretoria

REQUIREMENTS : N6 in Human Resource Management, Office Management/Management Assistant and Education.
ENQUIRIES : Mr E.M. Rabapane Tel No: (012) 312 1038
APPLICATIONS : Department of Defence, SAAir Force Headquarters, Air Command-Directorate ETD, Private Bag X199, Pretoria, 0001 or hand delivery at South African Air Force, 1 Dequar Road, Pretoria.

POST 20/03 : **DEFENCE MATERIEL REF NO: DM 03/2024 (X2 INTERNS)**
Duration: 18 Months (TVET)

STIPEND : R4 500 per month
CENTRE : Pretoria
REQUIREMENTS : N6 in Human Resource Management, Finance & Office Management/ Management Assistant.
ENQUIRIES : Mr K.N. Nkoko Tel No: (012) 355 6299/5418/5480.
APPLICATIONS : Department of Defence, Defence Materiél, Private Bag X159, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Cnr Boeing & Nossob Str, Erasmuskloof, Pretoria.

POST 20/04 : **MILITARY OMBUDSMAN REF NO: MIL OMBUD 04/2024 (X1 INTERN)**
Duration: 18 Months (TVET)

STIPEND : R4 500 per month
CENTRE : Pretoria
REQUIREMENTS : N6 in Human Resource Management.
ENQUIRIES : Ms N Ketsile/Ms N. Ntloedibe Tel No: (012) 676 3841/3844
APPLICATIONS : Department of Defence, Military Ombud, Private Bag X163, Centurion, 0046 or hand delivery at Department of Defence, Military Ombudman, Block C4, 349 Witch Hazel Ave, Eco Origin, Highveld, Centurion, Pretoria.

POST 20/05 : **DOD HEADQUARTERS UNIT REF NO: DHQU 05/2024 (X6 INTERNS)**
Duration: 18 Months (TVET)

STIPEND : R4 500 per month
CENTRE : Pretoria
REQUIREMENTS : N6 in Human Resource Management.
ENQUIRIES : Major I.E. Chake Tel No: (012) 355 5526
APPLICATIONS : Department of Defence, DOD Headquarters Unit, Private Bag X159, Pretoria 0001 or hand delivery at Department of Defence, Armscor Building, Cnr Boeing & Nossob Str, Erasmuskloof, Pretoria.

POST 20/06 : **HUMAN RESOURCE DEVELOPMENT REF NO: HRD 06/2024 (X4 INTERNS)**
Duration: 18 Months (TVET)

STIPEND : R4 500 per month
CENTRE : Pretoria
REQUIREMENTS : N6 in Human Resource Management/Human Resource Development and Office Management/Assistant Management.
ENQUIRIES : Lieutenant Colonel R.X Dirkse/ Lieutenant Colonel K.J Lerefolo, Tel No: (012) 355 5254/6141
APPLICATIONS : Department of Defence, HR Division, Private Bag X159, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Cnr Delmas & Nossob Str, Erasmuskloof, Pretoria.

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

The GCIS 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. People with Disabilities with disabilities will be accommodated within reasonable limits. Therefore preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan. People with disabilities will be given preference regardless of Race or Gender.

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X745, Pretoria, 0001, hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Ms M Kotelo
- CLOSING DATE** : 24 June 2024
- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Failure to submit an application on the new prescribed Z83 form will lead to disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed, signed and dated Z83 form and a detailed curriculum vitae. Communication regarding certified copies of qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, the qualification must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when shortlisted. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to 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 successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), for your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal Information Act.

OTHER POSTS

- POST 20/07** : **DEPUTY DIRECTOR: SOCIAL CLUSTER COMMUNICATION REF NO: 3/1/5/1-24/05**
Directorate: Cluster Communication SPCHD & GSCID
- SALARY** : R849 702 per annum (Level 11), an all-inclusive package
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession Grade 12 and an appropriate three year National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Communications/ Public Relations/ Social Sciences/ Journalism or equivalent related qualification as recognised by SAQA. A qualification in Project

Management and Gender Studies will be an added advantage. The candidate must have at least four (4) years relevant experience, of which two (2) years should be at salary level nine (9) or ten (10) in government communications, stakeholder management, project management and coordination. Experience in gender-advocacy communication coordination and project coordination will be an added advantage. The candidate must be an analytical decision maker, results orientated with solid process improvement, strong prioritisation abilities. He/she must have good interpersonal, strong communication strategizing, project and events management skills, excellent written and verbal communication skills. Ability to meet deadlines, including ability to interface with all levels within government. Strong leadership qualities and good interpersonal relationship. Ability to keep ahead of all developments within government and outside. Ability to display teamwork, integrity, and innovative thinking. Good understanding of government policies and priorities. Knowledge and understanding of strategic communication, and the South African media landscape and operations. Willingness to work extra hours especially over weekends, ability to work under pressure without constant supervision and be willing to work overtime and travel as and when required. Computer literacy and a valid driver's licence are prerequisite.

DUTIES

: The successful candidate will be responsible for strategic communication-developing, reviewing and implementing the GBVF National Communication Strategy and strategies for other special projects. Developing, maintaining and implementing the GBVF and Special Projects government wide. Develop strategic communication content for GBVF and other Special Projects (key messages, fact sheets and other content development tasks). Content Development- develop and maintain a GBVF and special projects content depository, develop copy for GBVF and other special projects related marketing/advertising products. Communication calendar of activities/events (grid). Advocacy and Stakeholder Engagement - develop a focused GBVF and other Special Projects Stakeholder matrix; Provide communication consultancy through fostering and maintaining stakeholder partnerships around implementation of the GBVF and other Special Projects communication programme; Lead the stakeholder engagement and liaison with government, civil society and private sector involved in the implementation of the GBVF National Strategic Plan and for other Special Projects; Participate in key GBVF focused meetings/sessions (CATCO, NSP on GBVF Pillar meetings, Social Cluster Communication Meetings); Support the director in managing and strengthening strategic partnerships through networking and advocacy with the Government departments, development partners, NGOs, funding organizations, research institutes, media and private sector to reinforce cooperation and/or pursue opportunities to promote goals and achieve results; Source partnerships and sponsorships for communication activities; Facilitate communication between stakeholders to ensure the joint development of content. Clusters Coordination Support- Ensure alignment and inclusion of GBVF and other Special Projects approved programmes in all Cluster programmes; Improve the functionality of cluster communication around GBVF and other Special Projects; Monitor and report on the implementation of the GBVF and other Special Projects cluster communications programmes. Project Management- Develop and implement a GBVF and Special Projects activities master project plans; Lead the planning and implementation of GBVF and Special Projects communication campaigns; Manage GCIS GBVF and Special Projects communication coordination structures (e.g. Communication Task Teams, GCIS GBVF Internal Project Team). Produce project update reports.

**ENQUIRIES
APPLICATIONS**

: Ms Phumeza Bangani Tel No: (012) 473 0235
 : Applications may be hand delivered to Tshedimotsetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or email to recruitment5@gcis.gov.za

POST 20/08

: **DEPUTY DIRECTOR: LOGISTICS AND COMPLIANCE MANAGEMENT REF NO: 3/1/5/1-24/06**
 Directorate: Supply Chain Management

**SALARY
CENTRE
REQUIREMENTS**

: R849 702 per annum (Level 11), an all-inclusive package
 : Pretoria
 : Applicants should be in possession Grade 12 and an appropriate three year National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Public

Management / Public Administration/ Logistics Management/ Purchasing Management or equivalent related qualification as recognised by SAQA. The candidate must have at least four (4) years relevant experience of which two (2) years should be on salary level nine (9) or ten (10) in the logistics management environment. Sound knowledge of the application of government policies in relation to all areas of Supply Chain Management (SCM). Knowledge of financial policies as guided by Public Finance Management Act and Treasury Regulations (PFMA). Knowledge of the Supply Chain Management legislative framework and understanding of business functions and processes of government supply chain management. Good interpersonal (leadership and communication skills, financial and human resources management, planning and organising skills, analytical and innovative thinking, negotiation skills, Change and diversity management including policy analysis and development as well as Quality Management. Ability to work independently without close supervision. Ability to handle multiple tasks simultaneously and able to work under pressure. The incumbent should be self-driven, creative, innovative, flexible and highly motivated. Excellent co-ordination skills. Have initiative and pay close attention to detail. Willingness to work irregular hours and to travel when required. Proven report writing and presentation skills. Proven computer literacy. Knowledge of LOGIS, Procurement Integration and BAS.

DUTIES

: The successful candidate will be responsible for management of the procurement and payment sections. Ensure that requests for orders are processed timeously in line with set standards. Ensure that invoices are paid in line with the PFMA and set standards. Ensure that the Supply Chain Management risk and the receiving and issuing sections are managed effectively. Management and authorisation of orders (LOGIS & manual orders) and payments (LOGIS & BAS). Compile all the relevant reports relating to payments, procurement, and other relevant sections within the area of management and submit timeously as per set standards and National Treasury requirements. Advise clients with respect to approval of requisitions, creation of orders, and invoice payment status. Ensure that media buying procurement memos are compliant to the PFMA and other regulatory legislation prior approval of requisitions and creation of orders. Keep track of media buying requests and spend. Compile all the relevant reports relating to media buying requests and submit timeously within the set standards. Compile weekly deviation reports and send approved reports to National Treasury and Auditor-General of South Africa (AGSA). Ensure effective and efficient management of requisitions, orders, and payment processes. Continuously lead capacity building presentations to internal clients on logistics management and reporting related matters. Compiling submissions / reports with accurate information for quicker decision-making. Compile and provide accurate information in relation to inputs to the quarterly and annual financial statements (IFS & AFS) relating to accounting treatment and schedules of commitments, accruals, and payables. Serve as a departmental system controller for the LOGIS system, including allocation of access to officials within the department to CSD and management thereof. Compile weekly, monthly, and quarterly reports with accurate statistics and upload the reports on SharePoint. Ensure proper records management within the sub-directorate and areas of responsibility. Manage the filing of requisitions, orders, and payment batches in line with File Plan and Records Management policy. Provide functional training to subordinates and administrative staff in line with their (Personal Development Plans (PDPs) and changing supply chain management environment. Arrange LOGIS and related trainings with National Treasury and NSG annually. Compile status reports on the performance of the logistics management section officials being supervised. Provide general office support to the Director: Supply Chain Management and the Chief Financial Officer. Attend to enquiries and or queries. Provide required information by auditors (both internal and external) and management, as well as responses to audit queries. Provide inputs to the SCM policy, LOGIS and BAS policy, SCM delegations, SCM standard operating procedures, and others. Advise management and all staff members on compliance requirements and National Treasury Instruction Notes or Directives issued. Arrange and coordinate policy review sessions with all staff members. Liaise with LOGIK to resolve any system related issues to ensure smooth operations within the department. Advise clients with respect to policy requirements in your area of responsibility.

- Provide credible and accurate inputs relating to the IFS / AFS in your area of responsibility timeously as per set standards.
- ENQUIRIES** : Ms Midah Moreroa Tel No: (012) 473 0185
- APPLICATIONS** : Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or email to recruitment6@gcis.gov.za
- POST 20/09** : **REGIONAL COMMUNICATION COORDINATOR: CAPE TOWN METROPOLITAN MUNICIPALITY REF NO: 3/1/5/1-24/07**
Directorate: Western Cape Provincial Office
- SALARY** : R444 036 per annum (Level 09)
- CENTRE** : Cape Town Metropolitan Municipality: Western Cape
- REQUIREMENTS** : Applicants should be in possession Grade 12 and an appropriate three year National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Communication or equivalent related qualification as recognised by SAQA. The candidate must at least three (3) years relevant experience, of which one (1) year should be at salary level seven (7) or eight (8) in the communications environment with knowledge of communication disciplines, including media liaison, stakeholder relations, research and development communication. The candidate must have an understanding of development communication practice, and knowledge of Western Cape Province with specific insights to the Cape Metro and its local municipalities. He/she innovative, digital literate and abreast with digital communication methods and applications. A self-motivated and enthusiastic person able to work with limited levels of supervision. Strong verbal and effective writing and communication skills. The candidate must be computer literate, with basic knowledge of administration and finances, and able to work under pressure. A valid driver's licence is prerequisite as the work involves extensive travelling.
- DUTIES** : The successful candidate will support the Deputy Director: Liaison in the implementation of a government communication programme (GCP) in the Cape Metro by disseminating government information and implementing key communication projects in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Supervise and monitor the work of district based Senior Communication Officers (if any) as well as any communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Leadership in government communication system coordination in the Cape Metro. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the district to ensure the effective cascading of government communication content especially to leaders and structures of local government across the district. Ensure adherence to government communication system norms and standards in the district in line with the government communication policy. Support all initiatives aimed at strengthening Local Government Communication System through advocacy in strategic IGR structures at District and local level. Further, provide communication support to various integrated service delivery models of government, including the District Development Model (DDM) and the Thusong Service Centre programme. Embrace new media and utilise digital tools as part of cascading government content. Responsible for the development and maintenance of high-level stakeholder relations in the region with biasness towards civil society, community media, minority groups, local government and traditional leaders. Coordination and implementation of rapid response requirements in the district as well as writing service delivery articles on governments' delivery on its mandate. Responsible for the revision and development of a localised distribution strategy for government information products at district level. Additionally, on a regular basis, be required to develop local communication environment assessments reports on key issues emanating from the district for the use by various stakeholders and clients. Support government public participation initiatives including feedback and follow up on the required communication interventions as recommended.
- ENQUIRIES** : Ms Geraldine Thopps Tel No: (021) 418 0533
- APPLICATIONS** : Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or email to recruitment7@gcis.gov.za

POST 20/10 : **REGIONAL COMMUNICATION COORDINATOR: BUFFALO CITY METROPOLITAN MUNICIPALITY REF NO: 3/1/5/1-24/08**
Directorate: Eastern Cape Provincial Office

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
: Buffalo City Metropolitan Municipality: East London
: Applicants should be in possession Grade 12 and an appropriate three year National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Communication or equivalent related qualification as recognised by SAQA. The candidate must at least three (3) years relevant experience, of which one (1) year should be at salary level seven (7) or eight (8) in the communications environment with knowledge of communication disciplines, including media liaison, stakeholder relations, research and development communication. The candidate must have an understanding of development communication and knowledge of the Eastern Cape Province with specific insights in the Buffalo City area. Be innovative, digital literate and abreast with digital communication methods and applications. A self-motivated and enthusiastic person able to work with limited levels of supervision. Strong verbal, effective writing and communication skills. Furthermore, applicant must be in possession of a valid Code 08 driver's licence as the work involves extensive travelling. Basic knowledge of administration and finances is required. Ability to work under pressure.

DUTIES : The successful candidate will support the Deputy Director: Liaison in the implementation of a government communication programme (GCP) in Buffalo City as follows: Disseminate government information and implement key communication projects in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Supervise and monitor the work of district based Senior Communication Officers (if any) as well as any communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Leadership in government communication system coordination in Buffalo City. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the Metro. Ensure adherence to government communication system norms and standards in the Metro in line with government communication policy. Support all initiatives aimed at strengthening Local Government Communication System through advocacy in strategic IGR structures at Metro level. Further, provide communication support to various integrated service delivery models of government, including the District Development Model (DDM) and the Thusong Service Centre programme. Embrace new media and utilise digital tools as part of cascading government content. Responsible for the development and maintenance of high-level stakeholder relations in the region with biasness towards civil society, community media, minority groups, local government and traditional leaders. Coordination and implementation of rapid response requirements in the Metro as well as writing service delivery articles on governments' delivery on its mandate. Responsible for the revision and development of a localised distribution strategy for government information products at Metro level. Additionally, on a regular basis, be required to develop local communication environment assessments reports on key issues emanating from the Metro for the use by various stakeholders and clients. Support government public participation initiatives including feedback and follow up on the required communication interventions as recommended.

ENQUIRIES APPLICATIONS : Mr Ndlelantle Pinyana Tel No: (043) 722 2602/09
: Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or email to recruitment8@gcis.gov.za

POST 20/11 : **REGIONAL COMMUNICATION COORDINATOR: JOE GQABI DISTRICT REF NO: 3/1/5/1-24/09**
Directorate: Eastern Cape Provincial Office

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
: Joe Gqabi District: Sterkspruit
: Applicants should be in possession Grade 12 and an appropriate three year National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in

Communication or equivalent related qualification as recognised by SAQA. The candidate must at least three (3) years relevant experience, of which one (1) year should be at salary level seven (7) or eight (8) in the communications environment with knowledge of communication disciplines, including media liaison, stakeholder relations, research and development communication. The candidate must have an understanding of development communication practice, and knowledge of Eastern Cape Province with specific insights to Joe Gqabi district and its local municipalities. Be innovative, digital literate and abreast with digital communication methods and applications. A self-motivated and enthusiastic person able to work with limited levels of supervision. Strong verbal and effective writing and communication skills. Furthermore, applicant should be in possession of a valid Code 08 driver's licence as the work involves extensive travelling. Basic knowledge of administration and finances is required. Ability to work under pressure.

DUTIES

: The successful candidate will support the Deputy Director: Liaison in the implementation of a government communication programme (GCP) in Joe Gqabi District as follows: Disseminate government information and implement key communication projects in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Supervise and monitor the work of district based Senior Communication Officers (if any) as well as any communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Leadership in government communication system coordination in Joe Gqabi district. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the district to ensure the effective cascading of government communication content especially to leaders and structures of local government across the district. Ensure adherence to government communication system norms and standards in the district in line with government communication policy. Support all initiatives aimed at strengthening Local Government Communication System through advocacy in strategic IGR structures at District and local level. Further, provide communication support to various integrated service delivery models of government, including the District Development Model (DDM) and the Thusong Service Centre programme. Embrace new media and utilise digital tools as part of cascading government content. Responsible for the development and maintenance of high-level stakeholder relations in the region with biasness towards civil society, community media, minority groups, local government and traditional leaders. Coordination and implementation of rapid response requirements in the district as well as writing service delivery articles on governments' delivery on its mandate. Responsible for the revision and development of a localised distribution strategy for government information products at district level. Additionally, on a regular basis, be required to develop local communication environment assessments reports on key issues emanating from the district for the use by various stakeholders and clients. Support government public participation initiatives including feedback and follow up on the required communication interventions as recommended.

