



PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 09 OF 2025

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

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DEPARTMENT OF CORRECTIONAL SERVICES

The Department of Correctional Services is an Equal Opportunity Employer and the provisions of the Employment Equity Act will be taken into consideration in filling of these advertised posts. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy applicants need to indicate race, gender and disability status on the application forms/CV.



- APPLICATIONS** : Applications must be submitted on a Curriculum Vitae together with a motivation for your candidate of choice (with their agreement to be nominated in writing) to: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to NationalOfficeHRM@dcs.gov.za. The Department of Correctional Services reserves the right not to fill these posts.
- CLOSING DATE** : 25 March 2025 at 15h45.
- NOTE** : Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. 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, security vetting, qualification and criminal records verification. Note: All costs incurred due to your application/nomination will be at your own expense. CV's should be aligned to reflect one's degree of compliance with the above-mentioned requirements and duties. Candidates must comply with the minimum appointment requirements.

OTHER POST

- POST 09/01** : **CALL FOR NOMINATIONS FOR APPOINTMENT TO THE MEDICAL PAROLE ADVISORY BOARD (MPAB)**
The Minister of Correctional Services hereby invites nominations for the appointment of medical practitioners who meet the minimum requirements. Appointments will be for a period of three (3) years and four (4) months.
- SALARY** : A member of the Board will be remunerated in accordance with the rates determined by National Commissioner in terms of applicable legislative prescripts.
- CENTRE** : Eastern Cape, Limpopo, North West, Western Cape and Northern Cape Province
- REQUIREMENTS** : Members appointed to the Board must be medical practitioners registered under the Health Professions Act, 1974 (Act, No. 56 of 1974) with a minimum of 5 years' experience as a clinician including those with specialization in HIV/AIDS and TB management / internal medicine physician / neurologist / oncologist / urologist and in occupational therapy.
- DUTIES** : Responsibilities: To provide an independent medical recommendation report to the relevant role players in the consideration of medical parole applications. The Board shall meet at least once a month (physically, by tele- or video conferencing) except when the number of applications will not make financial sense for convening a meeting.
- ENQUIRIES** : Ms Maphosa G Tel No: (012) 305 8581
- NOTE** : In terms of section 79(3)(a) of the Correctional Services Act 111 of 1998, the Minister must appoint a Medical Parole Advisory Board. The composition of the Board is regulated by Regulation 29B of the Act.

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 31 March 2025 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : The Department of Defence is an equal opportunity, affirmative action employer. It is our intention to promote representatively (race, gender and disability). The candidature of persons whose transfer/appointment will promote representatively will receive preference. Applications must be submitted on form Z83 (effective 01 January 2021), obtainable from the website of the Department of Public Service and Administration at www.dpsa.gov.za/newsroom/psvc and should be accompanied by a comprehensive Curriculum Vitae (CV) only. Only shortlisted candidates will be required to submit relevant certified copies of qualifications /relevant documentation. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The shortlisted candidates will be subjected to two (2) pre-entry assessments of which one will be a practical exercise and the other must be an Integrity (Ethical Conduct) Assessment. Selection Committee shall score both technical exercise as an additional criterion in the interview process. The practical exercise shall determine the candidate's suitability based on the post's technical and generic requirements and shall comprise a formal test to determine a candidate's proficiency Integrity (Ethical Conduct) Assessment shall be conducted to determine the candidate's grasp of the ethical principles, ethical decision-making abilities and ethical standards relevant to public service. The logistics of which will be communicated by the department on the date of the interview. Additional to this, the shortlisted candidates will be required to attend a generic managerial competency assessment (competency-based assessments) as mandated by the Department of Public Service and Administration Senior Management Service competency assessment tools. The competency assessment will be limited to successful candidates in the interview process only. Shortlisted candidates will be subjected to a personnel suitability checks (pre-employment screening) which may include social media profiles checks. A successful candidate will have to undergo a full security vetting while in the employ of the department and negative outcome shall nullify employment contract (Top Secret security clearance). Failure to submit the required documents will result in your application not being considered. Successful candidates will be required to disclose their financial interests within one (1) month of appointment. The successful candidate will be required to enter into an employment contract and performance agreement with the Secretary for Defence. Applicants must quote the relevant reference number provided. Applications received after the closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified. The department reserves the right not to make appointment to the advertised post. Due to the large volumes of applications anticipated, correspondence will be limited to shortlisted 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.

MANAGEMENT ECHELON

- POST 09/02** : **CHIEF OF DEFENCE MATERIEL REF NO: 02/09/25/1**
- SALARY** : R1 741 770 per annum (Level 15), (all-inclusive salary package) which consists of a basic salary (70% of package, employer's contribution to the Government Employee Pension Fund and a flexible portion to be structured according to Senior Management Service Guidelines.
- CENTRE REQUIREMENTS** : ARMSCOR Building, Erasmuskloof, Pretoria
A senior Certificate with Bachelors Honours Degree in Engineering/Science/Technology Management qualification (NQF 8) as

recognised by SAQA. Must have 8 years proven experience at senior managerial level within Engineering Management/Technology Management/Research and Technology/Project Management in a technical environment/Supply Chain Management/Business Process improvement/Research and Development. Fully registered with a professional body. The successful candidate must have Nyukela Public Service SMS Pre-entry Programme Certificate. To access the SMS pre-entry certificate course and for further details, please click <https://thensg.gov.za/training-course/sms-pre-enrty-programme/>. Kindly note that there is specific amount to be paid in order to enrol for the course.

DUTIES : Provide strategic direction and management of Defence Science, Engineering and Technology Service in the Department of Defence (DoD). Provide administrative support in relation to Defence Science, Engineering and Technology Services to EA and HOD. Manage internal and external stakeholder relations in respect of all Defence Science, Engineering and Technology Services. Report on and ensure compliance on Defence Science, Engineering and Technology Services in the DOD. Functional Authority on behalf of the Secretary for Defence on all Supply Chain Management in the DoD. Manage the Departmental Service Level Agreement with Armscor (SOC) (Pty) Ltd.

ENQUIRIES APPLICATIONS : Maj Gen N.E. Mkhize Tel No: (012) 339-5201
: To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street) or e-mailed to dhrcmstaffing@gmail.com

POST 09/03 : **CHIEF DIRECTOR: BUDGET MANAGEMENT REF NO: 02/09/25/2**
Re-advertised, interested applicants who applied in the previous advertisement must re-apply if they are still interested in the post.

SALARY : R1 436 022 per annum (Level 14), (all-inclusive salary package) which consists of a basic salary (70% of package, employer's contribution to the Government Employee Pension Fund and a flexible portion to be structured according to Senior Management Service Guidelines.

CENTRE REQUIREMENTS : ARMSCOR Building, Erasmuskloof, Pretoria
: A senior Certificate with B Com Degree qualification (NQF 7) with Accounting, Management Accounting as recognised by SAQA. Must have 5 years proven experience at senior managerial level in financial management. The successful candidate must have Nyukela Public Service SMS Pre-entry Programme Certificate. To access the SMS pre-entry certificate course and for further details, please click <https://thensg.gov.za/training-course/sms-pre-enrty-programme/>. Kindly note that there is specific amount to be paid in order to enrol for the course. The successful candidate must have extensive knowledge of Government Policies, Departmental Policy, Departmental decisions and activities as well as on the wider Intra-Departmental activities in Government. Planning and organizing. Continuous improvement and service delivery. Strategic direction/management. Knowledge of Public Finance legislation and regulations. Department's financial systems.

DUTIES : Provide strategic direction to, manage and administer the Chief Directorate Budget Management. Provide a budget preparation and control service to the DOD. Provide a Budget Management service to the DOD. Provide Budget Management systems, policies, internal controls, reports and oversight for the Department of Defence and subordinate entities in accordance with Government's regulatory framework. Assist and represent the Chief Financial Officer (CFO) with regards to budget management functions.

ENQUIRIES APPLICATIONS : Mr E.A. Abotsi, Tel No: (012) 355 5050/6218.
: To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street) or e-mailed to dhrcmstaffing@gmail.com

- POST 09/04** : **CHIEF DIRECTOR: ADMINISTRATION REF NO: 02/09/25/4**
 Re-advertised, interested applicants who applied in the previous advertisement must re-apply if they are still interested in the post.
- SALARY** : R1 436 022 per annum (Level 14), (all-inclusive salary package) which consists of a basic salary (70% of package, employer's contribution to the Government Employee Pension Fund and a flexible portion to be structured according to Senior Management Service Guidelines.
- CENTRE REQUIREMENTS** : ARMSCOR Building, Erasmuskloof, Pretoria
 : A senior Certificate with Bachelor Degree/Postgraduate Diploma in Business Administration/ Public Administration (NQF 7) as recognised by SAQA. Must have 5 years proven experience at senior managerial. A valid driver's license. The successful candidate must have Nyukela Public Service SMS Pre-entry Programme Certificate. To access the SMS pre-entry certificate course and for further details, please click <https://thensg.gov.za/training-course/sms-pre-entry-programme/>. Kindly note that there is specific amount to be paid in order to enrol for the course. The successful candidate must have extensive of Government Policies, Departmental Policy, Departmental decisions and activities as well as on the wider Intra-Department activities in Government. Continuous improvement and service delivery. Strategic direction of the government and the DOD. Public Service Legislative Framework. Specific knowledge of the PFMA, PSA, DA, Defence Review, South African White Paper on Defence and all other relevant legislation. A broad understanding of organisational development, IT, Finance, HR and Corporate Governance. Transformation Change and knowledge Management.
- DUTIES** : The effective management of the office of the Secretary for Defence (Sec Def). Ensuring of an effective parliamentary service for the DOD. Providing of Cluster Management activities. Providing of support regarding intra-governmental relations. Providing of staff support and assistance to Sec Def for the provision of strategic direction for the Office of the Sec Def and the Defence Secretariat. Providing of a secretarial service for all strategic meeting chaired by the Sec Def. Attending to submissions and briefings on major policy and administrative issue referred to the Sec Def. Ensuring of an effective management and internal control system within the Office of Sec Def. Assist Sec Def in exercising adequate control over the division of the secretariat.
- ENQUIRIES APPLICATIONS** : Maj Gen N.E. Mkhize Tel No: (012) 339-5201
 : To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street) or e-mailed to dhrcmstaffing@gmail.com
- NOTE** : The Department of Defence is an equal opportunity, affirmative action employer. It is our intention to promote representatively (race, gender and disability). The candidature of persons whose transfer/appointment will promote representatively will receive preference.
- POST 09/05** : **CHIEF DIRECTOR: INTERNATIONAL AFFAIRS REF NO: 02/09/25/5**
- SALARY** : R1 436 022 per annum (Level 14), (all-inclusive salary package) which consists of a basic salary (70% of package, employer's contribution to the Government Employee Pension Fund and a flexible portion to be structured according to Senior Management Service Guidelines.
- CENTRE REQUIREMENTS** : ARMSCOR Building, Erasmuskloof, Pretoria
 : Senior Certificate with Bachelor's Degree/Advanced Diploma qualification (NQF 7) as recognised by SAQA. Must have 5 years proven experience at senior managerial. The successful candidate must have Nyukela Public Service SMS Pre-entry Programme Certificate. To access the SMS pre-entry certificate course and for further details, please click <https://thensg.gov.za/training-course/sms-pre-entry-programme/>. Kindly note that there is specific amount to be paid in order to enrol for the course.
- DUTIES** : Manage and facilitate international defence affairs policy strategy. Manage and facilitate Defence Multi-International Cooperation agreement. Facilitate specialist advice and support on International legal instruments. Manage divisional planning and internal support service.

ENQUIRIES : Maj Gen N.E. Mkhize Tel No: (012) 339-5201
APPLICATIONS : To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street) or e-mailed to dhrcmstaffing@gmail.com

POST 09/06 : **CHIEF DIRECTOR: INTERNAL AUDIT REF NO: 02/09/25/6**

SALARY : R1 436 022 per annum (Level 14), (all-inclusive salary package) which consists of a basic salary (70% of package, employer's contribution to the Government Employee Pension Fund and a flexible portion to be structured according to Senior Management Service Guidelines.

CENTRE : Eco Glades 1, Eco-Park Estate, Centurion
REQUIREMENTS : A senior Certificate with Bachelor's Degree/Advanced Diploma in Internal Audit qualification (NQF 7) or Financial Management as recognised by SAQA. Must have 5 years proven experience at senior managerial level in Internal Audit environment. A certification as a Certified Internal Auditor (CIA). The successful candidate must have Nyukela Public Service SMS Pre-entry Programme Certificate. To access the SMS pre-entry certificate course and for further details, please click <https://thensg.gov.za/training-course/sms-pre-entry-programme/>. Kindly note that there is specific amount to be paid in order to enrol for the course. The successful candidate must have integrity, honesty, high ethical and auditing standards. Appropriately qualified and registered with the appropriate professional body e.g. Independent Regulatory Board for Auditors (IRBA). Compliance and understanding of the auditing standards as published from time to time by the Sub-Committee for Auditing Standard of the IRBA e.g. General Recognised Accounting Practises (GRAP), the King Report on Corporate Governance (King III and King IV Reports). A comprehensive understanding of the PFMA and Treasury Regulations. A complete understanding of the roles and responsibilities of the Secretary of Defence (DG) as the Head of Department (HOD) and Accounting Officer (AO). The major role that the Auditing Committee fulfils in the auditing and reporting process. A comprehensive understanding of the Management concept of the DOD wrt to the interdependent roles of the Sec Def and CSANDF with its Service and Divisions. A comprehensive understanding of the geographic deployment (Head Quarters and Basis) of the DOD in the RSA and abroad. A comprehensive understanding of procurement, acquisition and supply chain management. Appropriate management and interpersonal skills to manage the above functions in the DOD. The emphasis on audit independence, objectivity, roles, responsibilities and confidentiality in this respect. Must be appropriately security cleared. Risk Management. The prevention of fraud and corruption.

DUTIES : Provide direction, leadership and guide on the development and improvement of internal audit strategic operation. Provide leadership on the compliance regional and corporate audit with Departments mandate and relevant prescripts in terms of finance, resources, procedural, processes, integrity, policies, priorities, finding and recommendations. Coordinate internal audit strategic reporting. Develop and provide direction on the anti-corruption and anti-fraud support. Develop and guide promote appropriate utilisation of resources.