ENQUIRIES APPLICATIONS

: Mr Ndlelantle Pinyana Tel No: (043) 722 2602/09
 : Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or email to recruitment9@gcis.gov.za

POST 20/12

: **REGIONAL COMMUNICATION COORDINATOR: NAMAKWA DISTRICT MUNICIPALITY REF NO: 3/1/5/1-24/10**
 Directorate: Northern Cape Provincial Office

SALARY CENTRE REQUIREMENTS

: R444 036 per annum (Level 09)
 : Namakwa District
 : Applicants should be in possession Grade 12 and an appropriate three year National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Communication or equivalent related qualification as recognised by SAQA. The candidate must at least three (3) years relevant experience, of which one (1) year should be at salary level seven (7) or eight (8) in the communications environment with knowledge of communication disciplines, including media liaison, stakeholder relations, research and development communication. The candidate must have an understanding of development communication practice, and knowledge of Northern Cape Province with specific insights to

Namakwa district and its local municipalities. Be innovative, digital literate and abreast with digital communication methods and applications. A self-motivated and enthusiastic person able to work with limited levels of supervision. Strong verbal and effective writing and communication skills. Furthermore, applicant should be in possession of a valid Code 08 driver's licence as the work involves extensive travelling. Basic knowledge of administration and finances is required. Ability to work under pressure.

DUTIES

: The successful candidate will support the Deputy Director: Liaison in the implementation of a government communication programme (GCP) in Namakwa District as follows: Disseminate government information and implement key communication projects in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Supervise and monitor the work of district based Senior Communication Officers (if any) as well as any communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Leadership in government communication system coordination in Namakwa district. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the district to ensure the effective cascading of government communication content especially to leaders and structures of local government across the district. Ensure adherence to government communication system norms and standards in the district in line with the government communication policy. Support all initiatives aimed at strengthening Local Government Communication System through advocacy in strategic IGR structures at District and local level. Further, provide communication support to various integrated service delivery models of government, including the District Development Model (DDM) and the Thusong Service Centre programme. Embrace new media and utilise digital tools as part of cascading government content. Responsible for the development and maintenance of high-level stakeholder relations in the region with biasness towards civil society, community media, minority groups, local government and traditional leaders. Coordination and implementation of rapid response requirements in the district as well as writing service delivery articles on governments' delivery on its mandate. Responsible for the revision and development of a localised distribution strategy for government information products at district level. Additionally, on a regular basis, be required to develop local communication environment assessments reports on key issues emanating from the district for the use by various stakeholders and clients. Support government public participation initiatives including feedback and follow up on the required communication interventions as recommended.

**ENQUIRIES
APPLICATIONS**

: Mr Charles Moeti Tel No: (053) 832 1378
: Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or email to recruitment10@gcis.gov.za

POST 20/13

: **REGIONAL COMMUNICATION COORDINATOR: LIASON: ILEMBE
DISTRICT MUNICIPALITY REF NO: 3/1/5/1-24/11**
Directorate: Kwa-Zulu Natal Provincial Office

**SALARY
CENTRE
REQUIREMENTS**

: R444 036 per annum (Level 09)
: ILembe District
: Applicants should be in possession Grade 12 and an appropriate three year National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Communication or equivalent related qualification as recognised by SAQA. The candidate must at least three (3) years relevant experience, of which one (1) year should be at salary level seven (7) or eight (8) in the communications environment with knowledge of communication disciplines, including media liaison, stakeholder relations, research and development communication. The candidate must have an understanding of development communication practice, and knowledge of the Kwa-Zulu Natal Province with specific insights to the ILembe district and its local municipalities. Be innovative, digital literate and abreast with digital communication methods and applications. A self-motivated and enthusiastic person able to work with limited levels of supervision. Strong verbal and effective writing and communication skills. Furthermore, applicant should be in possession of a valid Code 08 driver's licence as the work involves extensive travelling. Basic knowledge of administration and finances is required. Ability to work under pressure.

DUTIES

: The successful candidate will support the Deputy Director: Liaison in the implementation of a government communication programme (GCP) in ILembe District as follows: Disseminate government information and implement key communication projects in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Supervise and monitor the work of district based Senior Communication Officers (if any) as well as any communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Leadership in government communication system coordination in ILembe district. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the district to ensure the effective cascading of government communication content especially to leaders and structures of local government across the district. Ensure adherence to government communication system norms and standards in the district in line with the government communication policy. Support all initiatives aimed at strengthening Local Government Communication System through advocacy in strategic IGR structures at District and local level. Further, provide communication support to various integrated service delivery models of government, including the District Development Model (DDM) and the Thusong Service Centre programme. Embrace new media and utilise digital tools as part of cascading government content. Responsible for the development and maintenance of high-level stakeholder relations in the region with biasness towards civil society, community media, minority groups, local government and traditional leaders. Coordination and implementation of rapid response requirements in the district as well as writing service delivery articles on governments' delivery on its mandate. Responsible for the revision and development of a localised distribution strategy for government information products at district level. Additionally, on a regular basis, be required to develop local communication environment assessments reports on key issues emanating from the district for the use by various stakeholders and clients. Support government public participation initiatives including feedback and follow up on the required communication interventions as recommended.

**ENQUIRIES
APPLICATIONS**

: Ms Ndala Mngadi Tel No: (031) 301 6787
: Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or email to recruitment11@gcis.gov.za

POST 20/14

: **REGIONAL COMMUNICATION COORDINATOR: NKANGALA DISTRICT MUNICIPALITY REF NO: 3/1/5/1-24/12**
Directorate: Mpumalanga Provincial Office

**SALARY
CENTRE
REQUIREMENTS**

: R444 036 per annum (Level 09)
: Nkangala District: Witbank
: Applicants should be in possession Grade 12 and an appropriate three year National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Communication or equivalent related qualification as recognised by SAQA. The candidate must at least three (3) years relevant experience, of which one (1) year should be at salary level seven (7) or eight (8) in the communications environment with knowledge of communication disciplines, including media liaison, stakeholder relations, research and development communication The candidate must have an understanding of development communication practice, and knowledge of Mpumalanga Province with specific insights to Nkangala district and its local municipalities. Be innovative, digital literate and abreast with digital communication methods and applications. A self-motivated and enthusiastic person able to work with limited levels of supervision. Strong verbal and effective writing and communication skills. Furthermore, applicant should be in possession of a valid Code 08 driver's licence as the work involves extensive travelling. Basic knowledge of administration and finances is required. Ability to work under pressure.

DUTIES

: The successful candidate will support the Deputy Director: Liaison in the implementation of a government communication programme (GCP) in Nkangala District as follows: Disseminate government information and implement key communication projects in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Supervise and monitor the work of district based Senior Communication Officers (if any) as well as any communication

interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Leadership in government communication system coordination in Nkangala district. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the district to ensure the effective cascading of government communication content especially to leaders and structures of local government across the district. Ensure adherence to government communication system norms and standards in the district in line with the government communication policy. Support all initiatives aimed at strengthening Local Government Communication System through advocacy in strategic IGR structures at District and local level. Further, provide communication support to various integrated service delivery models of government, including the District Development Model (DDM) and the Thusong Service Centre programme. Embrace new media and utilise digital tools as part of cascading government content. Responsible for the development and maintenance of high-level stakeholder relations in the region with biasness towards civil society, community media, minority groups, local government and traditional leaders. Coordination and implementation of rapid response requirements in the district as well as writing service delivery articles on governments' delivery on its mandate. Responsible for the revision and development of a localised distribution strategy for government information products at district level. Additionally, on a regular basis, be required to develop local communication environment assessments reports on key issues emanating from the district for the use by various stakeholders and clients. Support government public participation initiatives including feedback and follow up on the required communication interventions as recommended.

**ENQUIRIES
APPLICATIONS**

: Mr Jerry Nkosi Tel No: (013) 753 2397
 : Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis
 : Baard & Festival streets, Hatfield, Pretoria or email to
recruitment12@gcis.gov.za

POST 20/15

ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: 3/1/5/1-24/13

Directorate: Financial Management

**SALARY
CENTRE
REQUIREMENTS**

: R444 036 per annum (Level 09)
 : Pretoria
 : Applicants should be in possession Grade 12 and an appropriate three year National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Accounting, Cost and Management Accounting with Financial Accounting III as a fully passed subject or equivalent related qualification as recognised by SAQA. The candidate must at least have three (3) years relevant experience, of which one (1) year should be at salary level seven (7) or eight (8) in the financial accounting / management environment. Ability to work under pressure. Good communication, writing and organizational skills. Be creative, innovative, flexible and highly motivated. Computer literacy with excellent knowledge of Transversal Systems (BAS, PERSAL), Outlook and the Microsoft Office package, i.e. MS Word, MS Excel and MS PowerPoint. Credible and proven experience of management accounting and the overall budget cycle in the public sector. The successful candidate must be able to work independently and professionally with internal and external clients on all levels, i.e. from junior personnel to Senior Managers, National Treasury and the Auditor-General. The successful candidate should be an analytical and innovative thinker.

DUTIES

: The successful candidate will report to the Deputy-Director: Management Accounting and reside within the CFO Chief-Directorate. He / she must provide effective execution of the following management accounting tasks and responsibilities: Planning (Coordinate, review, analyse and quality assure the financial supporting information for planning purposes); Budgeting (Coordinate, review, analyse and quality assure the budget preparation process) and Reporting (Coordinate, review, analyse and quality assure the management accounting reporting processes). These functions must be executed through various budget processes, amongst other things, special reference to coordination and review the necessary financial supporting documents required for the strategic and annual performance planning process. Analysis and quality assuring the relevant financial information required in the evaluation and development of business and project plans, checking and verify the supporting information for various financial planning

processes, coordinating the preparation and consultation for the MTEF budget process; Analysing, interpreting and implementing the treasury guidelines for the Estimates of National Expenditure (ENE). Developing templates for the collection of budget information from line functionaries. Aligning budget statements with the annual performance plan, strategic plan and national spending priorities; Analysing and interpreting the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required. Undertaking the planning and supervise the preparation and consultation process in the implementation of the adjustments estimates process. Assessing where shifting of funds/virements is required and possible by reviewing expenditure against budget and make recommendations. Supervising the recording of adjustments and provide feedback to the relevant components. Providing information for the preparation of the annual financial statements; Monitoring that all shifts/virements are included in the In Year Monitoring Report and the adjusted budget. Analysing requests for rollovers and make recommendations in compliance with prescripts (including funds committed but not spent). Compiling the In-Year Monitoring Report (IYM) and Expenditure report for the Executive Authority in accordance with Section 40(4) of the PFMA. Evaluating information on monthly reports produced (variance between actual versus budgeted expenditure) and recommend appropriate actions where necessary. Providing advice and guidance to role players on the use of forecasting methods and tools. Costing and evaluation of the personnel budget against the personnel establishment as well as goods and services against Business Units' APP's and operational plans. Compiling information for the interim and annual performance reports. Developing and review departmental policies and procedures applicable to management accounting (planning and budgeting. Allocating duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards. Determining workflow requirements, monitor performance of employees and determine training needs. Controlling leave and related personnel matters applying laid down Human Resources procedures. Supervising the BAS System Controller, upon receiving an appointment letter, act as the Deputy-Director of the Management Accounting Sub-Directorate in the absence of the Deputy-Director.

- ENQUIRIES** : Mr Hennie Bekker Tel No: (012) 473 0099/ Ms Gcobisa Soci Tel No: (012) 473 0336
- APPLICATIONS** : Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or email to recruitment13@gcis.gov.za
- POST 20/16** : **PRINCIPAL COMMUNICATIONS OFFICER: WEB AND SOCIAL MEDIA REF NO: 3/1/5/1-24/14 (X2 POSTS)**
Directorate: Digital Media
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum (Level 08)
: Pretoria
: Applicants should be in possession Grade 12 and an appropriate three year National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Communication, Journalism, ICT or equivalent related qualification as recognised by SAQA. The candidate must have two (2) years relevant experience and skills in planning content, writing & maintaining social media content, using social media as part of a government communication plan. Experience in using web content management systems (CMS), videography, photography and/or graphic design will be an advantage. He/she must have project and campaign management skills, with knowledge of, and an interest in current affairs and the functioning of government. Knowledge of latest trends in social media practices. The candidate must have excellent English writing and sub-editing skills, as well as planning and organising skills. Excellent interpersonal, liaison and communication skills. Ability to work independently and accurately, under pressure and meet short deadlines. Computer literacy is prerequisite.
- DUTIES** : The successful candidate will be responsible for the continuous updating and maintenance and improvement of social media accounts and websites maintained by GCIS. This includes liaising with role-players, preparing content for the social media accounts (abstracting, writing, language & content editing), updating website content on a Drupal content management system, creating dynamic written, graphic and video content that promotes audience interaction

on the social media accounts maintained by GCIS using Adobe. Write and distribute e-newsletter to mailing list subscribers. Use social media monitoring tool to listen, monitor and engage with target audiences proactively.

ENQUIRIES : Ms Senzeni Ngubane Tel No: (012) 473 0402
APPLICATIONS : Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or email to recruitment14@gcis.gov.za

NOTE : All interviewees will be subjected to a practical test.

POST 20/17 : **PRINCIPAL COMMUNICATION OFFICER: DOMESTIC MEDIA ENGAGEMENT REF NO: 3/1/5/1-24/15**
Directorate: Domestic Media Engagement

SALARY : R376 413 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession Grade 12 and an appropriate three year National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Public Relations Management, Journalism, Media Studies, Communication Science or equivalent related qualification as recognised by SAQA. The candidate must have two (2) years relevant experience in communication and or media engagement/ liaison field. Knowledge of the government communication environment, Government's policies and key priorities. Basic understanding of the South African media landscape. Proven ability to write press releases and advisories. Ability to work under pressure, independently and coordinate work within a team environment. Project management and communication skills. Heshe Good interpersonal and problem-solving skills. Competency in computer skills and use of MS Office applications, as well as online and social media communication tools such as X (Twitter), Zoom and MS Teams. The incumbent should be willing to travel and work overtime and have strong organizational and multitasking skills. Knowledge of Government and Development Communication System planning is a plus.

DUTIES : The successful candidate will support the directorate in executing its work of providing media engagement support to key government communication projects by assisting with facilitation and coordination of virtual and physical media engagement events such as webinars, media briefings, panel discussions. Assisting with the development and implementation of media plans for key government campaigns. The incumbent will also be responsible for updating the media database and maintaining strong relationships with media outlets and journalists. Identifying subjects of interest to develop and improve media/communication activities of government. The incumbent will work closely with the Communication Officers within the government communication system, in liaising with the press/media to advocate and disseminate information on national government communication campaigns. Coordinate dissemination of audio-visual, photographic and printed materials, television and radio programmes, multimedia presentations, social media, videos and press release information to all partners, through traditional and social media channels. Organize interviews and filming opportunities to support high visibility of government achievements through television, radio and newspapers and other mainstream media.

ENQUIRIES : Mr Takalani Mukwevho Tel No: (012) 473 0434
APPLICATIONS : Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or email to recruitment15@gcis.gov.za

POST 20/18 : **ADMINISTRATION OFFICER: BIDS ADMINISTRATION REF NO: 3/1/5/1-24/16**
Directorate: Supply Chain Management

SALARY : R308 154 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession Grade 12 and an appropriate three year National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Public Management / Administration / Logistics Management / Public Finance and Accounting / Purchasing Management or equivalent related qualification as recognised by SAQA. The candidate must have at least one (1) year relevant experience in Supply Chain Management. Sound knowledge of supply chain management legislation and related prescripts such as Public Finance

Management Act, PPPFA and Regulations, Contract Administration and Supply Chain Management Guidelines. Skills: Advanced computer literacy skills in the MS Office suite (Word, Excel, PowerPoint, etc.), Customer and client focused, excellent communication skills, both verbal and written. Self-driven and good organizational, Supervisory. The applicant should be able to work independently and have innovative thinking, flexibility and willingness to adjust to changes in the work environment and ability to work under pressure and willingness to work irregular hours.

DUTIES

: The successful candidate will be responsible to advise clients with respect to Media Buying/ ToR /Specifications / Deviations, ensure tracking of media buying requests and spend, ensure that client's funds are available in the GCIS suspense account, continuously lead capacity building presentations to internal clients on media buying and other bid related matters. Ensure that all transactions relating to bids, RFQ's, deviations, 3G's as well as media buying are compliant to the relevant policies and legislation. Ensure that a scientific process of identifying the target market and selecting appropriate mode of media for various campaigns is in place. Ensure that all Specifications / Terms of Reference Committee, Evaluation Committee and Bid Adjudication Committee Meetings run smoothly. Ensure the compilation of minutes for the Committee meetings indicated above and submit to the relevant official and the compilation of memos for DG's approval. Regularly update the database of RFQ / Bid schedules / Deviations / 3G's. Provide administrative support in the bid / formal quotation process as well as deviations. Supervise correct filing of all documents relating to bids/contracts/ 3G's. Administration of contracts relating to RFQ's/Bids/Transversal contracts including the monitoring and maintenance of RFQ's/Bids/Operating leases and 3G schedules for disclosure purposes. Consolidation of the procurement plan for the department, monitoring of the implementation as well as reporting to National Treasury. Attending to Enquiries, compiling of submissions / reports. Manage staff

**ENQUIRIES
APPLICATIONS**

: Mr Namane Mahlaba Tel No: (012) 473 0093
: Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or email to recruitment16@gcis.gov.za

POST 20/19

: **ADMINISTRATIVE OFFICER: CHIEF FINANCIAL OFFICER REF NO:
3/1/5/1-24/17**

Chief Directorate: Office of the Chief Financial Officer

**SALARY
CENTRE
REQUIREMENTS**

: R308 154 per annum (Level 07)
: Pretoria
: Applicants should be in possession Grade 12 and an appropriate three year National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Office management, Office Assistant, Secretarial / Administration or equivalent related qualification as recognised by SAQA. The candidate must have at least one (1) year relevant administrative experience, with excellent interpersonal skills. Good communication skills (written and oral), and exceptional organizing and planning skills. Ability to work independently, under pressure and in a team. Ability to multi-task, manage events, and work with databases and presentations. Time management and pro-activeness. Fair understanding of project management and financial management. Problem solving skills, innovation and results orientated individual. Attention to detail. Proficiency in at least two official languages. Computer literate (Microsoft Word, Power Point, Access and Excel). A driver's license would be an advantage.

DUTIES

: The incumbent will be responsible for the following: Provide secretarial and administrative support to the Chief Financial Officer. Write routine notes, memos, letters, and reports and collate inputs from the units and various stakeholders. Manage the files and records and implement a system of document management in line with the GCIS file plan. Develop and implement new ideas to change existing procedures so as to improve filing, tasking and document tracking. This will include creating a paperless and digital office that takes into account the environment and the fourth industrial revolution. Track actions and responses in relation to the meeting resolutions, audit action plans, business continuity plan, and risk mitigation plans relating to the CFO Chief Director. Create and maintain databases of internal and external stakeholders for the Chief Director. Coordinate effective internal and external meetings, appointments and events. Compile agenda and take accurate minutes and action matrix during meetings. Manage the diary and calendar of the CFO.

Receive and attend to visitors and organize parking and refreshments. Handle travel and accommodation arrangements, subsistence & travel (S&T) claims, cell phone claims and budget cash flow information for the Office of the CFO. Manage the leave register, leave plans, and leave roster for the CFO Chief Directorate. Maintain effective stock levels of stationery, cartridges, and other consumables within the Office of the CFO. Faxing, emailing and photocopying. Maintain an asset register for the Office of the CFO. Contribute positively to building a high performing team. Study relevant public service and GCIS policies and procedures to ensure the proper application and compliance thereof. Provide support and assistance to CFO Chief Directorate in the compilation of interim and annual financial statements. Consolidate reports and Audit Action Plans for the CFO Chief Directorate. Maintain a register of policies and standard operating procedures (SOPs) applicable to the CFO Chief Directorate. The incumbent must be willing to work extra hours and travel when the need arises. Serve as secretariat to the Budget Committee, CFO Control Forum, Admin Forum, and other structures within the Office of the CFO. Provide adhoc support to the directorates (Finance & SCM) when the need arises.

**ENQUIRIES
APPLICATIONS**

: Ms Gcobisa Soci Tel No: (012) 473 0336
 : Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis
 : Baard & Festival streets, Hatfield, Pretoria or email to
 : recruitment17@gcis.gov.za

POST 20/20

: **ADMINISTRATIVE OFFICER: STRATEGY AND ORGANISATIONAL
PERFORMANCE REF NO: 3/1/5/1-24/18**
 : Chief Directorate: Strategy and Organisational Performance

**SALARY
CENTRE
REQUIREMENTS**

: R308 154 per annum (Level 07)
 : Pretoria
 : Applicants should be in possession Grade 12 and an appropriate three year
 : National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in
 : Secretarial Studies, Administration or equivalent related qualification as
 : recognised by SAQA. The candidate must have at least one (1) year relevant
 : administrative experience, with excellent interpersonal skills. Good
 : communication skills (written and oral), and exceptional organizing and
 : planning skills. Ability to work independently, under pressure and in a team.
 : He/she must be able to multi-task, manage events, and work with databases
 : and presentations. Time management and pro-activeness. Fair understanding
 : of project management and financial management. Problem solving skills,
 : innovation and results orientated individual. Attention to detail. Proficiency in at
 : least two official languages. Computer literate (Microsoft Word, Power Point,
 : Access and Excel). A driver's license would be an advantage. Knowledge of
 : the strategic planning and performance monitoring, reporting and risk
 : management would be an added advantage.

DUTIES

: The incumbent will be responsible to provide secretarial and administrative
 : support to the Chief Director. Write routine notes, memos, letters, and reports
 : and collate inputs from the units and various stakeholders. Manage the files
 : and records and implement a system of document management in line with the
 : GCIS file plan. Develop and implement new ideas to change existing
 : procedures so as to improve filing, tasking and document tracking. This will
 : include creating a paperless and digital office that takes into account the
 : environment and the fourth industrial revolution. Track actions and responses
 : in relation to the programmes and projects of the Chief Director using a project
 : plan. Create and maintain databases of internal and external stakeholders for
 : the Chief Director. Coordinate effective internal and external meetings,
 : appointments and events. Compile agenda and take accurate minutes and
 : action matrix during meetings. Diary and calendar management. Receive and
 : attend to visitors and organize parking and refreshments. Handle travel and
 : accommodation arrangements, subsistence & travel (S&T) and cell phone
 : claims and budget cash flow information. Manage the leave register. Order and
 : purchase stationery. Emailing and photocopying. Maintain an asset register.
 : Contribute positively to building a high performing team. Study relevant public
 : service and GCIS policies and procedures to ensure the proper application
 : thereof. Adhoc support to the Directorate when the need arises. The
 : Administrative Secretary must be willing to work extra hours and travel
 : when the need arises. Serve as the Risk co-ordinator and champion for the
 : chief directorate.

ENQUIRIES : Ms Nomkhosi Peter Tel No: (012) 473 0339
APPLICATIONS : Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis
Baard & Festival streets, Hatfield, Pretoria or email to
recruitment18@gcis.gov.za

POST 20/21 : **ADMINISTRATIVE OFFICER: MPUMALANGA PROVINCE REF NO: 3/1/5/1-24/19**
Directorate: Mpumalanga Provincial Office

SALARY : R308 154 per annum (Level 07)
CENTRE : Mbombela
REQUIREMENTS : Applicants should be in possession Grade 12 and an appropriate three year
National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in
Administration or equivalent relevant qualification as recognised by SAQA. The
candidate must have at least one (1) year experience in office administration.
He/she must excellent interpersonal, communication skills (written and oral),
and exceptional organising and planning skills. Ability to work independently,
under pressure and in a team. Time management and pro-activeness. Problem
solving skills and results orientated individual. Attention to detail. Computer
literate (Microsoft Word, Power Point, Access and Excel). Job Knowledge: He
/ she must have an understanding of the Public Finance Management Act and
Central Supplier Database.

DUTIES : The incumbent will be responsible for supply chain management i.e.
procurement and development of a procurement plan, asset control and
disposal, be responsible for monthly budgeting and financial management at
provincial level. He/she will be responsible for the procurement of goods and
services in line with relevant departmental policies. Capturing orders and
maintaining the database. Support in the provisioning of transport services in
the Provincial Office. Provision of monthly administrative reports to the
Provincial Director and to Head Office on administrative matters. Training and
guidance on administrative matters to communication officers, the secretary,
part-time workers and interns. Supporting the process of lease agreements for
the Provincial as well as District offices. Supporting the Provincial Director in
managing Health & Wellness matter, including Safety at workplace. Personnel
matters and record-keeping. Support in compiling monthly budget projections
and record-keeping of budget and expenditure. Handling and controlling all
financial matters for the provincial office and districts located in the Thusong
Service Centres and elsewhere.

ENQUIRIES : Mr Jerry Nkosi Tel No: (011) 331 0164
APPLICATIONS : Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis
Baard & Festival streets, Hatfield, Pretoria or email to
recruitment19@gcis.gov.za

POST 20/22 : **COMMUNICATION CLERK: MEDIA ENGAGEMENT REF NO:3/1/5/1-24/20**
Directorate: International Media Engagement

SALARY : R216 417 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of a recognised Higher Certificate (NQF 5),
with general exposure in the communication environment. Ability to adhere to
and promote processes and procedures. A team player. An ability to effectively
conceptualise and implement communication campaigns. Understanding of
government's mandate, as well as development communication. Competent in
Computer skills (MS Office and other software) Familiarity with online and
social media communication tool.

DUTIES : The successful candidate will be responsible to assist with media engagements
for the communication of key international government programmes. Provide
media liaison support to international projects. Facilitate the accreditation of
foreign media and maintain an updated Media database. Attend and
implement the recommendations emanating from Rapid Response meetings.
Provide administrative support to the directorate. Assist with information
management for the unit. Fluent spoken and written English required and other
language skills relevant to engaging stakeholders.

ENQUIRIES : Mr Themba Thobela Tel No: (012) 473 0279
APPLICATIONS : Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis
Baard & Festival streets, Hatfield, Pretoria or email to
recruitment20@gcis.gov.za (strictly CV & Z83 form)

DEPARTMENT OF MINERAL RESOURCES AND ENERGY

- APPLICATIONS** : Applications should be on a Z83 form (which should be completed in full, accurately, legibly, signed and dated) and must be accompanied by a comprehensive CV, quoting the relevant reference number to: RMC2024@dmre.gov.za
- CLOSING DATE** : 28 June 2024 @ 16:00
- NOTE** : NB: Applicants who do not comply with the abovementioned requirements, as well as applications received after the closing date will not be considered. Requirements stated on the advertised posts are minimum inherit requirements; therefore, criterion for shortlisting will depend on the proficiency of the applications received. The Department reserves the right to determine suitable candidate(s) during the selection process. Confirmation of final appointment will be subject to a positive security clearance. Due to the larger number of response anticipated, correspondence will be limited to short-listed candidates only. Applicants who have not been contacted during this period may regard their applications as unsuccessful.

OTHER POSTS

- POST 20/23** : **RISK MANAGEMENT COMMITTEE CHAIRPERSON REF NO: DMRE**
(3 years Contract)
- SALARY** : In accordance with National Treasury rates /SAICA Tariffs
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a post graduate qualification in the field of Accounting, Internal Auditing, Risk Management, Financial Management, Information Technology. Experience: Applicants must have more than 5 years' experience gained from Internal Audit, Risk Management, Information Technology, Strategy Development, Performance monitoring and evaluation, Legal. A proven record of service or membership of one of the following Committees: Audit Committee, Risk Management Committee, but not a political office bearer. Preference will be given to applicants who are serving as professionals. Applicants may not be in the employment of the Department of Mineral Resources and Energy and must have no business or personal relationship with the Department. Knowledge of the PFMA and the Treasury Regulations, Mining & Energy environment, and other relevant legislation/policies.
- DUTIES** : Risk Management Committee will carry out its responsibilities as legislated by the Public Finance Management Act and Treasury Regulations and operate according to its approved charter. Risk Management Committee will meet at least four times per year. The Risk Management Committee will fulfil its oversight responsibilities to ensure that the Department maintains effective, efficient, and transparent systems of financial, risk management, governance, and internal control. The committee will review the effectiveness of the Risk Management activities and provide direction on areas of improvement. The Risk Management Committee will also ensure compliance with legislation and assist the Accounting Officer in the effective execution of his/her responsibilities by reporting and making recommendations to the Accounting Officer. The roles and responsibilities of the Risk Management Committee are clearly defined in the approved charter of the Committee.
- ENQUIRIES** : Ms TP Maphanga Tel No: (012) 406 7466
- POST 20/24** : **RISK MANAGEMENT COMMITTEE MEMBER REF NO: DMRE**
(3 years Contract)
- SALARY** : In accordance with National Treasury rates /SAICA Tariffs
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a post graduate qualification in the field of Accounting, Internal Auditing, Risk Management, Financial Management, Information Technology. Experience: Applicants must have more than 4 years' experience gained from Internal Audit, Risk Management, Information Technology, Strategy Development, Performance monitoring and evaluation, Legal. A proven record of service or membership of one of the following Committees: Audit Committee, Risk Management Committee, but not a

political office bearer. Preference will be given to applicants who are serving as professionals. Applicants may not be in the employment of the Department of Mineral Resources and Energy and must have no business or personal relationship with the Department. Knowledge of the PFMA and the Treasury Regulations, Mining & Energy environment, and other relevant legislation/policies.

DUTIES

- : Risk Management Committee will carry out its responsibilities as legislated by the Public Finance Management Act and Treasury Regulations and operate according to its approved charter. Risk Management Committee will meet at least four times per year. The Risk Management Committee will fulfil its oversight responsibilities to ensure that the Department maintains effective, efficient, and transparent systems of financial, risk management, governance, and internal control. The committee will review the effectiveness of the Risk Management activities and provide direction on areas of improvement. The Risk Management Committee will also ensure compliance with legislation and assist the Accounting Officer in the effective execution of his/her responsibilities by reporting and making recommendations to the Accounting Officer. The roles and responsibilities of the Risk Management Committee are clearly defined in the approved charter of the Committee.

ENQUIRIES

- : Ms TP Maphanga Tel No: (012) 406 7466

NATIONAL PROSECUTING AUTHORITY

The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2022-2026, will take highest preference in selection of suitable candidates.

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E mails stated below.
- CLOSING DATE** : 25 June 2024
- NOTE** : Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV only (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Handwritten Z83 must be completed in Block Letters. If the Z83 is not completed as prescribed your application will not be accepted. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please do not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date, then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments which are, a practical exercise and an integrity (ethical conduct) assessment. SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency-based assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. A Pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA (SMS pre-entry certificate to be submitted prior to appointment). NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs. NB! All employees considered for appointment to the Investigating Directorate against Corruption will be subject to a lifestyle audit and integrity vetting.

MANAGEMENT ECHELON

- POST 20/25** : **CHIEF INVESTIGATOR REF NO: RECRUIT 2024/04**
Investigating Directorate against Corruption
- SALARY** : R1 216 824 per annum (Level 13), (total cost package)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B degree or Advanced Diploma (NQF level 7) in policing and/or criminal investigation or an equivalent qualification. At least twenty (20) years criminal investigation experience with ten (10) years operational management experience. Demonstrable competency in acting Independently and Professionally with Accountability and Credibility. Vocational training in criminal investigations such as the Detective Learning Programme and/or other specialised courses. Experience in testifying in criminal and/or civil matters in any court in the country. (Persons that have been found as an unreliable witness in any court would not be considered). Certified fraud examiner or ICFP SA accreditation would be an added advantage. Experience in managing and directing forensic service providers in criminal and forensic matters. Strategic capability and leadership. General management skills. People management and empowerment. Administration skills. Planning and Prioritising. Able to communicate effectively internally and externally. Customer focus and responsiveness. Problem solving and decision-making skills. Valid driver's licence.
- DUTIES** : Provide strategic planning and implementation of criminal investigations. Drive the strategic priorities and focus areas of the unit. Coordinate and manage stakeholder relations in relation to criminal investigations. Ensure the conducting of quality criminal investigations within the allocated responsibilities of the investigation team. Manage national criminal investigative projects and administrative functions including resource allocation and utilisation.
- ENQUIRIES** : Maureen Dibetle Tel No: (012) 845 7727
APPLICATIONS : E mail to Recruit202404@npa.gov.za

DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department's Employment Equity Plan, therefore White male / female, Coloured male/ female, Indian male / female and people with disabilities are encouraged to apply.

APPLICATIONS : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or email to: Recruitment@dot.gov.za. Note: email applications must be sent as one attachment to avoid non-delivery of the email and only quotes the name of the post you applying for on the Subject Line as directed on the post note.

CLOSING DATE : 25 June 2024

NOTE : Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at www.gov.za). Applicants must fill in full new Z83 form part A, B, C, and D. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NSG) has introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services (submitted prior to appointment) and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

MANAGEMENT ECHELON

POST 20/26 : **CHIEF DIRECTOR: STRATEGIC PLANNING AND CLUSTER COORDINATION REF NO: DOT/ HRM/2024/02**
Branch: Administration (Office of the Director-General)
Chief Directorate: Strategic Planning and Cluster Coordination

SALARY : R1 436 022 per annum (Level 14) of which 30% may be structured according to the individual needs.

CENTRE : Pretoria

REQUIREMENTS : An undergraduate NQF level 7 qualification as recognised by SAQA in Strategic Management / Public Management / Administration / Business Management / Government, Administration and Development / Policy Studies / Corporate Governance with 5 years working experience at senior management level in a government's integrated governance system. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge and Skills: Knowledge and understanding of the Government Integrated System, Knowledge and expertise of strategic management processes in government, Knowledge and experience of parliamentary & legislative processes, Political

awareness and familiarity with broad lines of government policy, ability to liaise effectively with senior government officials and politicians' analytical skills. Compilation of management reports. Project management skills. Excellent Communication skills. Excellent computer (writing and editing) skills. Communication: Verbal & Written communication - English – above average - Computer literacy, Governance related to information, Financial Management: Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised financial practices in order to ensure the achievement of strategic organisational objectives. Strategic Capability & Leadership: Provides a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate. People Management & Empowerment (PME): Manages and encourages people, optimises their outputs & effectively manages relationships in order to achieve organisational goals. Project/Programme Management (PPM): Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation & Reporting. Change Management: Initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitment.

DUTIES

: Manage the strategic planning process in support of the budgeting and reporting frameworks of government. Facilitate and coordinate operational and strategic planning processes. Coordinate and compile strategic and operational plans. Set research agenda, provide policy support, development processes and maintain repository thereof. Facilitate the development and implementation of service delivery improvement plans and initiatives. Facilitate, coordinate and support the implementation of priority programmes/projects. Conduct institutional performance assessment and evaluation of the implementation of policies, and systems. Coordinate and compile institutional performance and strategic reports. Conduct an assessment of department's effectiveness and efficiency in supporting the attainment of service delivery objectives. Facilitate the implementation of productivity measurement framework. Oversee the coordination of the Department's Cluster and Cabinet Services. Support DoT delegated representatives participating in FOSAD Clusters and Workstreams. Develop and submit the PoA reports schedule to EXCO for approval. Manage the coordination and facilitation of feedback into the Department from FOSAD Clusters and the workstreams. Communicate the reporting requirements of the DoT MTSF Priorities to DoT EXCO and project managers. Table quarterly reports at EXCO for discussions. Submit DoT inputs to relevant FOSAD structures. Submit approved Departmental quarterly reports to the Presidency and other coordinating departments. Ensure approval of the DoT annual policy schedule by the Executive. Ensure adherence to Cluster Terms of Reference and cabinet guidelines. Manage the process of submitting Cabinet Memos and documents to DoT Ministry. Manage compliance with Cabinet and Cabinet Committees processes and requirements. Quality assure Cabinet Memos and sign offs for submission to the Office of the DG. Conduct analysis of the Cabinet resolutions in line with the Departmental outcome. Communicate the resolutions to relevant stakeholders for implementation. Oversee the consolidation, finalisation and analysis of the Department's Quarterly Performance Reports and Annual Report. Conduct institutional performance assessment and evaluation of the implementation of policies, and systems. Coordinate quarterly reporting by programmes. Analyse reports and present to DoT EXCO on quarterly basis. Submit reports to DPME and PCOT on quarterly basis. Consolidate Departmental draft Annual Report. Submit draft annual report to AGSA. Submit annual report to Minister for approval. Submit annual report to Parliament for tabling. Participate in Audit Steering Committee Meetings. Liaise with relevant programmes on audit matters relating to PDOs. Ensure that necessary improvements to audit findings are implemented within targeted timelines. Manage the provision of monitoring and evaluation services to the Department. Drive operational excellence and governance of the Department. Manage the development and maintenance of performance monitoring tools and frameworks. Monitor strategic plans, APPs, operational plans, policy and legislation compliance of the department. Report on strategic decisions required to maintain progress on strategic plans, APPs, operational plans, policy and legislation compliance of the department. Coordinate and

compile institutional performance and strategic reports. Compile and consolidate inputs into the Departmental annual report. Manage the development and maintenance of evaluation frameworks. Perform evaluation of strategic projects and programmes according to the departmental evaluation plan. Analyse and interpret evaluation data. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Manage the planning and or implementation of projects. Facilitate and develop the definition of the project missions, goals, tasks and resources requirements. Manage the development of methods to monitor projects or area progress and provide corrective guidance if necessary. Ensure effective management of project resources, project budget and resource allocation. Work cross-functionally to solve problems and implement changes. Ensure effective project progress reporting. Manage the resources of the Chief Directorate. Provide guidance and adequate support for and development of the staff of the branch. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Establish and maintain governance and administrative system's continuity within the work of the branch. Develop financial reports for forecasting, trending and results analysis. Prepare and submit project plans and implementation plans. Evaluate infrastructure spending plans. Authorise expenditure. Set budget levels. Monitor quality control of work. Ensure the compilation of the annual report and strategic plan of the branch. Monitor the planning, organising and delegation of work.