ENQUIRIES : Maj Gen N.E. Mkhize Tel No: (012) 339-5201
APPLICATIONS : To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street) or e-mailed to dhrcmstaffing@gmail.com

POST 09/07 : **DIRECTOR: CORPORATE AUDIT REF NO: 02/09/25/7**

SALARY : R1 216 355 per annum (Level 13), (all-inclusive salary package) which consists of a basic salary (70% of package, employer's contribution to the Government Employee Pension Fund and a flexible portion to be structured according to Senior Management Service Guidelines.

CENTRE : Eco Glades 1, Eco-Park Estate, Centurion
REQUIREMENTS : A senior Certificate with Bachelor's Degree in Internal Audit/Finance qualification (NQF 7) as recognised by SAQA. Must have 5 years proven experience at

middle/senior managerial level in Internal Audit, the successful candidate must have Nyukela Public Service SMS Pre-entry Programme Certificate. To access the SMS pre-entry certificate course and for further details, please click <https://thensg.gov.za/training-course/sms-pre-enrty-programme/>. Kindly note that there is specific amount to be paid in order to enrol for the course. The successful candidate must have auditing skills. Strategic Management and Strategic Planning skills. Government policies, Departmental policies, DOD strategic direction. Knowledge on the framework for performance information. Framework for managing programme performance information. Framework for Strategic Plans. Annual performance plans, Internal Audit Guidance Manual: AoPI at National & Provincial Departments (NT 1st Edition 2016).

DUTIES : Provision of independent and objective corporate Audit Service. Rendering of compliance and monitoring services. The provision of corporate audit strategies and plans. The provision of operational direction wrt corporate audit and the management thereof.

ENQUIRIES APPLICATIONS : Mr F Mntwelizwe Tel No: (012) 649 1006/7
: To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street) or e-mailed to dhrcmstaffing@gmail.com

POST 09/08 : **DIRECTOR: DEFENCE INDUSTRY GOVERNANCE REF NO: 02/09/25/8**

SALARY : R1 216 355 per annum (Level 13), (all-inclusive salary package) which consists of a basic salary (70% of package, employer's contribution to the Government Employee Pension Fund and a flexible portion to be structured according to Senior Management Service Guidelines.

CENTRE REQUIREMENTS : ARMSCOR Building, Erasmuskloof, Pretoria
: A senior Certificate with Bachelor's Degree in Logistics qualifications related B Eng, B Tech, BSC, BCom, BMil or equivalent (NQF 7) as recognised by SAQA. Must have 5 years proven experience at middle/senior managerial level. The successful candidate must have Nyukela Public Service SMS Pre-entry Programme Certificate. To access the SMS pre-entry certificate course and for further details, please click <https://thensg.gov.za/training-course/sms-pre-enrty-programme/>. Kindly note that there is specific amount to be paid in order to enrol for the course. The successful candidate must extensive knowledge of Military/Defence. National and Departmental interest, strategies and policies. Military logistics, including intra-departmental activities and international trends and activities in engineering (including systems engineering), maintenance, life cycle management (including acquisition), procurement and supply support.

DUTIES : Apply the applicable regulatory framework. Ensure effective thru-life materiel support and disposal. Manage compliance with materiel related prescripts. Ensure participation on applicable forums in the related industries. Manage the Defence Industry Governance Directorate.

ENQUIRIES APPLICATIONS : Mr K.P. Lebello, Tel No: (012) 355-5136/5224
: To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street) or e-mailed to dhrcmstaffing@gmail.com

POST 09/09 : **DIRECTOR: DEFENCE ENTERPRISE INFORMATION SYSTEMS ARCHITECTURE REF NO: 02/09/25/9**

SALARY : R1 216 355 per annum (Level 13), (all-inclusive salary package) which consists of a basic salary (70% of package, employer's contribution to the Government Employee Pension Fund and a flexible portion to be structured according to Senior Management Service Guidelines.

CENTRE REQUIREMENTS : Eco Glades 1, Eco-Park Estate, Centurion
: A senior Certificate with Bachelor's Degree in Computer Science, Information Technology Informatics qualification (NQF 7) as recognised by SAQA. Must have 5 years proven experience at middle/senior managerial level. The successful candidate must have Nyukela Public Service SMS Pre-entry Programme

Certificate. To access the SMS pre-entry certificate course and for further details, please click <https://thensg.gov.za/training-course/sms-pre-entry-programme/>. Kindly note that there is specific amount to be paid in order to enrol for the course.

DUTIES : Continuously align, improve and communicate the strategic direction of Information and Communication Technology (ICT) in the DOD with the strategic direction, objectives, and plans of the department, with due consideration of the strategic direction of the government. Manage the implementation and maintenance of the Enterprise Architecture (EA) strategy, framework and policy. Manage the implementation and maintenance of the ICT Governance, Risk Management, and Compliance Management Strategy, Framework and Policy. Manage the development and maintenance the DOD's ICT standards, norms, guidelines and best practices. Ensure a Management Strategic planning and reporting service for the Directorate Enterprise Information Systems Architecture (DEISA). To ensure the efficient and effective management of the DEISA's resources in accordance with DOD instructions and prescripts. Ensure the DOD is represented at the GITOC sub-committee meetings. Ensure collaboration with other Government Departments and Services and Divisions in the DOD, in relation to ICT.

ENQUIRIES : Mr M. Linda Tel No: (012) 649-1402

APPLICATIONS : To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street) or e-mailed to dhrcmstaffing@gmail.com

POST 09/10 : **DIRECTOR: COMMUNICATIONS REF NO: 02/09/25/10**
Re-advertised, interested applicants who applied in the previous advertisement must re-apply if they are still interested in the post.

SALARY : R1 216 355 per annum (Level 13), (all-inclusive salary package) which consists of a basic salary (70% of package, employer's contribution to the Government Employee Pension Fund and a flexible portion to be structured according to Senior Management Service Guidelines.

CENTRE : ARMSCOR Building, Erasmuskloof, Pretoria

REQUIREMENTS : A senior Certificate with Bachelor's Degree in Communication Management qualification (NQF 7) as recognised by SAQA. Must have 5 years proven experience at middle/senior in communication environment. A valid driver's license. The successful candidate must have Nyukela Public Service SMS Pre-entry Programme Certificate. To access the SMS pre-entry certificate course and for further details, please click <https://thensg.gov.za/training-course/sms-pre-entry-programme/>. Kindly note that there is specific amount to be paid in order to enrol for the course. The successful candidate must have good knowledge of government policies, departmental policies, department decisions and activities as well as on the wider intra-departmental activities in Government. Planning, Leadership, Organising and Coordination. Continuous improvement and Service Delivery. Sound knowledge of Public Finance Legislation, Regulations and Finance Management. Good knowledge of the Strategic Director process of the CIS and DOD. Sound knowledge of Total Quality Management. Good knowledge of Project Management.

DUTIES : Ensuring of strategic direction guidelines to the communication function within the DOD. The ensuring of an aligned and developed MOD/DOD content database. Ensuring of capacity for communication support to the Secretary for Defence. The ensuring of effective, efficient and professional public relations and media support to the Secretary for Defence. The ensuring of the management of the communication enquiries wrt PAIA.

ENQUIRIES : Maj Gen N.E. Mkhize Tel No: (012) 339-5201

APPLICATIONS : To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street) or e-mailed to dhrcmstaffing@gmail.com

<u>POST 09/11</u>	:	<u>DIRECTOR: INTERNATIONAL LEGAL INSTRUMENTS REF NO: 02/09/25/11</u>
<u>SALARY</u>	:	R1 216 355 per annum (Level 13), (all-inclusive salary package) which consists of a basic salary (70% of package, employer's contribution to the Government Employee Pension Fund and a flexible portion to be structured according to Senior Management Service Guidelines.
<u>CENTRE REQUIREMENTS</u>	:	ARMSCOR Building, Erasmuskloof, Pretoria
	:	A senior Certificate with Bachelor's Degree qualification (NQF 7) as recognised by SAQA. Must have 5 years proven experience at middle/senior managerial level. The successful candidate must have Nyukela Public Service SMS Pre-entry Programme Certificate. To access the SMS pre-entry certificate course and for further details, please click https://thensg.gov.za/training-course/sms-pre-enrty-programme/ . Kindly note that there is specific amount to be paid in order to enrol for the course. The successful candidate must have good knowledge of government policies, departmental policies, department decisions and activities as well as on the wider intra-departmental activities in Government. Planning and organising. Continuous improvement and Service Delivery. Basic knowledge of Public Finance Legislation, Regulations and Financial Management. Sound knowledge of Technology and Information Systems.
<u>DUTIES</u>	:	Analysing of International legal instruments, including treaties, PACTS, MOU's, Protocols, SOFA's, SOMA's, TCC Agreements, IO's and Technical arrangements. Scrutinizing if IDA agreement documentation to ensure adherence to International legal prescripts. Providing of specialist advice on International legislation. Internal management of directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M. Tsanwani, Tel No: (012) 355-5214.
	:	To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street) or e-mailed to dhrcmstaffing@gmail.com
<u>POST 09/12</u>	:	<u>DIRECTOR: LABOUR AND SERVICE RELATIONS REF NO: 02/09/25/12</u>
	:	Re-advertised, interested applicants who applied in the previous advertisement must re-apply if they are still interested in the post.
<u>SALARY</u>	:	R1 216 355 per annum (Level 13), (all-inclusive salary package) which consists of a basic salary (70% of package, employer's contribution to the Government Employee Pension Fund and a flexible portion to be structured according to Senior Management Service Guidelines.
<u>CENTRE REQUIREMENTS</u>	:	ARMSCOR Building, Erasmuskloof, Pretoria
	:	A senior Certificate with Bachelor's Degree in Labour Relations/Industrial Relations/Labour Law/Advance Diploma qualification (NQF 7) as recognised by SAQA. Must have 5 years proven experience at middle/senior managerial level. The successful candidate must have Nyukela Public Service SMS Pre-entry Programme Certificate. To access the SMS pre-entry certificate course and for further details, please click https://thensg.gov.za/training-course/sms-pre-enrty-programme/ . Kindly note that there is specific amount to be paid in order to enrol for the course. The successful candidate must have knowledge and good understanding of Labour Act, Public Service Act 1994, Public Service Regulations 2016. Employment Equity Act 1998. Basic Conditions of Employment Act 1997, Defence Act 2002, Individual Grievances Regulations 2016, Treasury Regulations, PFMA. The candidate will be required to display a high level of diplomacy. Expected to work long hours and travelling. Excellent verbal, liaison and writing skills.
<u>DUTIES</u>	:	Direct and manage the implementation of sound labour and service relation system for dealing with PSAP misconduct and incapacity in the DOD. Direct and manage the implementation of sound labour and service relations system dealing with grievances of members and employees in the DOD. Represent the DOD at judicial and quassi-judicial for a Management and administration of the Directorate. Manage the expenditure plan of the sub-directorate in relation to the Directorate's budget and strategic business plan.
<u>ENQUIRIES APPLICATIONS</u>	:	R Adm J.S. Matshimane, Tel No: (012) 355-5275/5115.
	:	To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X976, Pretoria, 0001 or hand delivered to Bank of

Lisbon (Cnr Paul Kruger and Visagie Street) or e-mailed to dhrcmstaffing@gmail.com

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT
The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.

- APPLICATIONS** : May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. Email: BC10-2025@dffe.gov.za
- FOR ATTENTION** : Human Resources Management
- CLOSING DATE** : 29 April 2025
- NOTE** : Applications must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available through the NSG under the name "Certificate for entry into SMS" (full details are available at: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>). Shortlisted candidates must provide proof of successful completion of the course. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract. The department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POST

- POST 09/13** : **CONTROL BIODIVERSITY OFFICER GRADE A: WILDLIFE ECONOMY SUSTAINABILITY REF NO: BC10/2025**
- SALARY** : R580 551 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A four (4) years Degree (NQF8) or equivalent qualification in Environmental Management/ Sciences or Natural Sciences or equivalent qualification within the related field plus six (6) years post qualification experience in the relevant field. Knowledge of the NEMA; NEMBA; and NEMPAA, National Biodiversity Economy Strategy. Knowledge of project planning methodologies such as critical path planning. Knowledge of computers and database/spreadsheet/ word processing software; Biodiversity Management; Conservation Management; Public Administration; Project Management; Public service prescripts and procedure. Skills: Computer literacy; Excellent communications and leadership skills. Excellent

planning and organizational skills. Problem solving skills. Ability to accurately review and complete detail-oriented information and projects. Ability to conceptualize and organize project planning process. Personal Attributes: Honesty and integrity; Enthusiasm; initiative and creativity; Self-Motivated; Adaptability; Ability to take responsibility and function under minimal supervision. Ability to work with wide range of people and stakeholders.

DUTIES

: Develop, amend and monitor the implementation of the National Game Meat Strategy for South Africa. Support review and reporting on the implementation of the National Biodiversity Economy Strategy, Wildlife Economy Lab Initiatives, High Level Panel Recommendations and White Paper on Conservation and Sustainable Use of South Africa's Biodiversity. Coordinate and formalise partnerships with government Departments, Private Sectors, Communities, NGOs and Public Entities. Facilitate the finalization of the benefits and incentives for the Sustainable Wildlife Economy Scheme. Mobilise resources for the start-up capital for the Sustainable Wildlife Economy Council. Market the Sustainable Wildlife Economy Scheme.

ENQUIRIES

: Ms L Tshitwamolomoni Tel No: (012) 399 9611

DEPARTMENT OF HEALTH

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

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail.
- FOR ATTENTION** : Ms M Shitiba
- CLOSING DATE** : 24 March 2025
- NOTE** : All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise for SMS posts, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

OTHER POST

- POST 09/14** : **DEPUTY DIRECTOR: DISTRICT HEALTH SYSTEM SUPPORT REF NO: NDOH 4/2025**
Directorate: District and Development
This is a re-advertisement. Applicants who have previously applied need to re-apply
- SALARY** : R849 702 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree (NQF 7) in health science related qualification. At least three (3) years' experience at first level/middle management level (ASD level) pertaining to work in the District Health System environment. Knowledge on implementation of Primary Health Care Package of Services. Knowledge of the South African Constitution, 1996, public service regulatory framework, methods and practices relating to Primary Health Care. Good communication (verbal and written), problem solving, decision making, analytical, presentation, facilitation, planning, organizing, negotiation and computer skills (MS Office package). Ability to network with units in and outside of the department.

DUTIES

: Provide general administration and programme management. Provide leadership and technical support to Primary Health Care (PHC). Ensure improved quality of services in Primary Health Care service level. Monitor the implementation of PHC Package rendered by Provinces/Districts. Ensure the development and/or review of the PHC reporting indicators, both financial and programme specific indicators. Manage donor funded projects. Prepare and initiate funding proposals for new priorities and needs identified. Support inter-sectoral collaboration and integrated service delivery. Convene and/or participate at quarterly programme management meetings with other programme managers on programme planning, activities and performance monitoring. Management of risk and audit queries.

ENQUIRIES

: Mr K Mahlako Tel No: (012) 395 8296

DEPARTMENT OF HOME AFFAIRS

<u>APPLICATIONS</u>	: Applications compliant with the “Directions to Applicants” must be submitted online at https://eRecruitment.dha.gov.za or sent to the correct address specified as follows: Eastern Cape: Postal Address: Private Bag X7413, King Williams Town, 5600 Physical address: 11 Hargreaves Avenue, King William’s Town, 5600. Free State: Postal Address: Postal address: P.O Box 12262 Brandhof 9324 Physical Address: 40 Victoria Street Willows Bloemfontein, 9301. KwaZulu-Natal: Postal Address: Private Bag X09, Pietermaritzburg 3209 Physical address: 181 Church Street, Pietermaritzburg, 3209. Limpopo: Postal Address: Private Bag X9517, Polokwane, 0700 Physical Address: 89 Biccard Street, Polokwane, 0699. Mpumalanga: Postal Address: Private Bag X11264, Nelspruit, 1200, Physical Address: 29 Bester Street, Nelspruit, 1200. Northern Cape: Postal Address: Private Bag X6073, Kimberley 8300 Physical Address: Quantum Leap Building, 69 Du Toitspan Road, Kimberley, 8300 North-West: Postal Address: Private Bag X119, Mmabatho, 2735, Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745. Head Office: Postal Address: Private Bag X114, Pretoria, 0001 Physical Address: 230 Johannes Ramokhoase Street, Pretoria, 0001.
<u>CLOSING DATE</u>	: 31 March 2025
<u>NOTE</u>	: Applications must be submitted online at https://eRecruitment.dha.gov.za or send to the correct email address specified at the bottom of the posts, on or before the closing date, accompanied by a fully completed Application for Employment Form (New Z83, effective from 1 January 2021), obtainable at www.dpsa.gov.za and a comprehensive CV, (citing the start and end date (dd/mm/yy), job title, duties performed and exit reason for each employment period to be considered, as well as the details of at least two contactable employment references (as recent as possible)). Shortlisted candidates are required to submit a copy of their ID document, relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, A copy of the applicant’s valid driver’s licence and PDP (if specified as a job requirement and details of current earnings (latest salary advice). Furthermore, applicants who possess (a) foreign qualification(s), will be required to submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA), by a specified date, and will be subjected to an interview, various relevant tests and assessment, and employment suitability checks (credit, criminal, citizenship, qualifications, employment references including verification of exit reasons, and conducting business with State). In the filling of entry-level positions, preference may be given to locally based candidates on grounds of affordability, as well as this Department’s Interns and Learners who have successfully completed their respective skills development programmes and satisfy the inherent requirements of the post. Once appointed, serving of a prescribed probation period, and obtaining of a security clearance appropriate to the post, will be required. Correspondence between the Department and candidates will be limited to shortlisted candidates, only.
OTHER POSTS	
<u>POST 09/15</u>	: <u>ASSISTANT DIRECTOR: LABOUR RELATIONS (X4 POSTS)</u>
<u>SALARY CENTRE</u>	: R444 036 - R532 602 per annum (Level 09), (a basic salary) : Free State: Provincial Manager’s Office Ref No: HRMC 7/25/1a (X1 Post) KwaZulu-Natal: Provincial Manager’s Office Ref No: HRMC 7/25/1b (X1 Post) Northern Cape: Provincial Manager’s Office Ref No: HRMC 7/25/1c North West: Provincial Manager’s Ref No: HRMC 7/25/1d (X1 Post)
<u>REQUIREMENTS</u>	: A qualification in Labour Relations or Labour Law at NQF level 6 as recognized by SAQA. 3 Years’ experience as Labour Relations Officer or Practitioner is required. Knowledge of Human Resources Regulatory Framework. Knowledge of Labour

Relations Act, 66, 1995. Knowledge of Collective Bargaining. Knowledge of relevant Departmental Legislation and prescripts. Knowledge of the Public Service Act and Regulations. Knowledge of DPSA guidelines. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Capability and Leadership. Client Orientation and customer focus. Time Management. Good verbal and written communication, as well as report writing and presentation skills. Problem-solving. Program and project management. Ability to instill appropriate processes and systems, to support the Department in efficiently and effectively managing the required work. Support digital transformation. Decision making. Accountability. Interviewing skills. Planning and organizing. Patriotism, Honesty and Integrity.

DUTIES

: The successful candidates will be responsible for, amongst others, the following specific tasks: Facilitate the implementation of misconduct and disciplinary processes in the province. Represent the Province at all disciplinary hearings. Provide expert advice in the province on disciplinary and misconduct matters. Establish partnerships and constantly liaise with provincial external stakeholders on labour related matters on recognized Labour unions. Represent the Department in disputes and facilitate the acquisition of evidence and witness for arbitration matters. Facilitate labour related programmes, collective bargaining, grievance resolution and dispute management process in the province. Respond to complaints, grievances and appeals adhering to all regulatory, accreditation and internal processing timelines and guidelines. Co-ordinate and participate in the Provincial Consultative Forum (PCF). Conduct research on case law, adjudication trends and developments in labour law and labour relations. Prepare and submit reports on grievances and disputes to Head Office on weekly basis. Represent the Department in mediation, conciliation and arbitration matters. Build and maintain relationships with various stakeholders. Benchmark with various institutions for best practice. Ensure the implementation of effective risk and compliance management practices. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on compliance with all regulatory requirements.

ENQUIRIES

: Free State: Ms V Molefe Tel No: (051) 410 3912
KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003
Northern Cape: Ms S Botha Tel No: (053) 807 6700
North-West: Mr L Appels Tel No: (018) 397 9908 / 9924 / 9922 / 9915

POST 09/16

: **DISTRICT INFORMATION TECHNOLOGY OFFICER (X3 POSTS)**

SALARY CENTRE

: R444 036 – R532 602 per annum (Level 09), (a basic salary)
Eastern Cape: OR Tambo Ref No: HRMC 7/25/2a (X1 Post)
KwaZulu-Natal: Umzinyathi Ref No: HRMC 7/25/2b (X1 Post)
North West: Dr Ruth Mompati Ref No: HRMC 7/25/2c (X1 Post)

REQUIREMENTS

: A qualification in Information Technology, Computer Science, Information System or Information Technology relevant qualification at NQF level 6 as recognized by SAQA. 3 years' technical experience in Information Technology is required. Experience in desktop, network, server and application support. Sound knowledge and application of the GITO guidelines and prescripts. Knowledge of Minimum Information Security Standards (MISS). Knowledge of the Protection of Information Act No 84 of 1982 and the Promotion of Access to Information Act No 2 of 2000. Knowledge of Information Technology Infrastructure Library (ITIL). Knowledge of the State Information Technology Agency Act No 88 of 1998. Knowledge of public service and Departmental legislation and prescripts. A valid drivers' license. Willingness to travel and work extended hours. Perform on-call duties. Required skills and competencies: Problem solving and conflict management. Planning and organising. Program and project management. Good written and verbal communication skills. Client orientation and Customer focus. Report writing. Presentation skills. Decision making. Influencing and Networking. Change management. Patriotism, Honesty and Integrity.

DUTIES

: The successful candidates will be responsible for, amongst others, the following specific tasks: Ensure the implementation of infrastructure and hardware support. Install and support Telkom data-lines, routers, switches, firewalls and IDS/IPS. Ensure the installation and support of servers in the district. Provide support on

desktops, printers, laptops on peripherals e.g. camera, 3M fingerprint scanner, signature pad, MDF-scan flow printers, etc. Provide support on DHA systems, ensure systems availability and user account management. Provide support to transversal systems like BAS, PERSAL, LOGIS, etc. Maintain IT asset registers in various local offices. Facilitate disposal process of IT assets and provide technical support for redundant and obsolete items. Facilitate and implement application/system support in the district. Enrol officials on BACM and provide access in a secure environment. Ensure that all desktops and laptops have anti-virus software, conduct regular updates and data recovery. Identify and resolve problems causing disruptions in the operations of the business and in the network. Resolve the roots causes of incidents and deploy effective workarounds. Improve IT service quality in order for staff to experience fewer repeated incidents and focus efficiently on identifying the causes. Increase knowledge capital (data used to identify trends and proactively identify any problem areas). Timeously identify, diagnose and resolve problems. Provide error control and record error solutions. Analyse the urgency and resources required to effect temporary and permanent solutions to problems. Ensure effective and efficient management of resources. Coach and guide staff on compliance with all regulatory requirements.

ENQUIRIES

: KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003
 Eastern Cape: Mr L Jama, Tel No: (043) 604 6417
 North-West: Mr L Appels Tel No: (018) 397 9908 / 9924 / 9922 / 9915

POST 09/17

: **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: HRMC 7/25/3**
 Branch: Human Resources Management and Development
 Chief Directorate: Learning and Development

**SALARY
CENTRE
REQUIREMENTS**

: R444 036 - R532 602 per annum (Level 09), (a basic salary package)
 : Head Office: Tshwane
 : A qualification in Public Administration, Management, Administration Management, Office Management and Technology, Business Management at NQF level 6 as recognized by SAQA. 3 Years' experience as Senior Administrative Officer is required. Knowledge of the Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of relevant Departmental Legislation and prescripts. Knowledge of the Public Service Regulations. Knowledge of Office Administration. Knowledge of the Constitution of the Republic of South Africa. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Service delivery innovation. Client orientation and customer focus. Office management and administration. Problem solving and conflict management. Planning, organising and time management. Good written and verbal communication skills. Presentation skills. Program and project management. Ability to instill appropriate processes and systems, to support the Department in efficiently and effectively managing the required work. Support digital transformation Asset Management. Budget and expenditure administration. Computer literacy. Patriotic, Honesty and Integrity.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Perform finance and administration functions within the office in terms of office maintenance, financial, human resources, and procurement matters. Facilitate and monitor the budget of the Chief Directorate according to the Medium Term Expenditure Framework. Coordinate the budget of the Chief Directorate in terms of its spending plan, procurement plan and expenditure. Convene and attend Chief Directorate meetings and act as secretariat during meetings. Facilitate the management of assets in line with Asset and Supply Chain Management Frameworks. Conduct asset audits with other administrative officials in the Chief Directorate. Provide effective operational and administrative support to the Chief Director. Monitor the delivery of services by providers in line with agreed Service Level Agreements (SLA's). Produce timely, reliable management information reports on a monthly basis. Ensure effective and efficient management of human, physical and financial resources within the Unit Ensure the implementation of effective risk and compliance management practices.

ENQUIRIES

: Head Office: Ms N Raziya Tel No: (012) 406 4156

- POST 09/18** : **CIVIC SERVICES CLERK REF NO: HRMC 7/25/4**
This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply.
- SALARY** : R255 450 - R300 912 per annum (Level 06), (basic salary)
CENTRE : Mpumalanga: Medium Office: Mkobola
REQUIREMENTS : A qualification in Public Management, Public Administration, Operations Management, Business Management, Management or Administration at NQF level 6 recognised by SAQA. Completion of the Cadet or Internship programme within the Department of Home Affairs will be an added advantage. Knowledge of all relevant public service and Departmental Legislative Frameworks. Knowledge of Civic Services Regulatory Frameworks. Knowledge of fraud prevention. Knowledge of the Batho Pele Principles. Willingness to work extended hours. Required skills and competencies: Client orientation and customer focus. Excellent interpersonal skills. Problem solving and conflict management. Analytical skills. Telephone etiquette. Good written and verbal communication skills. Conscientious. Professionalism. Computer literacy. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidates will be responsible for, amongst others, the following specific tasks: Process Civic Service applications and issue documents in line with standard operating procedures. Administrate the provision of safe and secure enabling documents as it relates to citizenship, births, marriages, death, travel documents and passports. Provide administrative support in the office. Attend to enquiries and perform online verifications. Contribute to the transformation of the Local Office into a digital-first organisation. Implement governance processes frameworks and procedures. Contribute to the effective and efficient management of resources within the Office. Provide prompt and professional customer service.
- ENQUIRIES** : Mpumalanga: Ms N Dlangisa Tel No: (013) 752 2504

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

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

- APPLICATIONS** : Independent Police Investigative Directorate, National Office Private Bag X941, Pretoria, 0002 or hand deliver to Benstra Building, 473 Stanza Bopape & Church Street, Arcadia, Pretoria, 0001 or Recruitment12@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail.
- FOR ATTENTION** : Ms P Mereko Tel No: (012) 399 0189
- CLOSING DATE** : 24 March 2025
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated, comprehensive CV as well as a fully completed and initialled new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV is attached). However, the question related to conditions that prevent re-appointment under Part-F must be answered. Non-RSA Citizens/Permanent Resident Permit should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Due to the large number of applications we envisage to receive, applications will not be acknowledged, if you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to short-listed candidates only. Therefore, only shortlisted candidate for the post will be required to submit the documents on or before the date of the interview. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event, that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security vetting process. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The Department is guided by the principle of the Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan. The Independent Police Investigative Directorate reserves the right to fill or not fill the bellow-mentioned posts.