ENQUIRIES : Ms Constance Molope Tel No: (012) 309 3479
NOTE : Candidates must quote the name of the post as follows; "Chief Director: Strategic Planning" on the subject line when applying using an Email. Department of Transport is an equal opportunity employer and this post will be filled in accordance with employment equity targets of the department.

POST 20/27 : **CHIEF DIRECTOR: FINANCIAL ADMINISTRATION AND SUPPLY CHAIN MANAGEMENT REF NO: DOT/ HRM/2024/03**
 Branch: Administration (Office of the Chief Financial Officer)
 Chief Directorate: Financial Administration and Supply Chain Management

SALARY : R1 436 022 per annum (Level 14) of which 30% may be structured according to the individual needs.

CENTRE : Pretoria
REQUIREMENTS : An undergraduate NQF level 7 qualification as recognised by SAQA in Financial Management / Accounting / Supply Chain Management with 5 years' experience at senior managerial level in financial management. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge and Skills: Compilation of management reports. PFMA. Communication: Verbal & Written communication - English – above average - Computer literacy, Governance related to information, Financial Management: Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised financial practices in order to ensure the achievement of strategic organisation objectives. Strategic Capability & Leadership: Provides a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate. People Management & Empowerment (PME): Manages and encourages people, optimises their outputs & effectively manages relationships in order to achieve organisational goals. Project/Programme Management (PPM): Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation & Reporting). Client Orientation and Customer Focus: filling and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice. Change Management: Initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitment.

DUTIES : Maintain an effective and efficient system of financial management. Maintain effective, efficient and economical management of departmental revenue and expenditure. Provide salary administration, taxation & package structuring services. Manage travel and subsistence claims. Ensure compilation of Annual Financial Statements and Interim Financial Statements. Render an efficient and effective supply chain management service to the department. Provide procurement services to the department. Provide a bidding and acquisition

service. Provide contract administration service. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Manage the planning and or implementation of projects. Facilitate and develop the definition of the project missions, goals, tasks and resources requirements. Manage the development of methods to monitor projects or area progress and provide corrective guidance if necessary. Ensure effective management of project resources, project budget and resource allocation. Work cross-functionally to solve problems and implement changes. Ensure effective project progress reporting. Manage the resources of the Chief Directorate. Provide guidance and adequate support for and development of the staff of the Chief Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Establish and maintain governance and administrative system's continuity within the work of the Chief Directorate. Prepare and submit implementation plans. Authorise expenditure. Monitor quality control of work. Ensure the compilation of the annual report, annual plan and strategic plan of the Chief Directorate. Ensure accurate compilation of quarterly reports. Ensure all staff comply to PMDS prescripts and submitted on time. Set budget levels. Monitor the planning, organising and delegation of work.

ENQUIRIES
NOTE

- : Mr Makoto Matlala Tel No: (012) 309 3727
- : Candidates must quote the name of the post as follows; "Chief Director: Financial Administration and SCM" on the subject line when applying using an Email. Department of Transport is an equal opportunity employer and this post will be filled in accordance with employment equity targets of the department.

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 24 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.

OTHER POSTS

POST 20/28 : **ENGINEER PRODUCTION GRADE A - C**
Branch: Provincial Operations: Mpumalanga
Dir: Water and Sanitation Services Management: Infrastructure Development & Refurbishment Programmes
(This is a re-advertisement applicant who applied previously should re-apply)

SALARY : R833 499 - R1 254 282 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)

CENTRE : Mbombela

REQUIREMENTS : A Civil Engineering degree (B Eng/ BSc Eng). Three (3) years post qualification engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Knowledge and understanding of programme and project management. Knowledge and understanding of government procurement for infrastructure projects. Knowledge engineering design and analysis. Understanding of research and development. Knowledge and understanding of government legislations relevant to the sector. Technical report writing. Team leadership, planning, organizing, and analytical skills. Financial, conflict and people management skills. Computer literacy.

- DUTIES** : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety. Plan, design, operate, and maintain engineering projects. Ensure through evaluation that planning and design by others are done according to sound engineering principles and according to norms and standards and code of practice. Develop cost-effective solutions according to standards. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Analyses and advice on the planning, design, construction, and maintenance of wastewater systems and water supply systems, including collection, treatment, storage, distribution, and discharge. Development of planning/operation models or decision support systems for water resource development/management. Develop tender specifications. Development of Business Plan. Approve engineering works. according to prescribed norms and standards. Ensure training and development of technicians, technologists, and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development. Ensure adherence to regulations and procedures for procurement and personnel administration. Manage Human Resources. Monitor and control expenditure. Report on expenditure and service delivery. Liaise with relevant.
- ENQUIRIES** : Ms M Matiso Tel No: (013) 759 7330 / Ms F Mkhwanazi Tel No: (013) 759 7515 / Ms PC Ngwamba Tel No: (013) 759 7446 / Mr SG Nkosi Tel No: (013) 759 7335
- APPLICATIONS** : Mpumalanga (Mbombela): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or Hand Deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200.
- FOR ATTENTION** : Ms. FM Mkhwanazi
- POST 20/29** : **CONTROL ENVIRONMENTAL OFFICER GRADE A**
Branch: Regulations, Compliance and Enforcement
Dir: Water Use Authorisation
- SALARY CENTRE REQUIREMENTS** : R580 551 per annum, (OSD)
: Pretoria Head Office
: A four (4) year Degree in Natural / Environmental Sciences or equivalent qualification. Six (6) years post-qualification experience. The disclosure of a valid unexpired driver's license. Extensive experience in integrated water resource management, water resource protection, and water use authorisation. 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. Knowledge and understanding of the sector: relevant legislation (CARA, NEMA, and MPRDA) together with related policies, regulations, principles, guidelines, tools, and procedures, policy development, implementation, and monitoring. Skills and experience in management of human resources. Proven management and negotiation skills. Ability to work productively in an environment consisting of multi-disciplinary internal and external Department of Water and Sanitation 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 Department of Water and Sanitation 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.
- DUTIES** : Provide support and guidance to the Department's components and water management institutions in the processing of water use authorization applications from all water use sectors. Coordination of stakeholder engagement relationships within the department and broader water sector. Provide technical advice water use authorization related enquiries. Development, implementation, and review of regulatory tools for water use authorisation. Develop, update, maintain and provide training on policies, legislation, protocols, and guidelines for water use authorisation. Participate in the assessment of water resource management research needs for the

directorate; Ensure implementation of the research projects and the results thereof. Supervision and management of the sub-component of the Directorate. Participate in water use authorization appeals and litigation processes. Participate in engagements with other Departments responsible for permitting within the broader environmental sector. Compile reports and make presentations internally and externally.

ENQUIRIES
APPLICATIONS

- : Mr. T Khosa Tel No: (012) 336 7496
- : 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.
- : Planning, Recruitment and Selection Unit

FOR ATTENTION

DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

The mandate of the Department is to lead on socio-economic transformation and implementation of the empowerment and participation of women, youth and persons with disabilities through mainstreaming, advocacy, monitoring and evaluation.

- APPLICATIONS** : Email address: recruitment@dwypd.gov.za or hand delivery to 268 Lilian Ngoyi, Street, Fedsure Forum Building, 1st floor, Pretoria CBD or to be posted to The Director-General, Department of Women, Youth and Persons with Disabilities Private Bag X931, Pretoria, 0001.
- FOR ATTENTION** : Mr Amukelani Misunwa
- CLOSING DATE** : 24 June 2024 at 16:00
- NOTE** : Applications must be submitted on new Z83 form, which can be downloaded <http://www.gov.za/dpsa2g/vacancies.asp> Applications submitted on the old application for employment (Z83) will not be considered. All Fields in the Z83 application form must be completed in full, in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and the must be signed noting the importance of the declaration. South African applicants need not to provide passport numbers. Candidate must respond "Yes "or "no "to the question are you conducting business with the state? If "yes, details thereof must be attached to the application. It is acceptable for applicant to indicate "not applicable" or leave a blank to the question "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?" Applicant are not required to submit copies of qualifications and other relevant documents but must submit the completed and signed Z83 and detailed Curricula Vitae. The communication from HR of the Department regarding the requirement for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidate for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibilities to have all foreign qualification evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted. Should you not hear from the Department within three (3) months of the closing date of this advertisement, please consider your application to be unsuccessful. The Department reserves the right not to make appointment(s) to the post(s). Successful candidate shall be required to enter into performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Appointments will only be made on the first notch of the advertised salary level. All shortlisted candidates will be subjected to personal security vetting. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants 'personal information and only collect, use and retain applicants' personal information for the purposes of recruitment and selection processes. The Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration. Appointment(s) will only be made on the first notch of the advertised salary level.

OTHER POSTS

- POST 20/30** : **DEPUTY DIRECTOR: HUMAN RESOURCE POLICY AND PLANNING REF NO: DWYPD/002/2024**
- SALARY** : R849 702 per annum (Level 11), fully inclusive package
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma of at least three (3) years in Human Resource Management or relevant NQF 6 qualifications. Six (6) years' practical experience in the field of strategic Human Resource Management services, of which three (3) should be at supervisory level. Knowledge: HRM regulatory and compliance framework applicable to the public service. DPSA guidelines and directives

related to Human Resources Management. Departmental policies and applicable protocols and business processes. Relevant collective agreements. Department's strategic objective and the interpretation thereof. Batho Pele Principles and practice thereof. Skills: Applied strategic thinking. Budget and Financial Management. Computer literacy (MS Office Suite). Continuous improvements. Customer focus and responsiveness. Diversity Management. Effective report writing, verbal and written communication and presentation skills. Gender diversities awareness. People management and development. Planning and organising. Policy development. Problem solving and decision-making. Project management. Team leadership. Personal attributes: ability to maintain confidential information. Ability to work under pressure. Emotional intelligence. Ethical behaviour. Honesty and integrity. Impact and influence. Networking and team building. Passion and achievement driven. Respect for copyrights/aversion to plagiarism.

- DUTIES** :
- Design and maintain the organisational structure and post establishment of the Department by developing and coordinating approval of the departmental structure and post establishment in support of the strategic goals, facilitate the development of job descriptions for all approved posts, supporting the grading of jobs' appropriate salary levels. Facilitate the development and maintenance of the human resource policy framework to ensure institutional compliance and fair labour practices. Coordinate, monitor and report on human resource planning to support the workforce requirements of the Department by developing and maintaining the MTEF HR Plan, compiling and sending HR Plan Implementation Reports, supporting the development, implementation and reporting of the Employment Equity Plan, supporting the submission of annual EE reports to the Department of Labour. Monitor expenditure against the CoE budget and provide relevant reports by ensuring alignment between the approved post establishment and baseline CoE allocations made to the Department over the full MTEF period, by monitoring expenditure against the CoE Budget, including all additional commitments, and make report on the status of the budget over the annualised period, by monitoring expenditure against the CoE Budget, including all additional commitments, and making a report on the status of the budget over the annualised period, preparing presentations, in collaboration with the Director: HRM, for the Budget Committee on the status of the CoE Budget. Manage human resource information, by developing and maintaining a post establishment database of real-time data on posts and incumbents, maintaining accuracy of personnel profiles and remuneration packages, maintaining database of staff movements and placements into and out of the Department, ensuring accuracy of PERSAL establishment records and reports, analysing and providing reports on representation and equity across all occupations and levels, supporting the development, quality assurance and audit of the quarterly and annual HR Oversight Reports, Supporting the finalisation of Part D of the Annual Report. Manage resources of the Unit. Quality assure documents for the Directorate
- ENQUIRIES** :
- NOTE** :
- Mr Zuko Bebola at 060 969 4039
- Preference will be given to African females, African males, coloured males and Indian males and Persons with Disabilities.

POST 20/31 : **INTERNAL AUDITOR REF NO: DWYPD/003/2024**

- SALARY** :
- CENTRE** :
- REQUIREMENTS** :
- R308 154 per annum (Level 07), plus benefits
 Pretoria
 National Diploma in Internal Audit and or relevant NQF level 6 qualification. Minimum of 2 years' practical experience in audit field. IIA membership. Knowledge of Global Internal Audit Standards; Internal Audit Methodology; National Treasury Internal Audit Framework; Public Finance Management Act and Treasury Regulations; Public Service Act and Public Service Regulations; Applicant must possess the following skills and personal attributes: Planning and organizing; analytical; report writing; written and verbal communication; problem solving; integrity; ability to work under pressure and produce quality results, ability to work independently and in a team; computer literacy (MS Office);. The successful applicant will be subjected to personal security vetting at a confidential level.

- DUTIES** :
- Assist with the planning of audit engagement; Perform internal audit fieldwork (execution), Reporting and communication of audit results; Follow up on implementation of audit recommendations and management audit action

plans; Assist with the administrative duties of the Directorate and support services to the Audit and Risk Committee.

ENQUIRIES : Ms Nomthandazo Chuene at 083 406 6496
NOTE : Preference will be given to females, and Persons with Disabilities.

POST 20/32 : **ADMINISTRATIVE ASSISTANT: OFFICE OF THE DIRECTOR- GENERAL**
REF NO: DWYPD/004/2024

SALARY : R255 450 per annum (Level 06), plus benefits
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 certificate. National Certificate in Office Administration or equivalent NQF level 5 qualification. No experience required. Knowledge: Knowledge of departmental policies and applicable protocols; Regulatory framework governing the public service. Skills: effective verbal communication; basic numeracy; computer literacy, particularly in the MS Office Suit and Intranet; Interpersonal relations; general office administrative and clerical skills. Personal Attributes: Resourceful; Ability to work under stressful situation; Ability to communicate at levels; People oriented; trustworthy; punctual; hard-working; self-motivated; Ability to work independently.

DUTIES : Provide secretarial and clerical support to the office of the Chief Director. Manage the front desk operation of the Office of the Chief Director. Render logistical support services to the office of the Chief Director. Render administrative support to the Office.

ENQUIRIES : Ms Val Mathobela at 072 756 2709
NOTE : Preference will be given to females, and Persons with Disabilities.

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

ERRATUM: Kindly take note that the following post was advertised in Public Service Vacancy Circular 19 dated 31 May 2024, The Clinical Programme Coordinator Mother and Child: (X1 Post) **(For Johannesburg Health District {Sub-District G})** had no reference number, the reference number for the post must be Refs:01SUB-G

OTHER POSTS

- POST 20/33** : **MEDICAL SPECIALIST REF NO: REFS/020685**
Directorate: Surgery – Gastrointestinal Colorectal Unit
- SALARY CENTRE REQUIREMENTS** : R1 271 901 per annum, (all-inclusive package)
: Charlotte Maxeke Johannesburg Academic Hospital
: Appropriate Medical qualification that allows registration with the HPCSA as a GIT Specialist Colorectal. HPCSA registration as Medical Specialist in Surgery. None experience after registration with the HPCSA as a Medical Specialist in Surgery.
- DUTIES** : Clinical history taking, examination, and assessment of patients. Requesting and analysing special investigating. Prescribing of medications and other therapies. Performance of diagnostics and therapeutic surgical procedures in the field of Surgery. Communicate effectively with colleagues and attend Theatre meetings. Keeping of clinical records. Perform any other duties relevant to the clinical management of patients. Training and Teaching: Advice and supervise Registrars. Formal teaching to postgraduate and undergraduate staff. Review of current literature and research. Attend appropriate CME updates. Develop diagnostic and surgical skills amongst junior staff. Research: Participate in research within the department, to improve knowledge and clinical outcomes.
- ENQUIRIES APPLICATIONS** : Prof. T.E Luvhengo Tel No: (011) 488 3373
: Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building Room 10/2. No. 17 Jubilee Road, Park town 2193 or applications should be submitted on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject. Please note that salary will be adjusted according to years of experience as per OSD policy.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the

recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. Coloured Males, Coloured Females, Indian Males and Indian Females, African males and African Females are encouraged to apply.

- CLOSING DATE** : 24 June 2024
- POST 20/34** : **MEDICAL SPECIALIST REF NO: REFS/020686**
Directorate: Surgery – Vascular Unit
- SALARY** : R1 271 901 per annum, (all-inclusive package)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate Medical qualification that allows registration with the HPCSA as a Vascular Specialist. HPCSA registration as Medical Specialist in Surgery. None experience after registration with the HPCSA as a Medical Specialist in Surgery.
- DUTIES** : Clinical history taking, examination, and assessment of patients. Requesting and analysing special investigating. Prescribing of medications and other therapies. Performance of diagnostics and therapeutic surgical procedures in the field of Surgery. Communicate effectively with colleagues and attend Theatre meetings. Keeping of clinical records. Perform any other duties relevant to the clinical management of patients. Training and Teaching: Advice and supervise Registrars and Fellows. Formal teaching to postgraduate and undergraduate staff. Review of current literature and research. Attend appropriate CME updates. Develop diagnostic and surgical skills amongst junior staff. Research: Participate in research within the department, to improve knowledge and clinical outcomes.
- ENQUIRIES** : Prof. T.E Luvhengo Tel No: (011) 488 3373
- APPLICATIONS** : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building Room 10/2. No. 17 Jubilee Road, Park town, 2193 or applications should be submitted on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject. Please note that salary will be adjusted according to years of experience as per OSD policy.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPISA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. Coloured Males, Coloured Females, Indian Males and Indian Females, African males and African Females are encouraged to apply.
- CLOSING DATE** : 24 June 2024

POST 20/35 : **MEDICAL SPECIALIST REF NO: REFS/020687**
 Directorate: Surgery – Breast Unit

SALARY : R1 271 901 per annum, (all-inclusive - package)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Appropriate Medical qualification that allows registration with the HPCSA as a Breast Specialist. HPCSA registration as Medical Specialist in Surgery. None experience after registration with the HPCSA as a Medical Specialist in Surgery.

DUTIES : Clinical history taking, examination, and assessment of patients. Requesting and analysing special investigating. Prescribing of medications and other therapies. Performance of diagnostics and therapeutic surgical procedures in the field of Surgery. Communicate effectively with colleagues and attend Theatre meetings. Keeping of clinical records. Perform any other duties relevant to the clinical management of patients. Training and Teaching: Advice and supervise Registrars. Formal teaching to postgraduate and undergraduate staff. Review of current literature and research. Attend appropriate CME updates. Develop diagnostic and surgical skills amongst junior staff. Research: Participate in research within the department, to improve knowledge and clinical outcomes.