OTHER POST

- POST 09/19** : **ASSISTANT DIRECTOR: BUDGET ANALYST REF NO: Q9/2023/25**
Re-advertisement
- SALARY** : R444 036 per annum (Level 09)
- CENTRE** : National Office: Pretoria

REQUIREMENTS

: Grade 12 (NQF 4) plus a three – year B Degree (NQF level 7) tertiary qualification in Finance/ Accounting/ Cost & Management Accounting as recognised by SAQA. A minimum of three (3) to five (5) years relevant experience in the budget management environment on post level of Senior State Accountant (level 8) or equivalent/above. Knowledge requirements (Skills needed): Formal training and knowledge of financial management in the Public Service/ Private Sector. Knowledge of strategic planning, budgeting and of human resources management practices. Intermediate communication, analytical, innovative, problem solving and interpersonal skills. Proven computer literacy (MS Office) and Public Financial Management are essential. Knowledge of Departmental Financial Management system (FMS), Departmental Accounting, Standard Chart of Accounts, Conventional Service Writing and staff work essential. Skills and competencies: Computer literacy. Communication (verbal & written) skills, Presentation skills, Project management skills, Advanced financial management and Analytical skills, Planning and Organizing skills, Analytical and Decision Making skills, Problem solving skills and report writing skills. Knowledge of Auditing, Risk Management, Costing and Occupational Health and Safety and Supply Chain Management will be an advantage. Ability to work under pressure and long hours when required. Knowledge of Constitutional, legal and institutional arrangements regarding governing in the Public Sector; Knowledge of policy development processes; Knowledge of financial management processes; Research and reporting procedures; Client needs, planning and organizing and interpretation of policy matters. Knowledge of financial norms and standards, e.g. Public Finance Management Act, National Treasury Regulations, Directives and Instructions, Guidelines and Framework.

DUTIES

: Planning, Coordinate, review, analyse and quality assure the financial supporting information for planning purposes: Coordinate and review the necessary financial supporting documents required for the strategic and annual performance planning process. Analyse and quality assures the relevant financial information required in the evaluation and development of business and project plans. Check and verify the supporting information for various financial planning processes. Budgeting – Coordinate, review, analyse and quality assure the budget preparation process: Coordinate the preparation and consultation for the MTEF budget process. Analyse, interpret and implement the treasury guidelines for the estimates of national expenditure (ENE). Develop templates for the collection of budget information from line functionaries. Align budget statements with the annual performance plan, strategic plan, national and provincial spending priorities. Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required. Undertake the planning and supervise the preparation and consultation process in the implementation of the adjustments estimates process. Assess where shifting of funds/ virements is required and possible by reviewing expenditure against budget and make recommendations. Supervise the recording of adjustments and provide feedback to the relevant components. Provide information for the preparation of the annual financial statements. Monitor that all shifts/virements are included in the adjusted budget. Analyse requests for rollovers and make recommendations in compliance with prescripts (including funds committed but not spent). Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes: Evaluate information on monthly reports produced (variance between actual versus budgeted expenditure) and recommend appropriate actions where necessary. Develop reports. Interpret report and make recommendations to support managerial decisions. Communicate the financial reports to clients. Provide the support for management of financial governance risk and compliance. Monitor that all shifts/virements are included in the In Year Monitoring Report. Provide advice and guidance to role players on the use of forecasting methods and tools. Compile information for the interim and annual performance reports. Manage the operational processes, resources and procedures associated with the management accounting functions: Develop and review departmental policies and procedures applicable to management accounting (planning and budgeting). Allocate duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards. Determine workflow requirements. Monitor performance of employees and determine training needs.

ENQUIRIES
NOTE

Control leave and related personnel matters applying laid down Human Resources procedures.

: Ms K Makabanyane Tel No: (012) 399 0156

: Shortlisted candidates will be subjected to pre-entry assessment: (a) practical exercise which is an assessment based on the post's technical and generic requirements (b) integrity (Ethical Conduct) assessment based on three factors: oral examination, computer-based assessment and written evaluation.

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<u>APPLICATIONS</u>	:	Interested applicants must submit their applications for employment to https://forms.office.com/r/X2XaVPasWu obtainable using Microsoft edge or the latest Chrome version or alternatively the address specified in each post.
<u>CLOSING DATE</u>	:	24 March 2025
<u>NOTE</u>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD 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. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

<u>POST 09/20</u>	:	<u>DEPUTY DIRECTOR: POLICY AND STRATEGY REF NO: 25/24/FLS</u> This is a re-advertisement, applicants who previously applied should re-apply.
<u>SALARY</u>	:	R849 702 – R1 000 908 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification or Diploma (NQF level 6) as recognized by SAQA in Bachelor of Science (BSc), B.Com, LLB and Strategic Planning; A minimum of 3 years' experience at management (Assistant Director) level in Policy and Strategy Management related environment; Knowledge of project management; Law, strategic management, Constitutional law, interpretation of statutes; Knowledge and understanding of the legislative framework governing the Public Service, Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act; Knowledge and understanding of the Constitution, procurement directives and procedures. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Diversity management; Impact and influence; Conflict management Planning and organising; Problem solving and decision making; Project management; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Undertake the implementation of the Masters branch Modernization and digitization strategy; Ensure and render the preparation and coordination of technical procedures and standards; Render and improve the

	:	development and implementation of policies; Conduct and manage research and the development of programmes; Manage human, financial and other resources.
<u>ENQUIRIES</u>	:	Ms. M. Qhamakoane Tel No: (012) 357 8591
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>POST 09/21</u>	:	<u>ASSISTANT DIRECTOR: DEPARTMENTAL PROGRAMME AND PROJECT MANAGEMENT REF NO: 25/28/IDS</u>
<u>SALARY</u>	:	R444 036 – R523 056 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification in Project Management/ Industrial Engineering as recognized by SAQA; A minimum of 3 years' experience in Project Management at supervisory level; Knowledge and understanding of project/ programme management processes and methods, performance evaluation and change management principles, proficiency in programme/ project management software and tools; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/ guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Interpersonal skills; Conflict skills; Problem solving skills; Planning and organising; Decision making skills; Project management; Team leadership; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Facilitate project planning processes in line with prescribed project management methodology in collaboration with Branches; Manage project administrative services of all projects in line with approved project plans; Coordinate capacity building for project teams; Facilitate project/ programmes stakeholder relations; Facilitate the implementation of post-closure recommendations; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Mr. R. Chauke Tel No: (012) 315 1329
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>POST 09/22</u>	:	<u>HANDYMAN: IMMOVABLE ASSETS REF NO: 25/23/CS</u>
<u>SALARY</u>	:	R155 148 – R182 757 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 3 (Grade 10 certificate or equivalent); A minimum of 6 months trade-related experience; Knowledge of Occupational Health and Safety (OHS) National Building Regulations and Building Standard Act Skills; Skills and Competencies: Concern for others; Creative thinking; Citizen service orientation; Decision-making; Diversity citizenship; Organisational communication effectiveness; Report writing; Problem analysis; Self-management; Team membership; Technical proficiency; Good interpersonal.
<u>DUTIES</u>	:	Key Performance Areas: Perform general maintenance and repair tasks, including plumbing, electrical, carpentry; Maintain office equipment and furniture; Conduct regular building inspection of facility; Fix or replace defective parts in machinery, doors, windows, walls and structural elements within the building; Safe keeping of maintenance tools and suppliers.
<u>ENQUIRIES</u>	:	Ms A Van Ross Tel No: (012) 315 1094
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.

NATIONAL TREASURY

The National Treasury is an equal opportunity employer and encourages applications from persons living with disabilities. It is the department's intention to promote representivity through filling these posts in line with the department's approved Employment Equity Plan. Our buildings are accessible to persons living with disabilities.



<u>APPLICATIONS</u>	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
<u>CLOSING DATE</u>	:	24 March 2025 at 12:00 am (Midnight)
<u>NOTE</u>	:	The National Treasury utilises an e-Recruitment system, effective from 7 April 2021, which means all applicants must login/register to apply for positions as we only accept applications hand delivered/post should an applicant prove that he/she tried to apply via e-Recruitment with no success. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83 and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application however certification will be required prior to attending the interview. Please note: All shortlisted candidates will be subjected to two assessments. The first assessment will be a technical exercise that intends to test relevant technical elements of the job, while the second assessment will be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. By submitting your application, it also means you give consent to the National Treasury processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), not negotiable, and to bear the costs requested by SAQA. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. NOTE: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. The National Treasury is compliant with the requirements of POPIA.

MANAGEMENT ECHELON

<u>POST 09/23</u>	:	<u>DEPUTY DIRECTOR-GENERAL: ASSET AND LIABILITY MANAGEMENT REF NO: S001/2025</u> Division: Asset And Liability Management (ALM) Purpose: To finance the deficit within government's fiscus while managing the liabilities pertaining to risk and cash flow impacting the financial wellbeing of state-owned companies and other public entities.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 741 770 per annum, (all-inclusive remuneration package) Pretoria A Grade 12 is required coupled with a minimum Postgraduate's degree (equivalent to NQF level 8) in any of the following disciplines: Economics or Finance, A minimum of 8 years' experience at a senior managerial level obtained in financial policy formulation is required, Knowledge and experience of debt and risk management, Knowledge and experience of public finance and corporate financial management, An in-depth knowledge of the operations of capital and money markets, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government

DUTIES

available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

: Some key Outputs include:- Sectoral Oversight on Governance & Financial Analysis: Manage the restructuring of State assets, Develop and implement frameworks for the macro-management of SOE's in terms of the Public Finance Management Act (PFMA), Develop and maintain a database on the financial information of public entities, Develop corporate governance principles in the broader government sector Government's Liabilities Management: Develop and implement the domestic and foreign borrowing strategy of government, Manage the relationship with international credit rating agencies, Develop and implement prudent sovereign debt management policies, Ensure the orderly functioning of debt capital markets, Establish the National Government as a credible borrower in international and domestic debt capital markets, Finance government's borrowing requirements through the issuance of RSA Retail Saving Bonds, Manage government's existing stock of retail debt in broadening the total investor base Risk Management Strategies: Implement a broad risk management framework on financial risks and systems for Government, Analyse strategic debt and risk management controls for their effectiveness, Implement performance strategies in the determination of measures for risks mitigation, Research and identify the financial risks Government is exposed to and quantify counter strategies, Advise on costs and risks trade-offs on differentiated debt management and strategies Accounting and Cash Management Provision: Implement cash management policies and systems in alignment with government's cash-flow needs, Develop and maintain a cash management framework and formulate a financial operations strategy, Co-ordinate cash management with prudent debt management, Integrate systems development to improve revenue and expenditure forecasting through an effective accounting and reporting management system, Coordinate the borrowing process of Government in reducing of borrowing costs and alleviate the pressure on the fiscus, Develop strategies to maximise the returns on tax and loans, Evaluate and review business processes to stay abreast with global trends on accounting principles.

ENQUIRIES

: Only enquires (No applications): Recruitment.Enquiries@treasury.gov.za

OFFICE OF THE CHIEF JUSTICE

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

APPLICATIONS

- : **National Office:** Midrand/Constitutional Court: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- Free State:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301
- Mpumalanga:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X20051, Mbombela, 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.
- Gauteng:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Car Pritchard and Kruijs Street, Johannesburg.
- KwaZulu Natal, Durban:** Quoting the relevant reference number, direct your application to: Application can also be hand delivered to Office of the Chief Justice, Human Resource Management, 1st Floor, CNR Somtseu & Stalwart, Simelane Streets, Durban, 4000.

CLOSING DATE

: 25 March 2025

NOTE

: Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment and (3) personnel suitability checks on criminal record, citizenship verification, financial records check, qualification verification, reference checks. Applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening and a Top-Secret security vetting to determine the suitability of a person for employment. The successful candidate will be required to enter into an employment contract of five years and a performance agreement with the Minister of Justice and Constitutional Development within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One

of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. NB: We invite suitable candidates to apply for the position of Secretary General of the Office of the Chief Justice (OCJ). The OCJ was proclaimed by the President of the RSA as a National Government Department on 23 August 2010 for the purpose of providing support to the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The OCJ was established to promote and reaffirm the principle of judicial independence, as guaranteed by Section 165 of the Constitution. The Minister of Justice and Constitutional Development is the Executive Authority for the OCJ and the Secretary General is the Accounting Officer of the OCJ.

MANAGEMENT ECHELON

POST 09/24 : **SECRETARY GENERAL OF THE OFFICE OF THE CHIEF JUSTICE: SG: OCJ**
REF NO: 2025/12/OCJ
 (5 Year renewable fixed-term contract)

SALARY : R2 259 984 - R2 545 854 per annum (Level 16), All-inclusive salary package and 10% non-pensionable HoD Allowance. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Head Office: Midrand
 : Applicants must be in possession of an appropriate undergraduate qualification and a post graduate qualification (NQF level 8) as recognised by SAQA. A minimum of 10 years of relevant experience at the Senior Management Attributes: Demonstrated leadership in the development of policies and high-level policy implementation skills. Insight into the South African Judiciary and applicable legislation. Deep knowledge of relevant Government legislation, policies and priorities. Be conversant with the structure and operations of the Public Sector. Good interpersonal, problem-solving, teamwork and networking skills. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (<https://thensg.gov.za/training-course/sms-pre-entry-programme>). Knowledge and Experience: Knowledge of the Constitution, Superior Courts Act, 2013, Public Service Act, 1994, Public Administration Management Act, 2014, Public Finance Management Act, 1999, and related legislation as well as the National Development Plan. Experience in executive management and strong leadership and strategic management capabilities. Experience in monitoring and evaluation of government policies as well as a thorough understanding of Government's policy development and administrative processes. Have strong organizational abilities, good writing skills, good interpersonal skills, and be computer literate.

DUTIES : Serve as the Accounting Officer of the National Government Department: Office of the Chief Justice (OCJ) in ensuring that the resources allocated to the Department are optimally deployed and utilised to achieve the strategic objectives of the Department in supporting the Judiciary. Coordinate and organise the resources of the OCJ to implement the National Development Plan (NDP) and Medium-Term Strategic Framework (MTSF) and priorities pertaining to the OCJ. Provide strategic direction to and management of the Department through coordinating the implementation of the strategic vision and direction, leading the formulation, development of support and enabling tools to ensure execution, monitoring and evaluation and reporting of the OCJ strategy and plans internally and to all applicable oversight bodies. Strengthen the OCJ's governance, compliance and organizational capacity to deliver on its mandate. Provide strategic advisory and support services to the Chief Justice as the Head of the Judiciary and Head of the Constitutional Court. Direct the development and maintenance systems for the administration of the Superior Courts with a view to improve access to justice and the efficiency of such systems. Establish relevant organisational structures and systems. Direct the provisioning of secretariat and advisory support to the Chief Justice on inter-judicial relations and government matters.

ENQUIRIES : Ms Puni Mpe Tel No: (010) 493 -2597/2524
NOTE : Applications can be via email to: SGrecruitment@judiciary.org.za by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF.

POST 09/25 : **DIRECTOR: CASE MANAGEMENT (LOWER COURTS) REF NO: 2025/18/OCJ**

SALARY : R1 216 824- – R1 433 355 per annum (Level 13), (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand
REQUIREMENTS : Applicants must be in possession of a three-year Bachelor's Degree or Advanced Diploma (NQF Level 7) in Management, Social Sciences, Public Administration, Public Management or an equivalent qualification at NQF level 7 as recognized by SAQA. An LLB Degree qualification will be an added advantage. A minimum of five (5) years' experience at middle/senior management level. A valid driver's license. Relevant work experience in the field of law, court administration or operations management environment will be an added advantage. Successful completion of the Nyukela Public Service SMS Pre-entry Programme (certificate) will be required prior to appointment. Technical Knowledge Competencies: Public Service Act, 1994; Public Service Regulations, 2016; Basic Conditions of Employment Act, 1997; Labour Relations Act, 1995; Treasury Regulations, 2022; Public Financial Management Act, 1999; Departmental Financial Instructions; Approved departmental delegation and a good understanding of departmental prescripts, policies and frameworks (e.g. departmental codes). Behavioural Competencies: Strategic Capabilities and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication Skills (written and verbal); People Management and Empowerment; Client Orientation and Customer Focus; Honesty and Integrity. All shortlisted candidates shall undertake pre-entry assessments.

DUTIES : Manage administrative support to courts in the Division of the High Court and Specialized Court (Land Claims and Labour and Labour Appeals Court); Manage the provisioning of library and research; Manage case and courts records; Manage quality assurance and auxiliary services; Manage, monitor and evaluate the functioning of courts in the division of the High Court and Specialized Courts (Land Claims and Labour and Labour Appeals Court) and Manage the utilization of resources. Manage and ensure effective and efficient utilisation of financial, human and physical resources of the Directorate in line with applicable legislation. Implement Annual Performance Plans, Operational Plans and oversee the Audit and Risk Management processes of the Directorate.

ENQUIRIES : Technical enquiries: ADV W Lambley Tel No: (010) 493 2561

HR enquiries: Mr SW Meko Tel No: (010) 494 2500

APPLICATIONS : Applications can be via email to: 2025/13/OCJ@judiciary.org.za

NOTE : OCJ will give preference to candidates in line with the departmental Employment Equity goals. It is a requirement for candidates to have the Public Service SMS Pre-Entry certificate. For further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za. Nyukela Certificate will be required prior to appointment.

OTHER POSTS

POST 09/26 : **DEPUTY DIRECTOR: INFORMATION SECURITY REF NO: 2025/19/OCJ**

SALARY : R849 702 – R1 000 908 per annum (Level 11), all-inclusive package. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand

REQUIREMENTS : Matric certificate and a three-year National Diploma in Computer Engineering, Information Technology or equivalent qualification at NQF Level 6 (360 Credits) as

recognized by SAQA. A minimum of seven (7) years' ICT Infrastructure Support Management environment, with five (4) years' experience in ICT Security Operations specifically Firewall and Identity Management. Valid Firewall or Cybersecurity Technical certificate is mandatory. Valid MCSA: Windows 2012 or 2016 certificate, Valid CISM certificate or equivalent will be an added advantage. A valid driver's license. Skills and Competencies: Experience with Windows Server 2012 & 2016 environment. Experience with Microsoft Exchange 2013 and 2016 environment. Experience with DNS, DHCP, SQL, and WSUS. Experience with anti-virus and malware protection solutions. Experience with firewall management specifically Fortinet firewalls. Experience in network and systems administration. A strong focus on service delivery with a desire to innovate, improve process, support others and share ideas. Excellent interpersonal relations. Effective communications skills (written and verbal). Attention to details imperative. Excellent Problem-Solving skills. Ability to multi-task is essential. Time management and ability to work under pressure. Ability to adapt to change.

DUTIES : Installation, configuration and maintenance of the OCJ's Enterprise Security Systems and Solutions. Implementation and management of the security in all OCJ's externally facing ICT security applications. Implementation and maintenance of the ICT security solutions for vulnerability audits and assessment. Establishment of an enterprise security stance through policy, architecture and training processes. Establishment and management of enterprise identity governance and access management solutions for the OCJ. Provide supervisory to internal and external ICT security management team.

ENQUIRIES : Technical Enquiries: Mr T Mohono Tel No: (010) 493 8754

HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2500

APPLICATIONS : Applications can be via email to: 2025/14/OCJ@judiciary.org.za

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

POST 09/27 : **DEPUTY DIRECTOR: ADMINISTRATION, (MONITORING AND EVALUATION)**
REF NO: 2025/20/OCJ

SALARY : R849 702 – R1 000 908 per annum (Level 11), all-inclusive package. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand

REQUIREMENTS : Matric Certificate and a three year National Diploma/Degree or equivalent relevant qualification at NQF level 6 with 360 credits as recognized by SAQA, plus a minimum of three to years' experience in planning, monitoring, evaluation and reporting at Assistant Director/middle management experience, In-depth knowledge of reporting prescripts and requirements, In-depth knowledge of planning, monitoring, evaluation and reporting processes In-depth knowledge and understanding of the DPME eqpr system , In-depth knowledge and , understanding of the Public Finance Management Act, Government-Wide Monitoring and Evaluation Framework (DPME Guidelines), National Treasury Regulations, Framework for Strategic Plans and Annual Plans, Valid driving license, Skills and Competencies:, Decision-making and analytical skills, Research knowledge, Problem solving skills, Advanced report writing skills, Advanced computer literacy, Innovative and proactive , Advanced facilitation and presentation skills.

DUTIES : Manage and facilitate departmental performance monitoring and reporting, Coordinate the development of the department's quarterly reports, Facilitate and coordinate the preparation of the departmental Annual Report, Mid-Term Report and End-Term Report, Compile departmental quarterly and annual performance reports for submission to the EXCO, ARC, Executive Authority, National Treasury, DPME, Auditor General and Parliament, Monitor the financial expenditure of the Monitoring, Evaluation & Reporting Unit , Provide technical support to various Branches/Units on reporting Support the development and facilitation of departmental Monitoring & Evaluation systems and performance auditing, Monitor the implementation of the departmental Annual Performance Plan and Operational Plans, as well as budgetary outputs and deliverables, Develop presentations for the OCJ governance structures and Parliament, Report on policy, budget and strategy alignment, Manage the component including subordinates.

ENQUIRIES : Technical Enquiries: Mr M Molefe Tel No: (010) 493 2500

		HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2500
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/15/OCJ@judiciary.org.za
<u>POST 09/28</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL MANAGEMENT, (ACCOUNTING) REF NO: 2025/21/OCJ</u>
<u>SALARY</u>	:	R849 702 – R1 000 908 per annum (Level 11), all-inclusive package. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
	:	Matric Certificate and a three-year National Diploma in Financial Management/ Financial Accounting/ BCom in Public Finance or an equivalent relevant qualification at NQF level 6 with 360 credits as recognized by SAQA. An undergraduate qualification (NQF 7) in Financial Management/ Financial Accounting/ BCom in Public Finance or Auditing will be an added advantage. A minimum of five (5) years' experience at managerial (ASD)/middle managerial level; Knowledge of Financial Management and Accounting at managerial level; Experience of the compilation of Interim Financial Statement (IFS) and Annual Financial Statements (AFS). Knowledge and understanding of Public Finance Management Act and Modified Cash Standard; Public Service Regulations, Public Service Act, Treasury Regulations; A valid driver's license. Skills and Competencies: Strategic capability and leadership, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, Communication, Honesty and integrity, Personnel attributes. Legislation, regulatory frameworks, policies and best practices related to Financial Accounting, Revenue Management and Expenditure Management.
<u>DUTIES</u>	:	Compile Interim Financial Statements (IFS) and Annual Financial Statements (AFS) in line with Modified Cash Standards. Development and implementation of Financial Accounting, Revenue Management and Expenditure management policies, processes and procedures. Ensure revenue and expenditure management and provide financial administration and accounting services. Manage 100% reconciliation of general ledger towards a zero balance on the suspense accounts and accurate expenditure interface, through monthly reconciliations. Manage the entire payments and receipts sections including the reporting aspects. Plan and manage the work of and account for the overall performance of the sub-directorate. Ensure compliance with the accounting best practices; norms and standard; Establish and maintain effective, efficient and transparent systems of financial management and internal control; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Herman Lekwane Tel No: (010) 493 2500
	:	Applications can be via email to: 2025/16/OCJ@judiciary.org.za
<u>POST 09/29</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION, (RISK MANAGEMENT) REF NO: 2025/23/OCJ</u>
<u>SALARY</u>	:	R444 036 – R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
	:	Applicants must be members of the Institute of Risk Management South Africa (IRMSA), a Grade 12 and National Diploma/ Bachelor's Degree or equivalent qualification in Risk Management/ Public Management and related qualification on NQF level 6. A post graduate certificate or diploma in Risk Management will be an added advantage. Knowledge of Public Finance Management Act (PFMA), Public Sector Risk Management Framework, Risk Appetite and Tolerance framework, Understanding of the enterprise risk management methodology, King reports, Treasury Regulations, Public Service Act, Fraud and Corruption Legislative Framework, Compliance Risk Management, Business Continuity Management. A valid driver's licence. Skills: Planning and organizing, Presentation and communication, Facilitation. Client orientation and customer focus, Problem solving and analysis, Service delivery innovation, Programme and Project management. Conflict management. Research analysis and methodology. Operational knowledge of MS Office (Word, Excel and Outlook) and knowledge of the risk management solution.

- DUTIES** : Assist in preparing, reviewing and updating the Risk Management governance documents. Assist in coordinating the Strategic Risk Assessments for the Department, Coordinate and facilitate the enterprise-wide risk assessments for Directorates/Provinces (including Compliance, BCM and OHS). Monitor and report on the progress on the implementation of the mitigation plans. Perform the quarterly analysis of the progress on the implementation of risk mitigation plans; verify evidence for the risk mitigation plans, communicate risk analysis reports, prepare presentations. Conduct risk awareness to embed risk management culture within the OCJ. Assist in the implementation of business continuity management processes to ensure that the culture of continuity is embedded across the OCJ. Supervise junior staff members and ensure that continuous professional development is encouraged and implemented. Assist in the administration of Risk Management governance committees.
- ENQUIRIES** : Technical related enquiries: Ms P Bam Tel No: (010) 493 2629
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500
- APPLICATIONS** : Applications can be via email to: 2025/18/OCJ@judiciary.org.za
- NOTE** : Organisation will give preference to candidates in line with the Employment Equity goals
- POST 09/30** : **ASSISTANT DIRECTOR: PROVISIONING ADMINISTRATION, (ASSET MANAGEMENT) REF NO: 2025/24/OCJ**
- SALARY** : R444 036 – R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : A three-year tertiary qualification, National Diploma/Degree in Financial Accounting/ Financial Management/Internal Auditing/ Cost and Management Accounting at (NQF level 6 with 360 credits) or equivalent qualifications at NQF level 6 equivalent with 360 credits as recognized by SAQA. A minimum of three 3 years' experience in Asset Management at a supervisory level. A valid driver's license. Skills and Competencies: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, National Treasury Asset Management Framework, Modified Cash Accounting Standards, Knowledge of the procurement directives and procedures. Computer literacy, Communication skills, both written and verbal. Ability to work in a team. Planning and organizing skills. Independent and focused. Problem solving, decision making and Innovative. Extensive travelling is required. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (Ethical Conduct),
- DUTIES** : Ensure maintenance of the Leased Asset Register and ensure compliance to PFMA, Treasury Regulations, Modified Cash Accounting Standards, and other prescripts. Assist with the design and implementation of leased assets policies and procedures. Address management assertions (completeness, existence, rights, valuations, presentation and disclosure). Ensure capitalization, derecognition, and all other accounting for leases assets and disposed assets is in compliance with the Modified Cash Accounting Standards. Ensure that expenditure for leased assets has been correctly, classified. Assist with the development of strategies to coordinate physical verification, activities in order to provide status information around the existence and condition of all leased assets. Monitor and evaluate compliance of policies and processes. Facilitate the management of verification process on leased assets. Control, monitor and evaluate the, asset register to be up-to date. Facilitate the disposal of assets across the Department in line with policy directives. Assist in resolving audit queries and ensure completeness and accuracy. Guide and assist Courts with leased assets & disposal related enquiries. Management of Human Resources i.e. job descriptions, performance agreements, appraisals and development of staff. Assist the Director: Asset Management to carry out delegated functions.
- ENQUIRIES** : Technical enquiries, Mr P Mahumane Tel No: (010) 493 2646
Hr related enquiries, Ms S Tshidino Tel No: (010) 493 8771
Applications can be via email to: 2025/19/OCJ@judiciary.org.za
- NOTE** : Organisation will give preference to candidates in line with the Employment Equity goals