ENQUIRIES : Prof. T.E Luvhengo Tel No: (011) 488 3373
APPLICATIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building Room 10/2. No. 17 Jubilee Road, Park town, 2193 or applications should be submitted on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject. Please note that salary will be adjusted according to years of experience as per OSD policy.

NOTE : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. Coloured Males, Coloured Females, Indian Males and Indian Females, African males and African Females are encouraged to apply.

CLOSING DATE : 24 June 2024

POST 20/36 : **MEDICAL REGISTRAR REF NO: REFS/020688**
 Directorate: Obstetrics and Gynaecology

SALARY : R949 146 per annum, (all-inclusive package)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

- REQUIREMENTS** : Appropriate qualifications that allow registration with HPCSA as Medical Practitioner. HPCSA registration as Medical Practitioner. No experience required after registration with the HPCSA as a Medical Registrar. The following will be added advantages: Work experience in the field of Obstetrics and Gynaecology. CMSA part 1a and 1b examinations. Auxiliary courses relevant to the field of Obstetrics and Gynaecology (example ACLS).
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meeting like mortality meetings, near miss meeting and completing MEDICO Legal Documents timeously (e.g., Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessments and treatment of patients, Registrars will be rotated through the related departments at various hospitals, compromising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government, Chris Hani Baragwanath Academic Hospital, Charlotte Maxeke Johannesburg Academic Hospital, Rahima Moosa Child Hospital, Klerksdorp and the following tertiary institution: University of the Witwatersrand (WITS).
- ENQUIRIES** : Prof L Chauke Tel No: (011) 488 4178
Ms M.P. Rapetswa Tel No: (011) 488 3711
- APPLICATIONS** : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building Room 10/2. No. 17 Jubilee Road, Park town, 2193 or applications should be submitted on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject. Please note that salary will be adjusted according to years of experience as per OSD policy.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. Coloured Males,

Coloured Females, Indian Males and Indian Females, African males and African Females are encouraged to apply.

CLOSING DATE : 24 June 2024

POST 20/37 : **MEDICAL OFFICER (GENERAL SURGERY) REF NO: MRH/2024/17**
Directorate: Medical

SALARY : Grade1: R949 146 per annum
Grade 2: R1 082 988 per annum
Grade 3: R1 253 415 per annum

CENTRE REQUIREMENTS : Mamelodi Regional Hospital
National Senior Certificate and MBChB Degree or appropriate qualification that allows current registration with HPCSA as a Medical Officer. **Grade 1:** none experience required after registration with the HPCSA as Medical Officer. **Grade 2:** A minimum of 5 years' experience after registration with the HPCSA as Medical Officer. **Grade 3:** A minimum of 10 years' experience after registration with the HPCSA as Medical Officer. Ability to function independently and be part of a multidisciplinary team. Applicant must solution-oriented and have good decision-making skills.

DUTIES : Provision of 24 hours surgical services. Manage surgical patients in all departments requiring, eg ICU, OPD clinic. Wards in general and casualty. Participate in commuted overtime. Supervision and training of medical interns, clinical assistants and nursing staff. Ensure proper and accurate record keeping as legally and ethically required. Provision of quality cost effective services in keeping up with the Batho Pele Principles. Assist the HOD and ensure that the department is compliant to Ideal Hospital and Lean Management principles. Perform clinic Audit.

ENQUIRIES APPLICATIONS : Dr. BE Mankge Tel No: (012) 841 8305
Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.

FOR ATTENTION NOTE : Mr. MH Hlophe Tel No: (012) 841 8329, Recruitment Section
Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, and copy of CV. Only shortlisted candidates will be requested to bring certified copies of qualifications and after acquired documents. 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. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.

CLOSING DATE : 28 June 2024

POST 20/38 : **OPERATIONAL MANAGER SPECIALTY (ICU) REF NO: MRH/2024/16**
Directorate: Nursing

SALARY : R656 964 - R748 683 per annum, (Salary will be determined as per OSD grading)

CENTRE REQUIREMENTS : Mamelodi Regional Hospital
National Senior Certificate. A basic 425 qualification (i.e., Diploma/ Degree in nursing) or equivalent qualification that allows current registration with SANC as a professional nurse plus a post - basic nursing qualification, with duration of at least 1 year, accredited with SANC in terms of Government Notice No R 212 in Intensive Care Nursing Science Specialty. A minimum of 9 years appropriate/ recognizable experience in nursing after registration as a professional nurse with SANC in general nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant speciality. Degree/Diploma in Nursing Management and computer literacy will be an added advantage.

DUTIES : Ensure clinical nursing team accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate effective communication with the patients, supervisors, other health professionals and

subordinates, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with people of diverse intellectual, cultural, racial, or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing services in the unit. Display a concern for patients, promoting, advocating and facilitate proper treatment and care and ensuring that the unit adheres to the principles of Batho-Pele. Able to develop contacts, build and maintain a network of professional relations to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Implement nursing legislation and related legal and ethical nursing practices. Compile and analyse report to improve quality of patient care. Manage resources effectively and efficiently in the unit. Must be prepared to work night shifts when needs arise and relieve the supervisor when required.

- ENQUIRIES** : Ms. S Mahlangu Tel No: (012) 841 8490
- APPLICATIONS** : Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
- FOR ATTENTION** : Ms RM Tloane Tel No: (012 841 8331) Recruitment Section
- NOTE** : Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, and copy of CV. Only shortlisted candidates will be requested to bring certified copies of qualifications and after acquired documents. 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. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
- CLOSING DATE** : 28 June 2024
- POST 20/39** : **RADIATION ONCOLOGY RADIOGRAPHER REF NO: REFS/020683**
Directorate: Radiation Oncology
- SALARY** : Grade 1: R376 524 – R530 343 per annum, (as per OSD prescriptions)
Grade 2: R545 262 - R545 262 per annum, (as per OSD prescriptions)
Grade 3: R641 436 – R689 430 per annum, (as per OSD prescriptions)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital (X19 Posts)
Steve Biko Academic Hospital (X1 Post)
- REQUIREMENTS** : Diploma or Degree that allows registration with the HPCSA as Radiographer. Registration with the HPCSA as an independent Radiographer in Radiation Oncology. Candidate to meet the prescribed requirements. Knowledge, skills, training and competencies: knowledge of radiotherapy standard techniques, dose protocols, equipment and accessories associated with relevant techniques and including specialized techniques. Knowledge of basic quality assurance in Radiotherapy, radiation effects & Radiation protection on patients. The following will be an added advantage: Ability to work under pressure, be able to work beyond office hours, e.g. emergencies and overflow of booked patients. Must be computer literate.
- DUTIES** : Undertake all basic radiation planning and treatment preparation. Treat all patients completely, effectively and accurately according to departmental protocols based on local and international research. Participation in academic activities. Responsible for localization planning and accurate delivery of radiation treatments to patients with neo-plasms. Physical and emotional support of patients. Daily and weekly quality assurance. Administrative duties. e.g. patients and statistics. Assists students during clinical work to develop radiography skills.
- ENQUIRIES** : Dr O. Ubogu Tel No: (011) 488 3710, Ms S. Mbatha Tel No: (011) 488 2215, Ms M.P. Rapetswa Tel No: (011) 488 3711
- APPLICATIONS** : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building Room 10/2. No. 17 Jubilee Road, Park town, 2193 or applications should be submitted on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the

reference as subject. Please note that salary will be adjusted according to years of experience as per OSD policy.

NOTE

: The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. Coloured Males, Coloured Females, Indian Males and Indian Females, African males and African Females are encouraged to apply.

CLOSING DATE

: 24 June 2024

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

ERRATUM: Kindly note that the following post were advertised in Public Service Vacancy Circular 19 dated 31 May 2024, HCU - Adult ICU & High Care Department Ref No: DPKISMH05/2024 (X1 Post), Medical Specialist - Adult ICU & High Care Department Ref No: DPKISMH06/2024 (X1 Post), Medical Officer - Adult ICU & High Care Department Ref No: DPKISMH07/2024 (X1 Post), Assistant Manager Nursing (Gen) - Internal Medicine, Diagnostic Imaging, Mental Health & Triage Services Ref No: DPKISMH08/2024 (X1 Post), Operational Managers (Night Duty) Ref No: DPKISMH09/2024 (X4 Posts), Ultrasound Radiographer Ref No: DPKISMH10/2024 (X3 Posts), Professional Nurse Speciality Theatre Ref No: DPKISMH11/2024 (X3 Posts), Professional Nurse Speciality ICU Ref No: DPKISMH12/2024 (X1 Post) **(For eThekweni Health District {Dr Pixley ka Isaka Seme Memorial Hospital})** have been withdrawn.

OTHER POSTS

<u>POST 20/40</u>	:	<u>ASSISTANT DIRECTOR: RADIOGRAPHER GRADE 1/2 REF NO: CBH09/2024</u>
<u>SALARY</u>	:	Grade1: R605 550 - R670 734 per annum Grade 2: R689 430 - R765 159 per annum Other Benefits: Rural Allowance (12% of basic salary), 13th cheque, and Medical aid (optional).
<u>CENTRE REQUIREMENTS</u>	:	Catherine Booth Hospital (X-Ray) Matric certificate. 3 years National Diploma / Degree in Diagnostic Radiography. Current registration with HPCSA as a Diagnostic Radiographer. 5 years' relevant experience after registration with the HPCSA as a Diagnostic Radiographer of which 3 years must be at a Supervisory level. Certificate of service endorsed by Human Resources for all previous and current relevant experience. An additional qualification as ultra-sonographer will be considered as an advantage. Sound knowledge of Diagnostic Radiography procedures and equipment. Sound knowledge of radiography techniques and views. Sound Knowledge of quality assurance tests. Sound Knowledge of radiation control and safety regulation. Sound knowledge of relevant legislature. Sound communication and problem solving skills. Good Interpersonal skills.
<u>DUTIES</u>	:	Ensures that the Radiography department complies with radiation protection services, Occupational Health and Safety and Infection Control requirements. Strengthen and monitor the implementation of equipment maintenance programme. Strengthen the management of Human Resources. Improve the quality of Radiography service. Develop, Implement and monitor adherence to policies, standard procedures and all other applicable legislations. Execute all clinical procedures competently to prevent complications. Monitor and perform 24-hour Radiology service. Facilitate, promote and attend clinical and non-clinical in-service education and training. Participate in Quality assurance and Quality improvement programs. Uphold patients' rights and promote Batho Pele Principles in the execution of duties for effective service delivery.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. N. Sunderlall (Medical Manager) Tel No: (035) 474 8407/8/9 All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area next to Mehlwana Primary School, Umlalazi Municipality Ward15, Amatikulu 3801 or be emailed to: phumowakhe.dube@kznhealth.gov.za
<u>NOTE</u>	:	The following documents must be submitted: Application for employment Z83 form, obtainable at any Public Service Department or from the website- www.kznhealth.gov.za and a comprehensive CV indicating three reference persons: Names and contact numbers, Therefore only shortlisted candidates for a post will be required to submit certified copies of qualification/s and other relevant documents on or before the day of the interview following communication from HR, A Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to

receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending an interview and no resettlement allowance during relocation be paid out. Preference will be given to African Male. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of all occupational categories in the Department and persons with disabilities should feel free to apply for the post.

- CLOSING DATE** : 28 June 2024
- POST 20/41** : **CLINICAL PROGRAMME COORDINATOR (IPC) REF NO: UMG 04/2024**
- SALARY** : R520 560 - R596 322 per annum. Other benefits (medical aid optional), housing Allowance (applicant must meet prescribed requirements)
- CENTRE** : Umgeni Specialized Psychiatric Hospital: Howick
- REQUIREMENTS** : Senior certificate/Grade 12 or equivalent. Degree/Diploma in General Nursing. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current registration with SANC as Professional Nurse and midwifery. Valid driver's license. Computer literacy. Recommendations: Certificate in Infection Prevention and Control. Knowledge and Skills: Knowledge on applicable legislation such as Health Act, Occupational Health and Safety Act and Waste Management Act. High level of verbal and written communication skills. Must have good interpersonal relations. Computer literacy in word processing and spreadsheet packages. Present skills assertiveness and diplomacy. High level of innovation and initiative.
- DUTIES** : Facilitate and oversee the development of an IPC operational plan to give strategic direction. Develop, implement, monitor and evaluate the operational plan and also provide feedback to management. Ensure IPC audits and monthly committee meeting. Ensure a functional infection prevention control programme in the facility. Develop a quality improvement plan, compile reports. Facilitate IPC surveillance of health care associated infections. Conduct active and passive surveillance. Investigate potential outbreaks and report on healthcare associated infections. Ensure staff development and training takes place. Develop an IPC orientation and induction plan. Compile training schedules. Ensure adherence to institutional IPC protocols. Ensure availability of IPC guidelines. Assist, support and participate in relevant research.
- ENQUIRIES** : Mr J Situma Tel No: (033) 330 6146, ext. 216
- APPLICATIONS** : Applications quoting the relevant reference UMG 04/2024 should be forwarded as follows: The Acting Chief Executive Officer, Department of Health, Umgeni Hospital, Private Bag X23, Howick, 3290.
- FOR ATTENTION** : Mr J Situma
- NOTE** : Applications must be submitted on the prescribed amended Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Certified copies of qualifications will only be requested from shortlisted candidates. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. Persons with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications). Applicants are respectfully informed that, if no notification of appointment is received within 2 months after the closing date, they must accept that their applications were unsuccessful. Applicants are not required to submit copies of qualifications and other relevant documents on the application. Such documents will be requested from shortlisted candidates only. No faxed applications will be considered. All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised post are free to apply. Due to financial constraints in the Department no S &T will be paid to candidates invited for interviews.
- CLOSING DATE** : 24 June 2024
- POST 20/42** : **CLINICAL PROGRAMME COORDINATOR (IPC) GRADE 1/2 REF NO: CBH10/2024**
- SALARY** : Grade 1: R520 560 - R596 322 per annum
Grade 2: R602 964 - R686 211 per annum

<u>CENTRE REQUIREMENTS</u>	<p>Other Benefits: Rural Allowance (08% of basic salary), 13th cheque, and Medical aid (optional).</p> <p>Catherine Booth Hospital (M&E)</p> <p>Matric certificate. Degree/National Diploma in General Nursing. Current registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A Minimum of seven (7) years appropriate/recognizable experience in Nursing Health Care after registration as a Professional Nurse-Independent Practice with SANC. Certificate of service endorsed by Human Resources for all previous and current relevant experience. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact service delivery. Recommendations: A valid code 08 driver's license. Computer literacy.</p>
<u>DUTIES</u>	<p>Identify infection control risks and make recommendations on mitigations thereof. Ensure that all Departments comply with the IPC Framework, Guidelines and Protocols. Identify Standard Operating Procedures to be formulated in relation to Provincial Guidelines. Identify outbreak of infection, initiate investigation and control measures in collaboration with the IPC Committees. Provide Effective and efficient Infection Prevention and Control services in the institution. Conduct IPC Surveillance and report on the incidence and prevalence of alert organisms and communicable diseases to the District CDC. Serve a clinical governance champion in the facility, ensuring effective clinical risk management system. Promote infection prevention and culture within the institution by conducting relevant workshops, audits, meetings, and awareness. Identify and report all Acquired Infections. Visit all departments within the Institution to identify infection prevention and control risks. Ensure strong relationship with District IPC and CDC teams as well as Laboratory Services. Ensure that infection Prevention and Control as well as Antibiotic Stewardship Committees are in place and functional. Provide advice on various aspects of infection prevention and control, relevant policies to management. Provide advice and training to all categories and staff.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>Ms. C.M Ntshela (Ass. Manager Nursing) Tel No: (035) 474 8407/8/9</p> <p>All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area next to Mehlwana Primary School, Umlalazi Municipality Ward15, Amatikulu, 3801 or be emailed to: phumowakhe.dube@kznhealth.gov.za</p>
<u>NOTE</u>	<p>The following documents must be submitted: Application for employment Z83 form, obtainable at any Public Service Department or from the website-www.kznhealth.gov.za and a comprehensive CV indicating three reference persons: Names and contact numbers, Therefore only shortlisted candidates for a post will be required to submit certified copies of qualification/s and other relevant documents on or before the day of the interview following communication from HR, A Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending an interview and no resettlement allowance during relocation be paid out. Preference will be given to African Male. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of all occupational categories in the Department and persons with disabilities should feel free to apply for the post.</p>
<u>CLOSING DATE</u>	<p>28 June 2024</p>
<u>POST 20/43</u>	<p><u>CLINICAL NURSE PRACTITIONER GRADE 1/2 REF NO: CBH11/2024</u></p>
<u>SALARY</u>	<p>Grade1: R451 533 - R530 376 per annum Grade 2: R553 545 - R686 211 per annum Other Benefits: Rural Allowance (08% of basic salary), 13th cheque, and Medical aid (optional).</p>
<u>CENTRE REQUIREMENTS</u>	<p>Catherine Booth Hospital (Mvutshini Clinic-School health services)</p> <p>Matric certificate. Degree / Diploma in General Nursing and Midwifery registered with SANC. A minimum of 4 years appropriate / recognizable experience in nursing after registration as a General Nurse and midwife with SANC. Current SANC Annual practicing certificate. A post basic one year specialized qualification in Primary Health Care accredited with SANC. Driving</p>

license. **Grade 2:** a minimum of 14 years appropriate or recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the above period referred to must be appropriate / recognizable experience in PHC after obtaining the one-year qualification in PHC. Knowledge of SANC rules and regulation. Decision making and problem solving skills. Good communication and interpersonal skills Basic Financial management skills. Patient's Right's Charter and Batho Pele Principles.