<u>POST 09/31</u>	:	<u>LAW RESEARCHER REF NO: 2025/25/OCJ (X2 POSTS)</u>
<u>SALARY</u>	:	R444 036 – R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	KZN Division of The High Court: Durban Ref No: 2025/25/OCJ Labour and Labour Appeals Court JHB Ref No: 2025/28/OCJ
<u>REQUIREMENTS</u>	:	Matric Certificate and an LLB degree or four year recognized legal qualification; A minimum of two (2) years relevant legal experience; A minimum of three (3) years legal research experience; Sound knowledge of domestic and international legal databases; A valid driver's license will be an added advantage. An LLM will be an added advantage. Skills and Competencies: Excellent research and analytical skills; Report writing and editing skills; Excellent communication skills (written and verbal); Understanding of the Constitution and relevant legislation; Computer literacy (MS Word, Outlook and Internet); Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastat); Planning and organizing; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Interpersonal skills; Problems solving skills; Ability to work under pressure; Ability to work independently. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Perform all legal duties for the judges to enable them to prepare judgments. Research and retrieve all material from all sources in both hard copy and electronic format on legal issues, as requested by the judges. Read all the relevant material and analyse it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the judge. Prepare a comprehensive memorandum on the outcome of the research. Proof read all judgments, articles, speeches and conference papers. Verify all references and footnotes in all judgments and legal articles against the original text for correctness. Correct documents with the help of track changes to allow for the acceptance/rejection of the proposed changes. Drafting of speeches, conference notes and legal articles. Monitoring and bringing to the attention of judges of the court recent developments in case law and jurisprudence. Assist court personnel with research related queries as assigned.
<u>ENQUIRIES</u>	:	Durban Technical Enquiries: Mrs K Marais Tel No: (031) 492 5562 Durban HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1721 Johannesburg HR Enquiries: Ms T Mbalekwa Tel No: (011) 494 8515
<u>APPLICATIONS</u>	:	Durban Applications can be via email to: 2025/20/OCJ@judiciary.org.za Johannesburg Applications can be via email to: 2025/28/OCJ@judiciary.org.za
<u>POST 09/32</u>	:	<u>OFFICE MANAGER, (OFFICE OF THE JUDGE PRESIDENT) REF NO: 2025/26/OCJ</u>
<u>SALARY</u>	:	R444 036 – R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Gauteng Division of The High Court: Johannesburg
<u>REQUIREMENTS</u>	:	A three-year National Diploma/ Bachelor's Degree in Office Management or relevant equivalent qualification. 3-5 years' relevant experience in an Office Administration environment. A valid driver's license. Skills & Competencies, Job Knowledge of office management responsibilities, systems and procedures. Excellent Communication skills. Proficiency in English (verbal and written). Interpretation of law. Legal writing/drafting/legislative drafting skills. Knowledge of Electronic Information Resource and online retrieval. Strong Leadership and Management Capabilities. Ability to work long hours and under pressure. Computer literacy (MS Word, PowerPoint, Excel and Outlook).
<u>DUTIES</u>	:	Manage office of the Judge President at the Gauteng Local Division of the High Court (Johannesburg). Support the Judge President in communication with all Stakeholders. Management and Supervision of Judges' support staff and related matters. Manage logistical arrangements for integrated meetings and operations. Oversee the Administration and follow up on the Judge President instructions to ensure prompt execution by relevant branches. Liaise with all Stakeholders in the Department, Heads of Court, Senior Managers, Judges, National Office, Legal Professional bodies and other Stakeholders, with regard to matters emanating from the Office of the Judge President. Maintain a clear communication channel to both

Internal and External Stakeholders with the office of the Judge President and that of the Deputy Judge President. Prepare presentations and briefing notes for the Judge President and disseminate the necessary notices and information to all branch heads, within the Division. Compile, analyse and report progress on a monthly and quarterly basis, memoranda regarding all matters related to the Judge President, including but not limited to the collation of reserved judgements statistics for the Division. Ensure the appropriate capacitation of the Office of the Judge President, in relation the handling of the Acting Judge portfolio, including but not limited to the coordination of their acting Judge appointment forms and certificates, handing down of their Judgements, the hearing of their applications for leave to appeal, etc. Ensure the correct applications of Regulations, Resolutions, Policies or any other Legal source of directive related to the special fields.

ENQUIRIES : Technical enquiries: Ms R Bramdaw Tel No: (010) 494 8486
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

NOTE : Applications can be via email to: 2025/21/OCJ@judiciary.org.za
Organisation will give preference to candidates in line with the Employment Equity goals

POST 09/33 : **ADMINISTRATOR: HRM REF NO: 2025/13/OCJ**

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

CENTRE : National Office: Midrand

REQUIREMENTS : Applicants must be in possession of a three (3) year National Diploma in Secretariat / Office Management / Administration / Public Management / Administration, Human Resource Management or equivalent qualification at (NQF level 6) with 360 credits as recognized by SAQA. A minimum of one (1) year experience in Secretariat or Human Resource Management. A valid driver's license. Skills and Competencies: Ability to act with tact and discretion. Ability to do research and analyze documents and situations. Good grooming and presentation. Self-Management and motivation. Willingness to work outside normal working hours. Financial, Provisioning and Human Resource administration procedures and processes. Document tracking, storage and retrieval. Good telephone and office etiquette. Relevant Public Service and Departmental legislation / prescripts / policies and procedures. Procedure and processes applied in Office Management. Meeting procedures. Operating office equipment (e.g. Computer, photocopy, scanner, projector). Basic knowledge on financial administration. Batho Pele principles. Organizing and Communication skills. Report writing skill. Computer literacy (MS Word, EXCEL, PowerPoint, Outlook and Internet, etc.). Problem solving skills. Good interpersonal relations. Planning and organizing. Language skills. Numeracy and Literacy skills. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (Ethical Conduct) assessment.

DUTIES : Manage the office of the Chief Director including diary coordination. Secretarial support and document management. Provide technical support to the Chief Director in his/her capacity and budget, and programme manager in the HRM unit. Provide secretarial support to the management structures. Supervise and coordinate shared secretariat support services provided to the senior managers within the unit. Coordinate the incoming and outgoing submissions within the HRM unit. Coordinate corporate support services activities within the unit, Coordinate the submission of weekly, monthly, and quarterly plans and reports for the HRM unit. Coordinate the PMDS, leave, and all compliance submissions within the HRM unit.

ENQUIRIES : Technical-related enquiries: Ms Puni Mpe Tel No: (010) 493 2500

HR Related enquiries: Mr K Mphela Tel No: (010) 493 2527

APPLICATIONS : Applications can be via email to: 2025/22/OCJ@judiciary.org.za

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

POST 09/34 : **INTERNAL AUDITOR REF NO: 2025/14/OCJ**

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

<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
	:	Applicants must be in possession of a three (3) year National Diploma in Internal Audit or equivalent qualification at (NQF level 6). A minimum of two (2) years' experience in the Internal Audit environment. Knowledge of Information Technology (IT) audits will be an added advantage. A driver's license. Skills and Competencies: Knowledge of the International Standards for the Professional Practice of Internal Auditing (ISPPIA). Public Finance Management Act (PFMA). Treasury Regulations. Public Service Regulations. Public Service Act. International Financial Reporting Standards. Recognized Accounting Standards. Auditor General Processes and Procedures. Knowledge of DPSA ICT and Governance Framework. Computer literate. Good communication skills. Numerical skills. Ability to work under pressure. Flexible and Self-confidence. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (Ethical Conduct) assessment.
<u>DUTIES</u>	:	Participate in the development of strategic internal audit plan and annual internal audit plans. Assist with audit planning, perform execution of audit projects, prepare findings for audit fieldwork and perform follow up audits. Provide support to the organization in maintaining efficient and effective control by evaluating the department's controls / objectives. Keep abreast with new developments in the internal audit environment. Provide support with audit assignments to ensure an effective internal audit service. Render administrative tasks in support of the audits.
<u>ENQUIRIES</u>	:	Technical related enquiries: Mr T Mokgope Tel No: (010) 493 2507 HR Related enquiries: Mr K Mphela Tel No: (010) 493 2527
<u>APPLICATIONS</u>	:	can be via email to: 2025/23/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 09/35</u>	:	<u>OHS OFFICER REF NO: 2025/15/OCJ</u>
<u>SALARY</u>	:	R308 154 - R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
	:	Applicants must be in possession of a a 3-year Diploma/Degree Occupational Health and Safety or equivalent qualification at NQF Level 6 (360 Credits) as recognised by SAQA, 1-2 years relevant experience. Skills: Organizing, Computer Literacy Report writing, Analytical thinking, Interpersonal relationship and Conflict resolution, Facilitation and networking skills. Knowledge of relevant legislative frameworks.
<u>DUTIES</u>	:	Implementation of OHS policies and procedures. Review, implement and ensure compliance with SHERQ policy. Integrate and align SHERQ processed into the EHWP framework and supporting policies. Conduct building inspections to ensure occupational health and safety of employees. Coordinate OHS meetings at National office and ensure said meetings are conducted in the regions. Facilitate and conduct occupational health and safety workshop, Provide OHS reports and advice to internal structures, provide support to the regions and awareness and trainings. Engage, maintain and network with external stakeholder. Co-ordinate Emergency Evacuation Drills and Occupational Health and Safety Audits Provide administrative support within the Sub Directorate EHW to efficiently plan operations.
<u>ENQUIRIES</u>	:	Technical related enquiries: Mr S Phaladi Tel No: (010) 493 2658 HR Related enquiries: Mr K Mphela Tel No: (010) 493 2527
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/24/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 09/36</u>	:	<u>REGISTRAR REF NO: 2025/22/OCJ</u> (12 Months Contract)
<u>SALARY</u>	:	R307 659 – R1 053 387 per annum (MR3 – MR5), plus 37% in lieu of benefits, (Salary will be in accordance with the Occupation Specific Dispensation Determination). Shortlisted candidates will be required to submit a service

		certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Mpumalanga Division of The High Court: Middelburg Ref No: 2025/22/OCJ Mpumalanga Division of The High Court: Mbombela Ref No: 2025/27/OCJ
<u>REQUIREMENTS</u>	:	Matric Certificate and an LLB Degree or a four (4) year Legal qualification. A minimum of two (2) years' legal experience obtained after qualification. Superior Court or litigation experience will be an added advantage. MR3 - LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. MR4 - LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. MR5 - LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession). Skills and competencies: Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organizing and control. Problem solving and decision making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting deadlines. Result driven. Honesty/trustworthy. Observance of confidentiality, Skills and Competencies: Excellent Communication Skills (Verbal and Written). Computer Literacy. Numerical Skills. Attention To detail. Planning, organizing and control. Problem solving and decision-making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting deadlines. Result driven. Honesty/trustworthy. Observance of confidentiality.
<u>DUTIES</u>	:	Co-ordination of Case Flow Management support services to the Judiciary and Prosecution. Manage the issuing of all processes initiating Court Proceedings. Manage the criminal and civil trials, motions, pre-trials, mental health, petition, appeal and review processes. Attending to all quasi-judicial functions namely, default judgement and taxations. Maintaining of criminal and civil record books. Authentication of documents for internal use. Supervision and management of staff. Provide practical training and assistance to the Registrars' Clerks. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and Legislation.
<u>ENQUIRIES</u>	:	Technical enquiries Ms DY Seswene Tel No: (013) 492 2213 HR enquiries: Mr SJ Zwane / Mr MV Maeko Tel No: (013) 758 0000
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/17/OCJ@judiciary.org.za Applications can be via email to: 2025/27/OCJ@judiciary.org.za Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 09/37</u>	:	<u>PROVISIONING ADMINISTRATION CLERK SCM REF NO: 2025/16/OCJ (X2 POSTS)</u>
<u>SALARY</u>	:	R216 417 - R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National office: Midrand Applicants must be in possession of a Matric certificate and a three-year National Diploma/Degree in Supply Chain Management or equivalent qualification at NQF Level 6 (360 Credits) as recognised by SAQA. Minimum of two (2) years working experience in Supply Chain Management, Knowledge of PFMA, BBB-EE Act, PPPFA, Treasury Regulations and relevant prescripts, In depth knowledge of procurement systems e.g. JYP, LOGIS and other procurement systems. A valid driver's license will be added advantage.
<u>DUTIES</u>	:	Ensure the implementation of SCM policies and prescripts as received from National treasury. Administer procurement of goods and services; Ensure invitation of quotations and advertisement of tenders in accordance with relevant prescripts and SCM guidelines; Conduct and facilitate the briefing sessions where and when applicable. Render secretariat service to the Bid Committees; Monitor and ensure the administration of validity of quotations and tenders; Capture all awarded bids on a bid register; Ensure publication of awarded and cancelled tenders; Evaluate and review whether quotations are in accordance with the specifications; Check

compliance of all procurement documents and processes; Establish data base of suppliers when obtaining quotation to ensure that quotations are rotated; Ensure that Purchase orders are issued to the relevant suppliers; Supervise subordinates (Clerks and Interns) to ensure compliance with SCM prescripts and policies; Ensure proper filling and safe keeping of documents; Ensure that commitments are closed and make follow up on outstanding commitment. Perform other duties that have been delegated by the supervisor.

ENQUIRIES

: Technical Related enquiries: Matshidiso Mavuso Tel No: (010) 493 2603
HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2527

APPLICATIONS

: Can be via email to: 2025/25/OCJ@judiciary.org.za

NOTE

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

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** : 24 March 2025
- 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.

OTHER POST

- POST 09/38** : **ASSISTANT DIRECTOR: AVIATION SAFETY REF NO: DOT/HRM/2025/06**
Branch: Civil Aviation
Chief Directorate: Aviation Safety, Security, Environment, Search and Rescue
Directorate: Aviation Safety and Security
Sub-directorate: Aviation Safety
Re-Advert
- SALARY** : R552 081 per annum (Level 10)
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate NQF level 6 qualification as recognised by SAQA in Transport Management / Transport and Logistics Management / Law / International Relations with 3 years' experience at a supervisory or practitioner level in the aviation field. Knowledge And Skill: Good knowledge of international aviation regulatory and institutional frameworks. Knowledge of aviation transport system in South Africa. Experience of participation in international multilateral forums. Understanding of

South Africa's role in the international aviation arena and sound knowledge of ICAO processes. Experience in managing statutory bodies and Committees. Organisational skills. Computer literacy. Communication: Verbal & Written communication - English - above average. Interpersonal skills. Governance related to information. Financial Management: Processing of claims in accordance with PFMA prescripts and Department's Circulars. 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: willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice. Career Pathing: Promotion to next level: Progression to next level is possible through competition for a vacant position.

DUTIES

: Provide Technical Support to Aviation Appeal Committee. Provide Secretariat services to the Aviation Appeal Committee which include, organising venue, refreshments and parking, attendance of meetings to record proceedings and decisions, briefing the Committee on each issue, and notification of interested parties of decisions taken at meetings pertinent to them. Compile Appeal documents for the Aviation Appeal Committee. Processing of the Committee Members' remuneration and follow up on payment finalisation and arrange for claims of travel subsistence. Assist in managing the existence of the Aviation Appeal Committee and ensure compliance with statutory obligations. Assist in ensuring compliance with departmental processes as well as the PFMA in the appointment of consultants to render services to the Aviation Appeal Committee, including completion of tender specifications and obtaining all approvals. Research on matters as requested by the Aviation Appeal Committee and provide input on matters relating to the Aviation Appeal Committee. Provide Technical Support to Safety Review Panel. Provide Secretariat services to the Safety Review Panel (SRP) which includes invitation to Panel Members, arrangement of venue, refreshments and parking. Distribution of agenda, accident and incident investigation reports and relevant documentation to the SRP. Attendance of SRP meetings to record proceedings and decisions, make briefing to the Panel and drafting of minutes after meetings. Maintain records of Declaration of Interest forms by the Panel Members. Assist in managing the existence of the SRP and ensure compliance with statutory obligations. Assist in ensuring compliance with departmental processes as well as the PFMA in the appointment of consultants to render services to the SRP, including completion of tender specifications and obtaining approvals. Research on matters as requested by the SRP. Participate in Forums dealing with Aviation Safety. Participate in national, regional and international forums dealing with aviation safety. Participate in the development, amendment and review of Civil Aviation Regulations. Participate in Civil Aviation Regulations Committee, Sub-committees and Workgroups meetings relating to aviation safety. Liaise with International Civil Aviation Organization (ICAO) and the South African Civil Aviation Authority on matters related to aviation safety. Provide input and feedback to ICAO on matters dealing with aviation safety. Attend inter-departmental working groups on matters dealing with aviation safety. Monitor South Africa's compliance with its international obligations relating to civil aviation safety. Draft memoranda, submissions, reports and Cabinet Memo regarding aviation safety issues. Draft memo for the submission of aircraft accident and incidents investigations reports. Assist in monitoring the implementation of Safety Recommendations emanating from aircraft accident and incidents investigations reports. Participate in State Safety Programme meetings and liaise with aviation stakeholders. Participate in regional and national industry workshops on safety management system as well other safety related forums and provide feedback on the outcome of meetings attended. Handle enquiries relating to aviation safety matters and liaise with legal services and national treasury for approval of amendments to regulations. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Render support for the management of projects including planning and or implementation of projects. Assist in effective management of resources, budget and tasks allocation. Liaise and coordinate with other Directorates, aviation stakeholders and other Departments with regards to aviation safety projects. Coordinate travel documents

ENQUIRIES
NOTE

and claims for approval. Provide input for the development of strategic and annual reports of the Directorate.

: Ms Patience Mabasa Tel No: (012) 309 3278

: candidates who previously applied are encouraged to re-apply, candidates must also quote the name of the post as follows; "Assistant Director: Aviation Safety" 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 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** : Applicants are urged to choose/ utilise one of the methods provided below. You may forward your application, quoting reference, addressed to: The Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001. Alternatively, application may also be hand delivered to 268 Lilian Ngoyi Street, Fedsure Forum Building, 1st floor, Pretoria CBD. Another option is to submit application through email as a SINGLE scanned document/ One PDF attachment to the email addresses: Recruitment01@dwypd.gov.za. (Kindly note that the emailed applications and attachments should not exceed 15mb). General enquiries may be brought to the attention of Mr Amukelani Misunwa Tel No: (012) 359 0240/ Mr Joseph Mahlangu Tel No: (012) 359 0238
- CLOSING DATE** : 24 March 2025 at 16:00
- NOTES** : Applications must be submitted on new Z83 form, which can be downloaded from: <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 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 whether you are conducting business with the state. If "Yes", details thereof only shortlisted candidates will submit Declaration form for conducting business with the state when shortlisted 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?" Applicants 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. Non-RSA citizens/permanent resident permit holders must submit a copy only when shortlisted. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Should you not hear from the Department within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. Short-listed candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job as part of the selection process, the logistics of which will be communicated by the Department. Successful candidates 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. Designated employees shall be required to disclose their financial interest within 30 days after assumption of duty. 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 and preference will be given to Women, Youth and Persons with Disabilities.

OTHER POST

- POST 09/39** : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: DWYPD/006/2025**
Re-advertisement, applicants who have previously applied must re-apply
- SALARY** : R849 702 per annum (Level 11), fully inclusive remuneration package
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12 certificate, relevant tertiary qualification in Internal Audit/Accounting/Financial Auditing at NQF level 7. Registration as Certified Internal Auditor or Certification in Control Self-Assessment (CCSA), Certified Government Audit Professional (GAP). 6 years proven experience in an internal audit field of which 3 were at supervisory (Assistant Director) level. Membership of the Institute of Internal Auditors. Knowledge of global Internal Audit Standards; Internal Audit Methodology; Batho Pele Principles; Public Finance Management Act (PFMA) and Treasury Regulations; Public Service Regulations; Public Service Act; National Treasury Internal Audit Frameworks; Public Sector Risk Management Framework; Framework for Managing Performance information; Standards for Professional Practice of Internal Auditors; International Financial Reporting Standards; International Accounting Practice (GRAP). Skills: Communication (verbal and written), conflict management; project management; leadership; coordination.; risk assessment; negotiation; presentation; problem solving; planning and organising; report writing, analytical.
- DUTIES** : Manage internal audit projects: ensure the maintenance of efficient and effective controls and achieving the objectives of the department by evaluating the Department's controls/objectives, to determine their effectiveness and efficiency through internal audits; communicate the results of internal audit engagements; review, collect information and compile internal audit reports to the Accounting Officer and Audit and Risk Committee, compile progress reports against audit plan, quarterly reports and annual reports; monitor the policy and legislative framework to ensure alignment with new developments; develop and maintain internal audit methodologies policies and procedures; provide advice and guidance to role players on the requirements and implementation of internal audit methodologies policies and procedures; implement, monitor and report on the Quality Assurance Improvement Program. Develop strategic internal audit plans: identify the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy; participate in the development of the three year strategic risk based internal audit plan; develop the annual internal audit operational plan; participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimise duplication of effort. Keep up to date with new developments in the internal audit environment. study professional journals and publications to ensure that cognisance is taken of new developments; monitor and study relevant industry, legislative, standards changes and policy frameworks continuously; engage in relevant continuous professional development activities (tools and techniques) as required/prescribed. Provide secretariat support to Committees for which Internal Audit is responsible: facilitate the development of guiding frameworks for the Audit and Risk Committee; facilitate the annual schedule of committee meetings and the development of the agenda items; compile minutes of the meetings; assist with/ make inputs on the development of committee reports.
- ENQUIRIES** : Mr VS Shongwe at (060) 978 1749

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : Must be submitted only via the provincial e-Recruitment system available at: <https://ecprov.gov.za> and/or at <https://erecruitment.ecotp.gov.za>. The system is available 24/7 throughout and closes at 23:59 on the closing date. To report any challenges pertaining e-Recruitment System, send an email with your ID Number, your profile e-Mail Address and the details of the issue to: erecruitment@ecdoe.gov.za; do not submit any CVs to this email address, should you do so, your application will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). No Hand-Delivered/ No Emailed / No Faxed / No Posted applications will be accepted.
- CLOSING DATE** : 24 March 2025. No late applications will be accepted
- NOTE** : Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). NB Please Note: It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the ECDOE EE Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). Enquiries must be directed to the specified contact person. For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

OTHER POSTS

<u>POST 09/40</u>	:	<u>EDUCATIONAL SENIOR PSYCHOLOGIST (GRADE 1) REF NO: DOE07/02/2025</u> Chief Director: Cluster Directorate: Inclusive Education
<u>SALARY</u>	:	R1 180 629 per annum
<u>CENTRE</u>	:	Amathole West
<u>REQUIREMENTS</u>	:	Registered Master's Degree in Psychology and registration with the HPCSA. Minimum of 9 years-experience in education after registration as an independent Psychologist. Honesty and integrity, Professionalism, Self – driven, Teamwork. Good communication skills (written and verbal skills) and a good command of English language. Knowledge/ Skills: Public Service Act, PFMA, PMDS, Educator's Employment Act, Children's Act, White Paper No 6 on Inclusive Education, Basic Conditions of Employment Act, Educational Public Service Leadership, Strategic Planning and Transformation, Education Management Development, Research and Development, Management of Diversity, Policy Formulation and Implementation, Leadership skills, Research skills, Co-ordination, Presentation and Facilitation skills, Management skills, Interpersonal skills, Planning and Organizational skills, Problem solving skills. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	The Senior Psychologist will facilitate the implementation of inclusive education according to the SIAS process with focus on all schools (Full-Service Schools, Public Ordinary schools and Special Schools) by supporting Inclusive Education Strategies according to international standards, as guided by EWP 6 and the SIAS Policy at PCCIE, DBST, CBST and SBST levels. The Senior Psychologist will monitor and coordinate the Screening, Identification, Assessment and Support of learners experiencing barriers to learning, particularly Psychosocial barriers to learning and development through the SIAS-policy through the following activities: Coordination of the provisioning of psycho-support by CMC and School Psychologists to learners experiencing barriers to learning and development as a member of the multi-professional team. Coordinate, evaluate and monitor the psychological assessment by CMC and School Psychologists: cognitive, personality, emotional and neuropsychological functions of learners related to learning and development. Coordinate the psychological intervention of CMC and School Psychologists to perform a range of therapeutic psycho-educational interventions (psychotherapy, counselling, trauma debriefing and refer to other specialists) Facilitate the implementation of educationally based programmes in response to diverse needs, executed by CMC and School Psychologists: Parental and educator guidance or feedback, Interventions relating to barriers to learning and development, Assessment accommodations, SBST's and DBST – training, reports, assistance to teachers and other professionals in a multi-disciplinary approach, Focus on early identification. The Senior Psychologist will facilitate the Inter-sectoral collaboration such as DOE, Government Departments, NGO's, NPO's and others as it pertains to psychosocial support services. Maintain annual registration and Continued Professional Development (CPD) training according to HPCSA requirements and conduct psychological interventions and research in accordance with guidelines for professional practice of the HPCSA and the Professional Board for Psychology (Compliance to legislation e.g., Health Professions Act, Mental Health Act, Children's Act, etc.). Provide training and supervise other registered psychological practitioners (CMC and School Based) in accordance to the Scope of the Profession of Psychologists (HPCSA, 2008) as per the PMDS regulations. Conduct all relevant administrative activities relating to the core mandate of this position and monitor the administration functions of junior Psychologists such as administration of SNA-forms, case files, case notes, reports, filing, submissions, statistical reports, planning, research, developing of programs, psychometric instruments and correspondence. Attend district management meetings and inter-departmental meetings, subsistence and travelling claims. Performance management (PMDS), Database administration, leave administration, Attending to emails, Budget (PFMA), Procurement, SASAMS, DDD.

ENQUIRIES : Mr. Ncapayi Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 09/41 : **DEPUTY DIRECTOR: COMMUNICATION (INTERNAL AND EXTERNAL) REF NO: DOE1/02/2025**
 Chief Directorate: Corporate Strategy Management
 Directorate: Communication And Stakeholder Management
 Re-advertisement

SALARY : R849 702 – R1 000 890 per annum (Level 11), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS :
 : Zwelitsha
 : An undergraduate qualification in Communications / Public Relations / Media Studies / Journalism at NQF Level 6/7 as recognized by SAQA. Minimum of 3 to 5 years' experience as an Assistant Director gained from Communication/media environment or related field. Clear understanding of and/or experience in creative and technical process of gathering, packaging and disseminating information. Dynamic motivated, creative self-starter capable of working with little supervision. A background in external communication. Ability to work under pressure and meet deadlines. A Valid driver's license and willingness to travel. Computer skills (Ms Word, Excel, PowerPoint), problem solving, decision making, interpersonal, attention to detail, assertive. Strong conceptual thinking, honest and ethical. Knowledge of Education Sector will be added advantage.

DUTIES : Participate in the development and implementation of the communication strategy. Manage a media monitoring and analysis system. Research, draft and issue press releases. Co-ordinate and organise press briefings, interviews and other media events. Draft opinion pieces for placement in various publications. Provide technical and professional advice to the organisation on media production. Market the organisation on the media production. Market the organization through appropriate external communication tools. Manage social media accounts. Manage the production of internal publications. Manage the maintenance of the organisation's website (content and visuals). Manage the Information Resource Centre (Library). Manage financial and human resource of the sub-directorate. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Mr. Mnqanqeni Tel No: (040) 608 4200, E-Recruitment Enquiries: erecruitment@ecdoe.gov.za

POST 09/42 : **DEPUTY DIRECTOR: EXECUTIVE SUPPORT REF NO: DOE02/02/2025**
 Chief Directorate: Curriculum Management
 Directorate: Curriculum

SALARY : R849 702 – R1 000 890 per annum (Level 11), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS :
 : Zwelitsha
 : An NQF Level 6/7 Degree as recognized by SAQA, in Public Administration / Management / Business Management. 3 – 5 years' relevant experience required at ASD level. A valid driver's licence is essential. Knowledge requirements: Knowledge and Understanding of the Public Finance Management Act and Public Service Regulations applicable to the Public Service. Proven Supervisor abilities as well as administrative planning and organizational skills. Strategic Thinker who can work with individuals and teams at both management and operational level. Project Management principles and methodologies, Project management information technology. Skills and Competencies: Strategic capability and

leadership, Analytical thinking, Innovative and creative, People development and empowerment, Honesty and Integrity and verbal and written Communication. Problem-Solving and Decision-Making skills, Project management skills on a strategic level, Financial Management Skills, Organisational Skills, Ability to work under pressure and results driven. Ability to work under pressure and meet deadlines. A Valid driver's license and willingness to travel. Computer skills (Ms Word, Excel, PowerPoint), problem solving, decision making, interpersonal, attention to detail, assertive. Strong conceptual thinking, honest and ethical. Knowledge of Education Sector will be added advantage.