- DUTIES** : To provide quality comprehensive primary health care by promoting preventive, creative and rehabilitative services for the clients and communities. Demonstrate effective communication with learners, school principals and other stakeholders. Implement ISHP. Provide health education and continuous assessment of learners. Provide clinical services in school guided by DOH policies by identifying school program needs, schedule learner assessment guided by school timetable, conduct campaign and immunization as per DOH guidelines. Manage all resources i.e. human, material and equipment. Ensure quality service is provided.
- ENQUIRIES** : Mr. J.S Mlambo (Ass. Manager Nursing) Tel No: (035) 474 8407/8/9
- APPLICATIONS** : All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area next to Mehlwana Primary School, Umlalazi Municipality Ward15, Amatikulu, 3801 or be emailed to: phumowakhe.dube@kznhealth.gov.za
- NOTE** : The following documents must be submitted: Application for employment Z83 form, obtainable at any Public Service Department or from the website-www.kznhealth.gov.za and a comprehensive CV indicating three reference persons: Names and contact numbers, Therefore only shortlisted candidates for a post will be required to submit certified copies of qualification/s and other relevant documents on or before the day of the interview following communication from HR, A Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending an interview and no resettlement allowance during relocation be paid out. Preference will be given to African Male. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of all occupational categories in the Department and persons with disabilities should feel free to apply for the post.
- CLOSING DATE** : 28 June 2024
- POST 20/44** : **CLINICAL TECHNOLOGIST (ECHOCARDIOGRAPHER) GRADE 1, 2 & 3**
REF NO: GJGM18/2024 (X1 POST)
Component: Medical Component
- SALARY** : Grade 1: R376 524 per annum
Grade 2: R439 755 per annum
Grade 3: R514 785 per annum
Other benefits: 12% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements).
- CENTRE** : General Justice Gizenga Mpanza Regional Hospital
- REQUIREMENTS** : Diploma/Degree in Clinical Technology. Current Registration with the HPCSA as A Clinical Technologist. **Grade 1:** Experience None after registration with HPCSA in respect of RSA qualified employees who performed Community Service as required in SA. (One (1) year relevant experience after registration with HPCSA in clinical technology in respect to foreign qualified employees of whom it is not required to perform community service as required in SA. **Grade 2:** Experience Minimum of Ten (10) years experience in clinical technology in respect of RSA qualified employees who performed community service as required in SA. Minimum of Eleven (11) years experience in clinical technology in respect of foreign qualified employees of whom it is not required to perform community service in SA. **Grade 3:** Experience Minimum of Twenty (20) years experience in clinical technology in respect of RSA qualified employees who performed community service as required in SA. Minimum of Twenty One (21) years experience in clinical technology in respect of foreign qualified.

Recommendation: A minimum of One (1) year Experience with echocardiography. Knowledge, Skills and Competencies: Excellence orientation (concern for high quality of work) Strong customer orientation. Team Player. Ethical behaviour (Honesty). Leadership ability. Well organised. To perform adult echocardiograms and report on findings. To manage and perform exercise stress tests (EST) in the stress laboratory. Perform Pulmonary function tests including spirometry and other lung functions. To participate in departmental and teaching programs. To optimize work system in the echo/stress laboratory and pulmonary function testing. To manage bookings, monitor and evaluate.

DUTIES

: To perform echocardiograms/Exercise Stress Tests and pulmonary function testing in a safe manner and in accordance to DOH internal policies and procedures. To provide optimal patient care. Manage and maintain all medical equipment in accordance with DOH technical policies and procedures. Ensure that all DOH quality initiative programs are utilised for the patients under your management. Ensure that all patient clinical records are maintained and updated in accordance with the deadlines, policies & procedures and the DOH standards. Ensure that all financial policies and procedures are followed in the unit i.e. supplies for pulmonary function testing. Demonstrate the Batho Pele Values. The Clinical Technologist will render and promote cost effective, safe quality patient care in accordance DOH standards and policies. The incumbent will further be responsible for direct and/or indirect care of a patients, for assessing, planning and execution. The Clinical Technologist will also actively participate in Clinical Governance. Capacity to implement and maintain standards of health practice required from all accredited bodies and appropriate health legislation. Must be able to work under pressure in a constantly changing environment. Strong interpersonal skills required.

ENQUIRIES

: Dr BD Ramjiwan (HCU Internal Medicine) Tel No: (032) 437 6263

APPLICATIONS

: Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450.

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Proof of current and previous work experience endorsed and stamped by Human Resources (Certificate of Service) will be requested from shortlisted candidates for submission on or before the interview date. NB: Please take note that applicants who are waiting registration with HPCSA may also apply.

CLOSING DATE

: 01 July 2024

DEPARTMENT OF PUBLIC WORKS

APPLICATIONS

Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to The Director: Human Resource Management Department of Public Works, Private Bag X9142, Pietermaritzburg, 3200, for attention Mrs ZJ Hlongwane. Alternatively, applications can be delivered to 191 Prince Alfred Street, Pietermaritzburg or online via kznpw.jobs.headoffice@kznworks.gov.za. 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 online and directly to the email addresses indicated above in respect of the different centres where the posts exist. Applicants may also visit any one of our Designated Online Application Centre's (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 Centers (DOACS) at www.kznonline.gov.za/kznjobs." Candidates are also advised not to send their applications through registered mail, as the Department will not take responsibility for non-collection thereof.

CLOSING DATE NOTE

28 June 2024

The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer and Women and people with disabilities are encouraged to apply. Applications must be submitted individually on the prescribed new approved Z83 form, the form is available from the website www.kznworks.gov.za or can be obtainable from any Public Service department and must be accompanied by a comprehensive Curriculum Vitae (CV). Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted candidates only. Faxed or electronic copies will not be considered. Candidates are urged to view the guidelines available to all prospective candidates applying for vacant position on the departmental website before completing applications for posts. It is the applicants' responsibility to have foreign qualifications assessment for equivalent by the South African Qualifications Authority (SAQA). Applications that do not comply with the above-mentioned instructions will be disqualified. Please note that the Department reserves the right not to fill the post. Recommended candidate's personal information will be subject to vetting prior to an offer of appointment being made. Candidates are expected to be available on the date set for the interviews or they may be disqualified. Should you not have been contacted by this office within 3 months of the closing date of the advertisement, kindly consider your application being unsuccessful. Please note that further communication shall be restricted to those candidates who will have been shortlisted. The appointed candidate shall be required to sign a performance agreement. Please note that reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment to facilitate this. The filling of this post will be guided by the Department's Employment Equity targets. Please note that requests for higher salaries will not be entertained for the advertised posts, however it may only be considered for posts falling within the Occupational Specific Dispensation (OSD) subject to the existing provisions. Candidates applying for advertised posts in the Department, will be deemed to have granted consent to their personal information being used to determine suitability in terms of the POPIA Act, 4 of 2013.

MANAGEMENT ECHELON

POST 20/45

CHIEF DIRECTOR: CORPORATE SERVICES REF NO: HO/CDCS/052024

SALARY

R1 436 022 per annum (Level 14), (all-inclusive), to be structured in accordance with the rules for Senior Management Services [SMS]

CENTRE REQUIREMENTS

Head Office: Pietermaritzburg
An appropriate and recognised NQF level 7 qualification plus 5 years relevant experience at a senior managerial level in a corporate support services environment. Proficiency in relevant word processing, spreadsheet and presentation software packages. Possession of a valid drivers licence and an appropriate and applicable SMS Pre-entry (Nyukela) Certificate to be

submitted prior to appointment. Recommendation: Understanding of all relevant prescripts. Interpretation and application of policies / legislations. Project Management skills. Financial Management skills. Strategic Planning and coordination skills. People management and empowerment skills. Analytical, creative and innovative thinking skills.

- DUTIES** : Oversee the management of Strategic Management and planning, monitoring and evaluations. Oversee the management and the provisioning of legal services and communication services. Manage Human Resource Management. Manage Information Communication and Technology and Organisational Development and efficiency services. Ensure the development and implementation of policies. Manage the resources of the Chief Directorate.
- ENQUIRES** : Mr SP Majola (Head of Department) Tel No: (033) 355 5562
- NOTE** : Recommended candidates will be subjected to a security clearance, competency assessment and will also be required to disclose their financial interests and will also be subjected to a technical assessment during the selection process.

DEPARTMENT OF TREASURY

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

- APPLICATIONS** : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road, Pietermaritzburg, 3200.
- FOR ATTENTION** : Mr. M Mabaso
- CLOSING DATE** : 24 June 2023
- NOTE** : The new Z83 application form must be used effective 1st January 2023 and can be downloaded at www.dpsa.gov.za-vacancies. The Z83 must be accompanied by a comprehensive Curriculum Vitae. The department will conduct reference checks with the HR of current and/or previous employer(s) apart from the referees listed. Shortlisted applicants with foreign qualifications will be requested to submit an evaluation certificate from the South African Qualification Authority (SAQA). Non-South African citizens who are permanent residency holders will be requested to submit documentary proof if shortlisted. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Successful candidates will be subjected to security screening prior to employment. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. The KwaZulu-Natal Provincial Treasury is an equal opportunity, affirmative action employer. As such, it is our intention to promote and uphold representivity in the Department in terms of race, gender and disability. It is regretted that due to the large volumes of applications received, it is not possible for the Department to acknowledge receipt of same and that only those applicants that participate in the final selection processes (interviews) are notified of the outcome. Only Shortlisted candidates will be requested to submit the supporting documents (certified copies of qualifications, driver's license etc.). Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates. Preferences: African Males, African Females and people with disabilities who meet the requirements.

OTHER POSTS

- POST 20/46** : **DEPUTY DIRECTOR: SCM TRANSVERSAL POLICY & CAPACITY BUILDING P.A REF NO: KZNPT 24/50**
- SALARY** : R849 702 per annum (all-inclusive package)
- CENTRE** : KZN Provincial Treasury, Pietermaritzburg
- REQUIREMENTS** : NQF Level 7 or higher qualification in Supply Chain Management/ Law/ Commerce/ Public Management/ Public Administration (with majors in Law/Commerce/SCM). A minimum of 3 years' experience in junior management level in a Supply Chain Management environment. A valid

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

DUTIES

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

ENQUIRIES

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

PROVINCIAL ADMINISTRATION: LIMPOPO

DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM

The Department of Economic Development, Environment and Tourism is an equal opportunity, affirmative action employer. It is our intent to promote representativeness (race, gender and disability) in the Department through the filling of this post. The candidature of persons whose transfer / promotion / appointment will promote representativeness, in line with the numeric targets as contained in the Department's Employment Equity Plan, will receive preference. An indication of representativeness profile by the applicants will expedite the processing of applications.

- APPLICATIONS** : Direct your application quoting the relevant reference number, position and management area on the Z83 to: The Head of Department: Department of Economic Development, Environment and Tourism, Private Bag X9484, Polokwane, 0700. Hand delivered applications may be submitted at Evridiki Towers, Registry Office, 19 Biccard Street, Office B1-73, Polokwane. Applications can also be e-mailed to pelsers@ledet.gov.za / lingenfelderl@ledet.gov.za / lehahape@ledet.gov.za
- CLOSING DATE** : 24 June 2024 at 16h30
- NOTE** : All costs associated with an application will be borne by the applicant. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes (provide detail)" then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. Three (3) references must be included stating their contact details (landline, cellular number and e-mail address). If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation when shortlisted. The recommended candidate will be subjected to security clearance procedures. The candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts (applicable to salary level 9 to 14, and employees within Supply Chain Management and Finance Units). Applicants are not required to submit certified copies of educational qualifications, academic record, identity document and a valid driver's licence (where required) with their application, only the Z83 and CV. Only shortlisted candidates will be required to submit certified copies on or before the day of the interview. Correspondence will be limited with the short-listed candidates only. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. Shortlisted applicants should be willing to undergo normal vetting and verification process as well as other relevant security and pre-employment checks as prescribed by the Minimum Information Security Standards. Consequently, the appointment will be subject to positive outcomes on these processes, which includes amongst others security clearance, security vetting, qualification verification, criminal record verification and reference checks. Appointment to some of this post will be provisional, pending the issue of a positive security clearance. Therefore, the appointment will be reconsidered/possibly terminated in case where the applicant failed to get a positive security clearance. Fingerprints will be taken on the day of the interviews. The

Department of Economic Development, Environment and Tourism reserve the right not to fill any of these advertised posts. For Management Echelon posts: In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government with effect from 01 April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend a candidate 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. Applications must reach the Department before the closing date. It is the sole responsibility of an applicant to ensure that their applications reach the Department of Economic Development, Environment and Tourism before the stipulated closing date. Applicants who have retired from the Public Service with a specific determination that they cannot be reappointed or have been declared medically unfit will not be considered. The contents of the advertised post will also be posted on the following websites www.limpopo.gov.za / www.ledet.gov.za / www.dpsa.gov.za. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.

MANAGEMENT ECHELON

- POST 20/47** : **CHIEF DIRECTOR REF NO: C1/24/25/1**
Chief Directorate: Trade & Sector Development
- SALARY** : R1 436 022 – R1 716 933 per annum (Level 14), (an all-inclusive remuneration package). Note: The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
- CENTRE REQUIREMENTS** : Head Office: Polokwane
An undergraduate qualification (NQF 7) in Economics / Business Management / Entrepreneurship or equivalent as recognized by SAQA. Five (5) years of experience at a senior managerial level. Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Valid driver's license (with exception of person with disability). Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and Analysis. Client orientation and customer focus. Communication. Skills and Knowledge: Knowledge in the legislative framework governing public service. Sound and in-debt experience and knowledge of relevant macro and micro economic policies. Strategic capability and leadership skills. Problem solving and analysis skills. Excellent communication skills. Financial and human resource management. Computer literacy. Conflict management skills. Planning and coordination skills. People management and empowerment skills. Programme and project management skills. Stakeholder management. Change management.
- DUTIES** : Oversee and contribute to policy development, strategic and business planning. Ensure development of industrial and trade strategies and plans. Facilitate implementation of strategic goals and economic cluster programmes. Coordinate the industrialisation programmes and enhance the competitiveness of the industries. Ensure the facilitation of trade and investment promotion services. Ensure the stimulation of the economy through sector and industry development. Manage team and work with stakeholders.
- ENQUIRIES** : Mrs S Pelser Tel No: (015) 293 8678

<u>POST 20/48</u>	:	<u>DIRECTOR REF NO: C1/24/25/2</u> Directorate: Economic Research, Planning & Co-Ordination
<u>SALARY</u>	:	R1 216 824 – R1 433 355 per annum (Level 13), (an all-inclusive remuneration package). Note: The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane An undergraduate qualification (NQF 7) in Economics / Business Management / Entrepreneurship or equivalent as recognized by SAQA. Five (5) years of experience at middle/senior managerial level. Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Valid driver's license (with exception of person(s) with disability). Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and Decision making. Client orientation and customer focus. Communication. Service delivery innovation. Skills and Knowledge: Knowledge in the legislative framework governing public service. Sound and in-debt experience and knowledge of relevant macro and micro economic policies. Strategic capability and leadership skills. Problem solving and analysis skills. Excellent communication skills. Financial and human resource management. Computer literacy. Conflict management skills. Planning and coordination skills. People management and empowerment skills. Programme and project management skills. Stakeholder management. Change management.
<u>DUTIES</u>	:	Develop and oversee implementation of Economic Development Policies and strategies and plans. Provide economic intelligence to support planning and decision making. Manage the collection, organisation and analysis of economic and development data. Design, conduct and manage research aligned with economic development imperatives in the province. Develop and implement economic cluster research agenda. Conduct impact assessment of policies, programs, and projects relating to economic cluster research agenda. Provide LED support to municipalities. Manage team and work with stakeholders.
<u>ENQUIRIES</u>	:	Mrs S Pelsler Tel No: (015) 293 8678
<u>POST 20/49</u>	:	<u>DIRECTOR REF NO: C1/24/25/3</u> Directorate: Environmental Quality Management
<u>SALARY</u>	:	R1 216 824 – R1 433 355 per annum (Level 13), (an all-inclusive remuneration package). Note: The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane An undergraduate qualification (NQF7) in Natural Science / Environmental Sciences / Environmental Management / Air Quality Management / Atmospheric Sciences or equivalent as recognized by SAQA. A post graduate qualification in the related field will be an added advantage. Five (5) years of experience at middle/senior managerial level. An extensive experience in the related field. Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Valid driver's license (with exception of person with disability). Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and Decision making. Client orientation and customer focus. Communication. Service delivery innovation. Skills and Knowledge: In-dept knowledge and application of National Environmental Management Act and SEMA's, Public Finance Management Act, Public Service Act and its associated reputation, and other related environmental legislation, policies and procedures that affect the environment. Must have proven verbal, written communication and computer skills. Ability to timeously produce thorough and informative documents, and formulate clear, concise and legally defensible decisions. Analytical thinking and ability to identify, analyse, synthesize and communicate environmental related issues. Must be able to work both independently and in a team, ability to work under strenuous conditions and able to interact with a diversity of clients and staff. Ability to

<u>DUTIES</u>	: mediate in and resolve conflict resolution situations. Strong organisational, coordination and planning ability. Diplomacy and professional conduct. : Ensure implementation of an integrated environmental management system through various tools inter alia Environmental Impact Assessments, and environmental authorisation systems and Environmental Management Frameworks (EMFs) and other planning tools. Manage the implementation of air quality management legislation, policies and system at provincial level and provide support air quality management interventions at local, national and international levels. Manage and implement air quality management tools such as the declaration of air quality priority areas, ambient air quality monitoring systems, and emission source inventories. Oversee the development and implementation of integrated waste management plans and support local government to render the appropriate waste management services. Manage the processing and authorisation of solid waste disposal sites and other waste management authorisations as required by legislation. Develop waste information systems to improve implementation of programmes to reduce and recycle waste. Manage environmental impact services. Manage and utilize resources (financial, human & physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	: Mrs S Pelsler Tel No: (015) 293 8678
<u>POST 20/50</u>	: <u>DIRECTOR REF NO: C1/24/25/4</u> Directorate: Provincial Protected Areas Management
<u>SALARY</u>	: R1 216 824 – R1 433 355 per annum (Level 13), (an all-inclusive remuneration package). Note: The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
<u>CENTRE REQUIREMENTS</u>	: Head Office: Polokwane : An undergraduate qualification (NQF7) in Nature Conservation / Environmental Sciences / Environmental Management / Biodiversity Management / Ecological Resources Management / Natural Resources Management or equivalent as recognized by SAQA. Five (5) years of experience at middle/senior managerial level. Minimum of five (5) years in protected areas management, with experience developing and executing successful protected areas management strategies. Experience developing and managing protected areas management agreements with partners. Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Valid driver's license (with exception of person with disability). Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and Decision making. Client orientation and customer focus. Communication. Service delivery innovation. Skills and Knowledge: Strong knowledge of relevant laws and regulations pertaining to protected areas management. Strong leadership and management skills, the ability to motivate and inspire teams towards shared goals and objectives. Excellent communication and interpersonal skills, with the ability to build strong relationships with customers, partners and internal teams. Strategic and analytical mindset, with the ability to develop protected areas management effectiveness strategies through visionary leadership, adaptive management practices, landscape-scale conservation approaches, climate change resilience, stakeholder engagement, sustainable financing, technological innovation, and adaptive governance structures. Financial acumen, with the ability to manage budgets and financial performance metrics. Strong negotiation skills, with the ability to develop and manage protected areas management agreements. Ability to work effectively under pressure, with the flexibility to adapt to changing business priorities.
<u>DUTIES</u>	: Oversee the development, implementation and monitoring of protected areas management strategies, policies, plans and projects with clear priorities to guide protected areas management through workable work plans. Provide support to implementation of effective management and conservation of provincial protected areas, incorporating input from key stakeholders, scientific experts and local communities. Oversee the management and sustainable utilization of natural resources with the provincial protected areas. Oversee the development, maintenance and management of conservation and tourism infrastructure in the provincial protected areas and resort in the provincial

protected areas. Ensure compliance with relevant and applicable requirements in respect of protected areas management. Manage and utilize resources (financial, human and physical) in accordance with the relevant directives and legislation.

ENQUIRIES

: Mrs S Pelsler Tel No: (015) 293 8678

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

The Northern Cape Provincial Administration is an equal opportunity, affirmative action Employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). Women and persons with disabilities are encouraged to apply.

- APPLICATIONS** : Applications quoting the relevant reference number, should be forwarded as follows: The Deputy Director: Human Resource Management, Post To: Department of Northern Cape Provincial Treasury, Private Bag X5054, Kimberley 8300 or Hand Deliver to: Metlife Towers Building, Cnr Knight & Stead, 7th Floor, Post Office Building, Kimberley, or Email applications to: Ncpt-HR@ncpg.gov.za
- FOR ATTENTION** : Ms. D Barnett
- CLOSING DATE** : 24 June 2024
- NOTE** : Applications submitted using the incorrect (old) Z83 form will not be considered. Further note that the new Z83 form must be completed in full and signed in order for the applicant to be considered. The new employment (Z83) form which can be downloaded at www.dpsa.gov.za-vacancies or obtained at any government department. Applicants are not required to submit/attach copies of qualifications and other relevant documents on application but must submit the new (Z83) form and detailed curriculum vitae only. The provision of certified documents will only be required from shortlisted candidates for submission on or before the day of the interview. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Non-RSA Citizens/Permanent Resident Permit Holders will be required to submit a copy of their Permanent Residence Permits only if shortlisted. In instances where applicants are in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and only submit proof of such evaluation upon being shortlisted for a post. Correspondence will be limited to successful candidates only. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. The successful candidate will sign the performance agreement and employment contract within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make appointments to the advertised posts.

MANAGEMENT ECHELON

- POST 20/51** : **DIRECTOR: FINANCIAL INFORMATION MANAGEMENT SYSTEMS REF NO: NCPT/2024/38**
Directorate: Financial Information Management Systems
Re-advertisement, and candidates who previously applied are encouraged to re-apply.
- SALARY** : R1 216 824 – R1 433 355 per annum (Level 13), (TCE package)
- CENTRE** : Kimberley
- REQUIREMENTS** : NQF: 7 tertiary qualification in Information Systems / Information Technology / Financial Management and any other related fields. 5 year's relevant experience at a middle managerial level within Finance/ Public Finance Management/ Procurement/ Financial Systems. The Nyukela Public Service SMS Pre-entry Programme (certificate) is required prior to appointment and no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). A valid driver's license. Knowledge: Knowledge of financial systems, financial management and strategic planning, Constitution of the Republic of South Africa, Public Finance Management Act (PFMA), Financial Norms and Standards, Treasury Regulations, Provincial Treasury instructions, practice notes and directives. Knowledge of the Medium

Term Expenditure Framework budget, knowledge of legislation, Directives and procedures with regards to Financial Management (PFMA, Treasury regulations, Directives, Division of Revenue Act, Appropriation Act, Intergovernmental Fiscal Relations Act), BBBEE Policy framework. Knowledge of the Department's constitutional mandate, Business partnering, Labour Relations Act, Research Methodology, Employee Performance Management and Development System, Policy analysis and development skills, Planning and Organizing skills, Strategist, Analytical, Decision making skills, Problem solving skills, Facilitation skills and Conflict management. Computer literacy (Word, Excel & PowerPoint).

DUTIES

: Ensure the provision of technical and functional support of transversal systems in respect of the following: Ensure the provision of technical support on transversal systems (BAS, LOGIS and PERSAL) to provincial users. Provisioning of management reports through data management. Service management and governance of financial systems technical support. Adherence to prescribed financial Month, Year-end and Final Audit closure. Segment (COR) changes as per budget statement affected on BAS and submitted to PERSAL. Ensure that Financial year-end guidelines are implemented accordingly. Management of the Provincial Helpdesk function to all System Users. Monitor the amendment of establishment codes of departments. Ensure capacity building in Provincial Departments to enhance effective utilisation of transversal systems and sub-systems in respect of: Ensure the provision of BAS, LOGIS and PERSAL training in the Provincial Administration. Conducting Provincial BAS, LOGIS and PERSAL User Forum and representation of the Province at the National User Group. Ensuring system functionalities are optimally used. Ensure compilation of reports to enhance monitoring compliance and enforcement of prescribed legislation, policies and enforcement in respect of: Ensure compliance with FYE closure dates and report on clearing of suspense accounts and ME and FYE closure status. Examine, consolidate and report on the passing of opening journals. Consolidate and report on Final Audit Closure. Verify and consolidate 30 Day Payments data. Monitor the maintenance of the PERSAL user database and user access activities. Ensure that departments' use the departmental tables. Analysing of system data and Ensure assessments and report on the optimal utilization of LOGIS are conducted. Ensure System Controller functions provided to Departments for BAS in respect of: Amend and implement amendments of Provincial BAS Security Management Manual. Scrutinize BAS Syscon's examining and reporting on BAS Sub-syscon & BAS user activities. Monitor the Updated and maintained BAS matrix and Provincial user database. Ensure the implementation of new/Re-implementation of financial system or changes in SCOA.

ENQUIRIES

: Mr. OM Vermeulen at 073 001 2277

OTHER POSTS

POST 20/52

: **DEPUTY DIRECTOR: MUNICIPAL FINANCIAL RECOVERY SERVICES REF NO: NCPT/2024/40**

Chief Directorate: Municipal Financial Management
Re-advertisement, and candidates who previously applied are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS

: R849 702 – R1 000 908 per annum (Level 11), (TCE package)
: Kimberley
: NQF: 6/7 tertiary qualification in Public Finance, Administration, Economics, Accounting, Business Economics or related fields. 3-5 years' experience at a junior management level in public sector. A valid driver's license. Knowledge: Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations, Public Service Act & Regulation, Knowledge and understanding of local government legislation, Financial ratios and their interpretation, Planning and organizational, Computer literacy, Interpersonal, Problem solving, Communication (written and verbal), Project management skills, Ability to interpret and apply relevant policies and procedures.

DUTIES

: Manage the implementation of Municipal Financial Recovery Services: Assist in the preparation of the Financial Recovery Plans and monitoring thereof; To monitor submission of monthly reports and conduct review of progress reported; To assist with solving any implementation and reporting issues; To promote and enforce proactively the government's actions, steps taken and

consequence Management in terms of the legal framework, and demanding actions to be implemented by municipalities, Assist the Provincial Treasury to sufficiently exercise their mandates in respect of local government monitoring, oversight, and intervention duties. Support Municipalities with their FRP's and interventions: Provide hands-on support to municipalities and liaise with National Treasury regarding interventions; To assist the municipalities with the implementation of approved Financial Recovery Plans; Ensuring that the monthly reports on the Financial Recovery Plan are submitted to both Provincial Treasury, National Treasury, and COGHSTA and Provide advice to the municipalities continuously. Promote compliance by municipalities on all intervention processes; Ensure timeous submission of reports; Monitor municipalities and department's financial performance and implement early warning systems of identified that might be in financial crisis; Ensuring Compliance with reporting framework: Verify the information on reports submitted to ensure that reporting is a true reflection of actual progress, Conduct quarterly audits on the municipality's portfolio of evidence to verify progress and prepare a report on findings. Simplify the current dashboards to monitor progress in the implementation of the Financial Recovery Plan. Ensure that FRPs are regularly reviewed and updated. Prepare management reports on the status of FRP implementation in municipalities> Ensure that FRPs are regularly reviewed and updated: Ensure that monthly progress reports by municipalities on the implementation of the FRP are submitted by the due date. Follow up any non-compliance with reporting timeframes; Verify progress and prepare a report on findings; Report all areas of slow progress and non-compliance for escalation to National Treasury.

ENQUIRIES

: Ms. B. Mgaguli at 066 188 6322

POST 20/53

: **ASSISTANT DIRECTOR: ASSET MANAGEMENT (MFMA) (X3 POSTS)**
Re-advertisement, and candidates who previously applied are encouraged to re-apply.

SALARY CENTRE

: R444 036 – R532 602 per annum (Level 09)
De Aar and Kuruman:

REQUIREMENTS

: Cluster 2: Pixley Ka Seme District (De Aar) Ref No: NCPT/2024/41 (X2 Posts)
Cluster 3: John Taolo Gaetsewe (Kuruman) Ref No: NCPT/2024/42 (X1 Post)
NQF: 6/7 tertiary qualification in Accounting/ Finance/ Asset Management/ Economics or related fields. 2-3 years' in a municipal environment. A valid driver's license. Knowledge: Strategic management, Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act and Regulations. Functioning of provincial Financial Management. Report writing and Communication at both high and lower levels. Planning and organizational skills. Computer literacy in MS Office, Networking skills, Analytical problem solving skills, Policy development, Financial management. Formal presentation interpersonal skills, Project and change Management. Interpretation of financial information, Client relationship, Teamwork, Quick and accurate performance.

DUTIES

: Facilitate the development and maintenance of policies, strategies, SOP's and systems for asset and inventory management for compliance: Provide input to the development and review of asset and inventory management policies/ procedures manuals and systems, Facilitate the development of asset and inventory strategies in line with service delivery objectives. Promote, review and report on effective utilization of relevant asset management assessment tools (FMCM) to improve associated controls and assist in the development. Monitor and support municipalities on safeguarding and disposal of assets: Monitor the safeguarding of assets against destruction, theft and obsolesces. Monitor that all losses of assets are reported, investigated and finalized. Monitor the establishment and functional loss control committees. Monitor disposal process of obsolete, redundant and unserviceable assets for compliance. Provide support to municipalities on financial management and reporting on assets and inventory: Monitor and support municipalities on assets registers, trial balance and expenditure reconciliations. Monitor and support municipalities on development and implementation of audit action plan regarding assets and inventory. Provide support on resolving audit findings on assets of municipalities. Facilitate training interventions on asset and inventory management: Identify asset and inventory management capacity GAPS and coordination strategies to address GAPS. Provide on the job training on assets and inventory management. Conduct workshop on policy framework, TR and

Accounting Norms and Standards. Coordinate training interventions on asset and inventory management.

ENQUIRIES : Ms. B. Mgaguli at 066 188 6322

POST 20/54 : **ASSISTANT DIRECTOR: SCM POLICY NORMS & STANDARDS REF NO: NCPT/2024/37**
 Directorate: Provincial SCM and Asset Management
 Re-advertisement, and candidates who previously applied are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS : R444 036 – R532 602 per annum (Level 09)
 : Kimberley
 : NQF: 6/7 tertiary qualification in Commerce or SCM related fields. 2-3 years' in a Policy Development environment. A valid driver's license. Knowledge: Knowledge and understanding of the relevant prescripts Constitution, Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement regulations, SCM frameworks, National Treasury Instructions and Guide to accounting officers, Public Service Regulations, Construction Infrastructure Development Board (CIDB) policies and Framework for Infrastructure Delivery and Procurement Management (FIDPM). Knowledge and understanding of the policy development process. Policy Research skills. Knowledge and understanding of SCM governance mechanisms and compliance. Proficient understanding of SCM system, supplier performance and SCM Policy, norms and standards. Computer literacy, Planning and organizational, Interpersonal, Problem solving, Communication (written and verbal), Project management skills. Ability to interpret and apply relevant policies and procedures. Planning and organizational, Interpersonal, Problem solving, Communication (written and verbal) and Project management skills. Computer Literacy (PowerPoint, Excel, Word). Facilitation and Training skills. Ability to interpret and apply relevant policies and procedures.

DUTIES : Implement SCM Policy, Norms and Standards: Research and develop provincial SCM policies, Norms and Standards, Analyse and identify gaps in relation to Instruction Notes, Support the setting of procurement targets for local economic development (LED) in line with inputs from relevant stakeholders. Continuous Improvement of the SCM System: Research, Analyse, review and Improve SCM Policies, Norms and Standards as informed by National and Provincial priorities. Advice, Guide and support on Implementation of SCM Policy, Norms and Standards: Coordinate and conduct training on SCM Policy, Norms and Standards. Implement, guide and support on the developments of SCM Policy, Norms and Standards: Monitor the research process, development of SCM Policy, Norms and Standards.

ENQUIRIES : Mr. W. Molelekwa at 081 246 7688

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

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

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

OTHER POSTS

POST 20/55 : **MEDICAL OFFICER: GRADE 1 TO 3 (ANAESTHETICS) (X1 POST),
MEDICAL OFFICER: GRADE 1 TO 3 (SURGERY) (X1 POST), MEDICAL
OFFICER: GRADE 1 TO 3 (EMERGENCY MEDICINE) (X1 POST)**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R949 146 per annum
Grade 2: R1 082 988 per annum
Grade 3: R1 253 415 per annum
(A portion of the package can be structured according to the individual's personal needs)

CENTRE REQUIREMENTS : Worcester Regional Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Officer. Registration with a professional council: Registration with the HPCSA as a Medical Officer. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, who are not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 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 6 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health 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 of 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 a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Participate in the after-hours call system. Competencies (knowledge/skills): Proven experience in principles of planning, organizing, and implementation. Proven knowledge of Public Health Policies, guidelines, and related prescripts to manage resources effectively. Competent and willing to work across disciplines if required.

DUTIES : Ensure an efficient and cost-effective clinical service of high quality with a patient-centered focus and address the burden of disease in the Worcester Geographical Service area (GSA). Ensure compliance by means of maintaining high-quality clinical records. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters and Code of Conduct.

ENQUIRIES : Dr C van der Westhuizen (Anaesthetics), Tel No: (023) 348 1287 / Dr R Duvenhage (Surgery), Tel No: (023) 348 1207 / Dr L Hodsdon (Emergency Medicine), Tel No: (023) 348 1194

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

CLOSING DATE : 28 June 2024

<u>POST 20/56</u>	:	<u>MEDICAL OFFICER: GRADE 1 TO 3</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R949 146 per annum Grade 2: R1 082 988 per annum Grade 3: R1 253 415 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Mossel Bay Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Officer. Registration with a professional council: Registration with the HPCSA as a Medical Officer. Experience: Grade 1: None after registration as a 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 who is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 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 6 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health 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 a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to travel throughout the district. Commuted overtime contract is compulsory, as well as ability to work after-hours. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Ability to work in integrated multi-disciplinary teams across platforms. Computer literacy in MS Office mandatory.
<u>DUTIES</u>	:	Quality clinical, non-clinical, and medico-legal patient care as required by the various programmes of the Department of Health. Supervise, Support, transfer of knowledge to-, training- and mentoring of the clinical staff and auxiliary staff. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the division. Ensure a cost-efficient service at the clinical level with regard to laboratory services, blood, medicine, consumables and equipment.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr JB van Jaarsveld Tel No: (044) 604- 6102 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.
<u>CLOSING DATE</u>	:	28 June 2024
<u>POST 20/57</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u> Garden Route District
<u>SALARY</u>	:	R656 964 per annum
<u>CENTRE</u>	:	Hornlee CC, Knysna/Bitou Sub-district
<u>REQUIREMENTS</u>	:	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 and Midwife. Post-basic qualification with a duration of at least 1 year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with the SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. 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 referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Curative Skills in Primary Health Care (R48). Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Information Management with regard to PHC indicators. Quality Assurance knowledge. COPC Principles and Implementation. Legislation of Ideal clinic and Office of Health standards and compliance.

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 regard to data collection, verification, report writing and submission of data. Human Resource Management i.e. 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. Effective communication with all levels of service delivery. Facilitation and implementation of COPC.

ENQUIRIES : Ms PM Peters Tel No: (044) 302 8400
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 28 June 2024

POST 20/58 : **OPERATIONAL MANAGER NURSING: GRADE 1 (SPECIALTY: TRAUMA)**
 Chief Directorate: Metro Health Services

SALARY : R656 964 per annum
CENTRE : Mitchells Plain CHC

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: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with a Professional Council: Registration with the South African Nursing Council as a Professional Nurse. Experience: A minimum of 9 years of appropriate/recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specialty after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willing to work shifts, day-night duty, and public holidays. Competencies (knowledge/skills): Knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of HECTIS (Hospital and Emergency Centre Triage Information System) and South African Triage System. Basic knowledge and experience in office administration, financial and procurement administration. Computer literacy (MS Word, Excel, PowerPoint, and Outlook). Experience in the use of clinical equipment and control of budget levels.

DUTIES : Provide quality comprehensive community health care, primary curative health care and complex rehabilitation services. Plan and organise clinics and complete statistics. Ensure adequate control of consumables and Equipment. Health education of patients and public staff. Professional development, i.e. assessing in-service training needs, planning, and implementing of training programmes. Maintain professional confidentiality and prevent medical-legal risks. Manage human and financial resources. -Ensure the unit is Office of Health Standards and Ideal Clinic compliant. -Form part of local area-based teams/Community Orientated Primary Care approach. Application of disciplinary code and procedures.

ENQUIRIES : Ms A Hansen Tel No: (021) 684 1400/3
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : Candidates may be subjected to a competency test. As directed by the DPSA, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment. It will be expected of shortlisted candidates

to be available at the venue on the time and date as determined by the Department and bring along recently (not older than 6 months) certified copies of their ID, driver's license (if applicable for the post), qualification and/or proof of registration at the relevant statutory body. Failure to adhere to the aforementioned may lead to his/her application being disqualified and not further considered. The pool of applicants will be considered for other vacant Operational Man Nursing (Spec: Trauma) posts within the CD: MHS, for a period of 3 months from the date of advert.

- CLOSING DATE** : 28 June 2024
- POST 20/59** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Chief Directorate: Metro Health Services
- SALARY** : R656 964 per annum
CENTRE : Symphony Way CDC (Northern Tygerberg Sub-structure)
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 Diploma in Clinical Science, Health Assessment, Treatment and Care (R48). 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 referred to above must be appropriate/recognisable experience after obtaining the one-year post-basic qualification in the specific speciality. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts, public holidays and after hours when required. Competencies (knowledge/skills): Good interpersonal, leadership and management skills. Ability to direct the team to ensure quality holistic healthcare and to function independently in a multi-disciplinary team. Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human Resources, Financial, and Supply Chain policies/guidelines and computer literacy (MS Word).
- DUTIES** : Effective execution and integrated management of all clinical programmes (i.e. Acute, Chronic, Woman and Child Health and TB/HIV/AIDS/STI). Manage control and act in facets of Health, Support, Security, Cleaning, Infection control, and Ground services. 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, employee development, employee relations and performance management (Finance and Supply Chain). Management of personnel including supervision and performance management, finances and procurement. Implement policies, prescripts and protocols regarding the above-mentioned facets within the parameters of the Ideal Clinic standards. Liaise and communicate effectively with relevant stakeholders including Facility Committees and Community Structures.
- ENQUIRIES** : Ms G Naude Tel No: (021) 204 9400
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 stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". The pool of applicants will be considered for other vacant Operational Manager Nursing (Specialty: PHC) posts within the Chief Director Metro Health Services, for a period of 3 months from the date of the advert.
- CLOSING DATE** : 28 June 2024

<u>POST 20/60</u>	:	<u>OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL)</u> West Coast District
<u>SALARY</u>	:	R520 560 (PN-A5) per annum
<u>CENTRE</u>	:	West Cost TB Complex (Based at Sonstraal Hospital)
<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. Registration with a professional council: Registration with the SANC as a professional Nurse and Midwife. Experience: A minimum of 7 years of appropriate/ recognizable experience in nursing after registration as a professional Nurse with the SANC in General Nursing and Midwife. Inherent requirements of the job: Valid (code B/EB) driver's licence. Willingness to work shifts, overtime, weekends, public holidays on day and night duty. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards and knowledge and insight of relevant legislation and policies related to nursing with the public sector e.g. Labour relations, disciplinary codes, etc. Good Organisational, interpersonal, leadership, decision-making, and conflict resolution skills. Basic computer literacy- MS Word, MS Excel, Outlook.
<u>DUTIES</u>	:	Supervise and delegate effective and efficient quality patient care through quality nursing care within set standards and legal frameworks by monitoring the implementation of nursing care plans and evaluation thereof. Participate in training, research, and information management. Support and implement quality assurance programmes, initiatives, nursing guidelines, standards, and procedures, and adhere to National and Provincial policies and Core Standards (NCS, OHS, IPC, M&M). Efficient and effective management and monitoring of financial, human, and physical resources. Render support to the Nursing Manager and colleagues. Ensure sound Labour Relations.
<u>ENQUIRIES</u>	:	Ms N Liebenberg Tel No: (021) 815-8340
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	28 June 2024
<u>POST 20/61</u>	:	<u>CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X2 POSTS)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R451 533 per annum Grade 2: R553 545 per annum
<u>CENTRE</u>	:	Piketberg CDC
<u>REQUIREMENTS</u>	:	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 and Midwife. A post-basic nursing qualification with a duration of at least a 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years of appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the one-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal, and communication skills. Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary Care. Computer literacy (MS Word, Excel).
<u>DUTIES</u>	:	The effective management and execution of relevant Curative Programs within the scope of practice and being an advocate for the patient to ensure the provision of necessary health care. The effective management and execution of relevant Child Health within the scope of practice and being an advocate for the patient to ensure the provision of necessary health care. The effective management and execution of relevant Women's Health within the scope of practice and being an advocate for the patient to ensure the provision of

necessary health care. The effective management and execution of relevant HAST programs within the scope of practice and being an advocate for the patient to ensure the provision of necessary health care. The effective provision of high-quality services is measured by the outcomes of all of the quality assurance activities.

- ENQUIRIES APPLICATIONS** : Ms ME Ramokgadi Tel No: (022) 913-3062
: 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 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: Diploma in Clinical Nursing Science, Health Assessment, and Treatment Care.
- CLOSING DATE** : 28 June 2024
- POST 20/62** : **CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
Garden Route District
- SALARY** : Grade 1: R451 533 (PN-B1) per annum
Grade 2: R553 545 (PN-B2) per annum
(Plus, an 8% non-pensionable rural allowance of your annum basic salary)
- CENTRE REQUIREMENTS** : Calitzdorp Clinic, Oudtshoorn and Kannaland Sub-district
: 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 and Midwife. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (48). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years of appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years of appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Must be able to operate mobile clinic vehicle. Competencies (knowledge/skills): NIMART training or experience. Problem-solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e., MS Word, Excel, Outlook).
- DUTIES** : Management of the Burden of Disease according to the Comprehensive Health programme Quality of service Plan and implement Health Promotion and Prevention activities in the facility and community. Link with the community structures and NPO's. Collect data and submit reports on or before time. Manage human resources under supervision. Financial, SCM, Strategy, Health Support, Infrastructure and Equipment Management.
- ENQUIRIES APPLICATIONS** : Ms S Labuschagne Tel No: (028) 551 1342
: 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 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: Diploma in Clinical Nursing Science, Health Assessment, and Treatment Care.
- CLOSING DATE** : 28 June 2024

POST 20/63 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT**
Chief Directorate: Rural Health Services

SALARY : R444 036 per annum
CENTRE : Paarl Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree in Human Resources or related field. Experience: Appropriate experience in all aspects of human resource management, human resource development and labour relations at least on the Senior Administrative Officer level or equivalent. Appropriate supervisory experience in a similar role within a structured corporate environment. Appropriate PERSAL experience. Appropriate computer skills in MS Office and Outlook. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Responsiveness: Strong communication skills (written and verbal) to effectively convey information to a range of stakeholders. Integrity: The job requires being honest and ethical. Leadership: Willingness to lead and offer advice and direction. Resource stewardship: the ability to focus on sustainable use of resources. Quality: Provide services that will exceed client's requirements, standards and specifications by demonstrating your experience with Human Resources metrics. Accountability: The job requires to be reliable and dependable in fulfilling obligations.

DUTIES : Administer compensation, benefits and performance management systems, establishment control (APL) and safety and recreation programs (wellness). Responsible for disputes, representing the organisation at personnel-related hearings and investigations. Support the current Continuous Healthcare Improvement (CHI) needs through the development, engagement, motivation and perseverance of human capital. Planned, organise, direct, control and coordinate work activities of subordinates and staff relating to employment, compensation, labour relations and employee relations. Maintain Human Resources systems, monitor training programs and needs and ensure legal compliance throughout human resource management. Implement systems and strategies to ensure effective and efficient Quality and Risk Management in the Human Resource Department.

ENQUIRIES : Mr RM Petersen Tel No: (021) 860 2516 or Email: Ricardo.Petersen@westerncape.gov.za

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

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

CLOSING DATE : 28 June 2024

POST 20/64 : **SPECIALIST FORENSIC INVESTIGATOR**
Chief Directorate: Emergency Clinical Services Support

SALARY : R376 413 per annum
CENTRE : Division: Forensic Pathology Services, Cape Winelands District Office
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Extensive experience in a Local Criminal Record Centre (LCRC)/ Crime Scene Investigation (CSI) environment with high proficiency in specialising photographic skills that include ALS photography, impression photography and evidence photography. Appropriate Experience in Photography of exhibits through various light spectrum filters on cameras. Appropriate Experience in Cyanoacrylate Fuming. Extensive experience in Death Scene Investigations within the Autopsy environment. Extensive experience in training in the Forensic Science field. Inherent requirements for the job: Valid (Code B/EB) driver's licence. No criminal record. Successfully completed the Advanced Crime Scene Course. Successfully completed the LCRC Photography Course. Successfully completed the LCRC Forensic Course. Successfully completed the Criminalistic Expert Training Programme. Successfully completed the adjudication panel for fingerprint expert status. Ability to work standby duties (after hours) and travel long distances within Western Cape Rural, including Cape Winelands, Overberg, West Coast, Southern Cape, and Eden Karoo. Competencies (knowledge/skills): Ability to communicate clearly and discreetly in person and in writing. Be willing to train Forensic Pathology Officers in death scene investigation and photography. Meticulous note-taking, recording and proficiency in the delivery of such testimony in any Court of Law and can develop a Portfolio of Evidence (POE)

for Court. Above average computer skills in at least MS Office, Computer Aided Design package (CAD) and Photoshop. Can effectively use Alternate Light Sources (ALS) through various light spectrums and filters. Ability to be trained in Rope Access and WSAR (Wilderness Search and Rescue). Willingness to work with corpses. Ability to deliver testimonies in court proceedings.

DUTIES : To attend death scenes to conduct a comprehensive death scene investigation and perform Specialised investigations to identify, extract, and preserve evidence. To attend autopsies to conduct Specialised investigations, techniques and Specialised photography and obtain fingerprints in decomposed or difficult cases. Provide training in Death Scene Investigations, Fingerprinting, Photography, and the management of Mass Incidents. To Assist with Mass Fatality Scenes by on-scene management, evidence recording and collection and assist with post-scene activities. Monitor and Assist in the management of unidentified decedents in the rural FPS.

ENQUIRIES : Mr B Jonker, Email: brent.jonker@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.
CLOSING DATE : 28 June 2024

POST 20/65 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE**
Central Karoo District

SALARY : R376 413 per annum
CENTRE : Beaufort West Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in a supervisory capacity in a SCM Health environment. Appropriate experience in LOGIS System training on levels I, II, III and IV. Appropriate experience in Warehouse and Asset Management. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal relations, leadership and communication skills (verbal and written). Knowledge LOGIS and ePS Systems. Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team. Knowledge of the PFMA, AOS and delegations within the Department of Health and Wellness. Knowledge of PFMA Act 1 of 1999, Accounting Officer System of Department of Health on Chapter 16A and Delegations.

DUTIES : Demand and Acquisition Management. Procurement planning including Asset Management. Warehouse Management and Stock control. Management of Staff within the SCM component (Leave, Discipline, SPMS and Training). LOGIS system management and payments. Supervisor support.

ENQUIRIES : Ms M Bothma 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.
CLOSING DATE : 28 June 2024

POST 20/66 : **ADMINISTRATIVE OFFICER: HEALTH SUPPORT (INSPECTORATE)**
Directorate: Inspectorate: Support Services

SALARY : R308 154 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: A Higher Certificate (NQF5) in Administration/Business/Finance/Health field (or equivalent). Experience: Appropriate experience in general office administration. Appropriate experience in a business management environment. Inherent requirement of the job: A valid (Code B/EB) driver's licence and willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Excellent interpersonal, communication and organising skills. Excellent writing and grammatical skills, such as editing and formulating of documents. Ability to function independently and with confidence. Good team building skills within and outside the Licensing and Inspectorate Component and Directorate Assurance. Client and task orientated. A sound knowledge of the functions and duties of Provincial Government Western Cape. A sound knowledge of Western Cape Provincial Notice 187 of 2001 and Mental Health Care Act no 17 of 2002. Ability to efficiently operate computer programmes such as Microsoft Word, Excel, PowerPoint and E-mail.

DUTIES : Assist in the office with regards to private health facility and community mental health licensing and inspections - planning and assisting in the execution of such inspections and handle the correspondence relating to services inspections. Respond to enquiries and obtain the relevant administrative records to attend to the enquiries. Comprehensive administrative support to the Offices of the Assistant Director and Deputy Director with the appropriate documentation and administration before, during and after meetings. Perform office support service effectively and professionally. Human Resource Management as it relates to the supervision of support staff and assist with the management of the duties of the division. Execute the correct procedure in levying and collecting of inspection fees from private health services in terms of applicable health legislation.

ENQUIRIES : Mr M Memani Tel No: (021) 483 8669/ 082 610 5194
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 28 June 2024

POST 20/67 : **PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL: INTEGRATED SCHOOL HEALTH PROGRAM)**
Garden Route District

SALARY : Grade 1: R307 473 (PNA2) per annum
Grade 2: R375 480 (PNA3) per annum
Grade 3: R451 533 (PNA4) per annum
(Plus, an 8% non-pensionable rural allowance of your annum basic salary)

CENTRE : Hessequa Primary Health Care, Support and Outreach
REQUIREMENTS : Minimum educational qualification: Basic R425 qualifications (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** None after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years of appropriate /recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years of appropriate /recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work after hours and to travel as required. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy (Word, Excel). Experience in working with learners or youth. Experience in Group facilitating and excellent communication Skills (verbal and written). Ability to work independently, but also as part of a team.

DUTIES : Provide clinical school health services to learners in schools. Support the team within the school environment. Support the PHC facility in implementing quality youth-friendly services. Plan and implement Health promotion and prevention activities during school Holidays. Monitoring and Evaluation of the Program. Managing of stock and Equipment.

ENQUIRIES : Ms E Braaf Tel No: (028) 713 8644
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 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 health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)."

CLOSING DATE : 28 June 2024

POST 20/68 : **PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL NURSING)**
Overberg District

SALARY : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum

<u>CENTRE REQUIREMENTS</u>	<p>Grade 3: R451 533 per annum</p> <p>Hermanus CDC, Overstrand Sub-district</p> <p>Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: None. Grade 2: A minimum of 10 years of appropriate/recognizable experience in nursing after registration at SANC as a Professional Nurse in General Nursing. Grade 3: A minimum of 20 years of appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirements of the job: Valid (Code B/EB/C1) driver's licence and willingness to drive a mobile clinic. Willingness to work overtime when necessary and willingness to work at other clinics in the Sub-district. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. NIMART training or experience. Basic computer skills in MS Word, Excel, and Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.</p>
<u>DUTIES</u>	<p>Provide quality comprehensive nursing service in a PHC setting. Participate in health promotion and illness prevention initiatives. Administrative responsibilities and information management. Contribute to the training and professional development of students and subordinates. Community Participation.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>Ms MA Samuels Tel No: (028) 313 5203</p> <p>Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").</p>
<u>NOTE</u>	<p>No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".</p>
<u>CLOSING DATE</u>	<p>28 June 2024</p>
<u>POST 20/69</u>	<p><u>PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL NURSING: TERMINATION OF PREGNANCY)</u> Garden Route District</p>
<u>SALARY</u>	<p>Grade 1: R307 473 (PN-A2) per annum Grade 2: R375 480 (PN-A3) per annum Grade 3: R451 533 (PN-A4) per annum</p>
<u>CENTRE REQUIREMENTS</u>	<p>Mossel Bay Hospital, Mossel Bay Sb-district</p> <p>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. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: None. Grade 2: A minimum of 10 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willing to work shifts and overtime. Willingness to undergo the required training as prescribed in terms of the Choice of Termination of Pregnancy Act, 1996. Competencies (knowledge/skills): Planning and organisational skills. Self-discipline and motivation. The ability to function independently under pressure. Good communication skills.</p>
<u>DUTIES</u>	<p>Render medical and surgical termination of pregnancy (MVA). Provide optimal, holistic nursing care. Effective utilization of resources. Participate in training and research. Provide support to Nursing Services. Maintain professional growth/ethical standards and self-development.</p>
<u>ENQUIRIES</u>	<p>Ms JA Mahlangu Tel No: (044) 604 6104</p>

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".
<u>CLOSING DATE</u>	:	28 June 2024
<u>POST 20/70</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSETS)</u> Garden Route District
<u>SALARY</u>	:	R216 417 per annum
<u>CENTRE</u>	:	Harry Comay Hospital, George Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focus on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Sound theoretical and practical knowledge of asset functions/modules in LOGIS. Applied knowledge of the Accounting Officer System, SCM prescripts, PFMA, PTI and NTR. Problem-solving abilities and analytical thinking. Ability to handle a high work volume and meet strict deadlines. Ability to function independently, as well as part of a multi-disciplinary team. Computer literacy (MS Word, Excel, Outlook (e-mail) and LOGIS). Knowledge of LOGIS procurement system.
<u>DUTIES</u>	:	Receive and issue assets and distribute items to end-users. Constant spot checks with Bi-annual stock take and assist with input for the preparation of the annual financial statements. Maintain 0-9 files and follow-up deliveries. Manage and maintain inventory/asset control and the disposal of store items. Control and monitor the movement of assets. Day-to-day administrative duties, audit compliance and handling of enquiries written and telephonically. Adhere to and implement Occupational and Health and Safety standards. Ensure that all transactions comply with legislative requirements and SCM prescripts. Perform procurement duties related to EPS processes, evaluation and adjudication on the system.
<u>ENQUIRIES</u>	:	Mr H Mapolie Tel No: (044) 814 1156
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	28 June 2024
<u>POST 20/71</u>	:	<u>PERSONNEL OFFICER</u> Chief Directorate: Emergency Clinical Services Support
<u>SALARY</u>	:	R216 417 per annum
<u>CENTRE</u>	:	Emergency and Clinical Services Support (ECSS)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in People Management administration and PERSAL. Inherent requirement for the job: PERSAL certificate – Introduction to PERSAL. Competencies (knowledge/skills): Computer skills MS Office packages (Word, Excel, PowerPoint) Outlook and PERSAL and numeracy skills. Knowledge of People Management prescripts in the Public Service. Good interpersonal and organisational skills and ability to function under pressure and meet deadlines.
<u>DUTIES</u>	:	Perform all administration duties pertaining to the personnel administration section as well as for policies and practices, e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, debt management, PILIR, RWOEE, SPMS, etc. Audit personnel and leave records and maintain effective record keeping. Ensure correct application of People Management policies in respect of Policies and Practices. Handle all personnel enquiries and correspondence (written and verbal). Provide an effective support service to supervisor.

ENQUIRIES : Ms FG Malan Tel No: (021) 815 8837
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs
(click "online applications").
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 28 June 2024

POST 20/72 : **FOOD SERVICES SUPERVISOR**

SALARY : R183 279 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/ Grade 9 (Std 7). Experience: Appropriate experience in a food service environment. Appropriate supervisory experience. Inherent requirements of the job: Ability to do physical tasks. Be able to work shifts, weekends and public holidays. Ability to work in large scale freezers and cold rooms. The incumbent must be strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Literacy with sound numeracy skills. Ability to work according to the rules or standards and to meet deadlines. Sound interpersonal and communication skills. Knowledge and ability to handle industrial equipment. Knowledge of applicable legislation and policies or nutrition and different diets or large-scale food preparation according to standard recipes.

DUTIES : Support the principal food services supervisor and food service manager or senior in the execution of their tasks. Responsible for hygiene. Supervise and administer physical resources. Assist with meal bookings, meal cards and coding. Implement standard menu, production planning and correct procedures for receipt, storage, preparation, portioning and distribution of meals. Supervise food hygiene guidelines. Allocate tasks and co-ordinate work schedules. Maintain security of kitchen unit and all physical resources and supplies. Supervise and administer activities regarding the meal plan (patients and private patients).

ENQUIRIES : Ms R Keyser Tel No: (021) 938 4135
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs
(click "online applications").
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 28 June 2024