- DUTIES** : Be overall responsible for the efficient management of the office of the Head of the DDG: Curriculum Management. Ensure compliance by the office of the DDG: Curriculum Management with all statutory, corporate governance and reporting requirements. Provide high-level executive/strategic support to the office of the DDG: Curriculum Management. Assist DDG in coordinating the implementation and monitor and Executive/Top Management decisions. Ensure that Annual Performance Plans and Operational Projects are executed effectively. Draft correspondence and take minutes at all meetings. Assist DDG in the collation of strategic and operational plans as well as performance reports. Develop and maintain a correspondence and records management system for the office. Assist with strategic and business planning processes for DDG. Coordinate communication with all stakeholders. Assist in collation of reports pertaining to human, financial and material resources attached to the office of the DDG. Act as a responsible manager for the office of the DDG. Facilitate the linkage between the office of the DDG and the Office of the Executive Authority. Manage financial and human resource of the sub-directorate. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
- ENQUIRIES** : Mr. R Tywakadi Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
- POST 09/43** : **DEPUTY DIRECTOR: HUMAN RESOURCE PLANNING AND ADMINISTRATION**
Chief Directorate: Cluster
Directorate: Education District
- SALARY** : R849 702 – R 1 000 890 per annum (Level 11), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : OR Tambo Coastal Ref No: DoE03/02/2025
Cluster A Ref No: DOE04/02/2025
- REQUIREMENTS** : An appropriate recognised (3-year) undergraduate NQF level 6 / 7 Qualification in Personnel/ Human Resource Management/Public Management as recognized by SAQA with 5 years' relevant experience of which 3 years' experience must be at Assistant Director Level (SL9/10). The candidate must be in possession a valid code 08 driver's license and have proven computer literacy. Additional Requirements: Extensive knowledge of Public Service Human Resource Management with specific reference to the Employment of Educators Act 1998 and PAM, Public Service Act and Regulations, PFMA, Treasury Regulations. Project management, human resources, and financial management skills. Analytical, problem solving, policy formulation and research skills. Cogent verbal and written communication skills and the ability to communicate with a spectrum of stakeholders. Leadership, team building negotiation, conflict management and interpersonal skills excellent writing skills and grounded knowledge of the PERSAL system. Ability to mentor employees, as well as the capacity to manage change in a complex, multi-level diverse organization. Knowledge of Education Sector will be added advantage.

- DUTIES** : Management of day-to-day functions of human resource administration and provisioning. Management of resources planning services for the district and the management of additional educators. Management and control of recruitment processes within the district. In consultation with the Employment Equity Committee, create a recruitment plan to satisfy the needs according to priorities. Liaise with internal co-ordinate posts to be advertised. Conduct reference checks for potential employees. Render advice and support to all functionaries and Senior Managers and Departmental directorates. Ensures that the payment of all benefits (fringe and exits) and allowances is done accurately. Manage and implement conditions of service and service benefits (Leave, housing, Medical, Injury on duty, Long Service, Recognition, Overtime, Relocation, Pension, Allowances, PILIR). Manages and maintains staff records on annual leave, study leave, sick leave and special leave and advises management and staff on latest developments. Prepare reports on human resource administration matters for cluster office and for Provincial Office. Develop, improve, interpret and monitor the implementation of departmental human resource policies/procedures/delegations. Oversee and co-ordinate departmental interviews. Manage the administration of personnel practice procurement and utilization matters. Report to Senior Management as may be required. Management of subordinates and quality assure their work as well as Performance Management & Development Systems.
- ENQUIRIES** : Ms. Madonsela Tel No: (040) 608 4200, For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
- POST 09/44** : **DEPUTY DIRECTOR: FINANCE REF NO: DOE05/02/2025**
Chief Directorate: Cluster
Directorate: BCM Education District
- SALARY** : R849 702 – R 1 000 890 per annum (Level 11), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Buffalo City Metro
: NQF 7 in Commerce/ Accounting/Financial Management as recognised by SAQA. Five (5) years in Financial Management environment of which three (3) years' experience must be at an Assistant Director level. A proven track record of managing a team. Relevant experience in the Public Service would be an added advantage. A valid driver's license. Knowledge and Skills: Sound understanding of 106 basic accounting principles (GRAP and Modified Cash Basis) and proven ability to apply them. Knowledge of budget process, BAS, PERSAL and LOGIS. Have the ability to perform independently and under pressure. Good written and verbal communication skills. Computer literacy in MS Word, Excel and Outlook knowledge of Laws, Regulations, Policies, Instructions, Practices, Public Finance Management Act, Notes of the Public Finance Management Act (PFMA) and National Treasury Regulations. Knowledge of Education Sector will be added advantage. Competency Requirements: In-depth understanding of the legislative framework that governs the Public Service. Understanding and application of the following prescripts: Public Finance Management Act. DORA. Treasury regulations. Treasury / Practice Notes. Treasury & DPSA Circulars. General Accounting Principles. SCM Guidelines and Frameworks. Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS & LOGIS).
- DUTIES** : Provisioning of planning and advisory services. Provide support on the preparation process and budget monitoring for the district office. Ensure the provisioning of budgetary monitoring and reporting services. Oversee the provisioning of Public Finance Management to schools. Administer of financial accounting reporting services. Provide district expenditure management services. Provide district revenue and debt management services. Ensure development and internal control governance framework and ensure provisioning of fraud prevention and loss management services. Ensure provisioning of financial assurance and system control services. Ensure the monitoring evaluation and reporting on financial compliance. Manage the allocated resources of the Sub directorate in line with legislative and departmental policy directives and comply with corporate

governance and planning imperatives. Review financial management performance and make recommendations to improve the efficiency and effectiveness of financial management. Report on financial management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained, and kept safely. Weigh up the financial implications of propositions and align expenditure to cash flow projections.

ENQUIRIES : Mr. Mabece Tel No: (043) 708 6229, For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 09/45 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DOE06/02/2025**
 Chief Directorate: Cluster
 Directorate: BCM Education District

SALARY : R849 702 – R1 000 890 per annum (Level 11), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS : Buffalo City Metro
 : An appropriate recognised undergraduate NQF level 7 in Supply Chain Management, Logistics Management, Public Administration, Financial Management as recognized by SAQA. Five (5) years relevant experience in Supply Chain Management of which 3 years must be in Supply Chain Management at Assistant Director Level (SL9/10). A post degree qualification in the above will be an added advantage. Knowledge and experience in the application of legislative framework that governs supply chain management in the Public Service environment, PFMA, PPPFA, BBBEE and Treasury Regulation. Excellent verbal and written communication skills. Problem solving, analytical skills and computer literacy. Knowledge of Logis and BAS. Strong planning and coordination abilities. Proven management skills and a track record in the preparation, implementation and management of strategic, operational, and financial plans and projects. A valid driver's license.

DUTIES : Provide demand and acquisition management services to the district, circuit offices and schools. Provide contract management services. Provide logistic, store, asset, and fleet management services. Provide ICT support services to the district, circuit offices and schools. Develop and implement appropriate performance management internal controls and audit trails to ensure efficient and effective supply chain management services. Provide strategic support, advice, and guidance to all responsibility managers to ensure compliance with Supply Chain Management Page14 regulations. Prepare monthly management reports on SCM Performance and provide early warning signs to management. Follow up and provide advice and monitor the response to SCM audit findings in line with the agreed action plan. Identify and report on risks in respect of Supply Chain Management within the department and recommend corrective action. Monitor compliance with contractual terms and conditions as well as service level standards. Ensure compliance with SCM Policy and analyze on policy changes. Monitor SCM supplier performance and complaints register. Manage the review of payment vouchers and report findings with recommendations to Director. Conduct research that is informed by departmental procurement plans. Manage the demand of goods and services. Coordinate the development of specifications, terms of

references and administer quotations/ bidding procedures. Provide demand planning and management support services. Coordinate and oversee contractual and service level agreement arrangement in partnership with legal services within ECDOE. Develop and maintain ECDOE contract register. Monitors evaluate and report on contract management services. Provide logistics and stores management services. Provide asset and disposal management services. Provide fleet management services. Identify SCM risks. Coordinate the development of SCM risk mitigation strategies. Monitor and report on risks related to SCM performance risk. Manage SCM systems and registers. Design and maintain SCM performance measures and standards. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

ENQUIRIES : Mr. Mabece Tel No: (043) 708 6229, For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 09/46 : **ASSISTANT DIRECTOR: SCHOOL HEALTH REF NO: DOE08/02/2025**
 Chief Director: Cluster
 Directorate: Ae Education District

SALARY CENTRE REQUIREMENTS : R444 036 - R532 602 per annum (Level 09)
 : Amathole East
 : An appropriate (3-year) undergraduate NQF Level 6/7 qualification as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). Skills: Project Management, Applied Strategic Thinking, Applied Technology, Budgeting and Financial Management, Communication and Information Management, Citizen Focus and Responsiveness, Strategic Management, Develop Others, Financial Management, Diversity Management, Impact and Influence, Networking and Building Bonds, Managing Interpersonal Conflicts & Resolving problems, Planning and Organising, Team Leadership, Communications, Problem Solving and Decision Making, Negotiations, Continuous Improvement.

DUTIES : Coordinate the provision of school health services at ordinary, full service, special and independent schools. Liaises with the District Office of the Health Department, relevant municipalities, NGOs, other health service providers and partners to secure the appropriate coverage of all schools in the district. Coordinate the provisioning of primary health services to learners with HIV/AIDS and other chronic diseases in schools. Coordinate screening and support programmes for the learners with eyesight, hearing, dental related health conditions. Coordinate periodic screening of learners stunting, nutrition deficiency and related nutrition health-based challenges. Monitor schools for the outbreak of contagious diseases. Report thereon and coordinate with the health department the implementation of containment measures. Coordinate, monitor and report the implementation of occupational health and safety measures affecting learners in school. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.

ENQUIRIES : Ms. Tolom Tel No: (047) 401 4232, For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

<u>POST 09/47</u>	:	<u>STATE ACCOUNTANT: FINANCIAL ACCOUNTING AND REPORTING REF NO: DOE09/02/2025</u> Chief Director: Cluster Directorate: AW Education District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07) Amathole West An appropriate (3-year) undergraduate NQF 6 in Financial Accounting/Financial Management. A minimum of 3 - 5 years in financial or accounting services. Knowledge of the Government Financial System (BAS), Public Finance Management Act and Treasury Regulations. Knowledge of the education sector and financial management at departmental level will be an advantage. Knowledge of financial planning, budgeting, and reporting systems of the state. Skills: Continuous Improvement, Problem Solving and Decision Making, Planning and Organising, Networking and Building Bonds, Impact and Influence, Communication and Information Management, Budgeting and Financial Management. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Prepare and submit accurate IYM to Deputy Director. Request a BAS reports after the month closure. Capture the information and 100% accurately into the IYM template issued by the treasury on monthly basis. Capture the realistic projections as required by PFMA and treasury regulations. Submit completed IYM template and BAS reports to the supervisor two days prior the submission date of 15th of every month. Check and ensure that IYM soft copy is submitted to Cluster Office on or before the 15th of every month. Records and file properly all signed IYM's by accounting officer include the emails which serves as confirmation. Perform reconciliations for internally funded projects. Perform reconciliation between BAS, invoices and standard charts of accounts are performed to detect misallocation. Prepare IYM using expenditure per month report to report spending to Cluster and Head Office. Monitor expenditure, accruals and commitments against budget allocated using expenditure control commitment report. Report expenditure to unit by holding budget monitoring sessions monthly.
<u>ENQUIRIES</u>	:	Mr. Ncapayi Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 09/48</u>	:	<u>HUMAN RESOURCE OFFICER: HUMAN RESOURCE PLANNING REF NO: DOE10/02/2025</u> Chief Directorate: Cluster Directorate: JG Education District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07) Joe Gqabi An appropriate (3-year) undergraduate NQF 6 / NQF 7 in Human Resource Management/Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years relevant experience in Human Resource Management environment. Computer Literacy. Practical working knowledge of PERSAL or any HRM related system. A good knowledge and understanding of legal framework governing Human Resources. A Valid Driver's license and willingness to travel is essential. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Provide human resource management systems administration and compliance services. Coordinate and administer PPN allocations processes within the district. Coordinate person to post matching processes. Provide PERSAL district coordinator support services. Generate PERSAL management reports, initiate corrective action and report thereon. Monitor PERSAL suspense account transactions, imitate corrective action and report thereon. Conduct systems and policy compliance reviews in the district, develop control mechanisms and facilitate corrective action. Render audit support coordination services.
<u>ENQUIRIES</u>	:	Ms. Madonsela Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 09/49 : **ADMIN OFFICER: EXAM & ASSESMENT REF NO: DOE11/02/2025**
 Chief Directorate: Cluster
 Directorate: SB Education District

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Sarah Baartman
REQUIREMENTS : An NQF Level 6 Degree as recognized by SAQA, in Public Administration / Management / Business Management as recognised by SAQA. 3 – 5 years' relevant experience in administration. A valid driver's license is essential.

DUTIES : Manage and Co-ordinate all Assessment related activities in the District for GET, FET and ABET. Liaise and coordinate with the province and schools on all matters of assessment and examinations. Provide strategic management and leadership in Assessment and Examinations within the district. Co-ordinate all Assessment and Examinations activities within the district. Ensure the implementation of all policies and procedures in respect of Assessment and Examinations in the district. Ensure the implementation of national and provincial assessment and examinations policy requirements as stipulated by National and Provincial Assessment Circulars and UMALUSI. This includes ensuring the implementation of the security norms and standards for examinations within the district in line with provincial and national guidelines and policy prescripts. Co-ordinate the process of the distribution of all Assessment Instructions to district officials and schools. Forward all district applications for the appointment examination related personnel to district management and provincial head office. Ensure the implementation of efficient and effective assessment and examinations policies, operational systems, structures and procedures within the district. Ensure effective and efficient utilisation financial, human and physical resources, including the effective asset control within the district. Formulate and manage operational budgets. Oversee the safety and security (including storage and registry) of all assessment instruments/tools in the district. Ensure the implementation of the PFMA, Supply Chain Management prescripts, and Labour Relations Act.

ENQUIRIES : Mr Helm Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 09/50 : **ADMIN OFFICER: ESSS REF NO: DOE12/02/2025**
 Chief Directorate: Cluster
 Directorate: Ae Education District

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Amathole East
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 / NQF 7 in Human Resource Management/Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years relevant experience in administration environment. Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.

DUTIES : Render general administrative support services by drafting memorandums, letters and submissions. Liaise with management and track documents. Coordinate, collate and compile reports and presentations. Ensure adherence to due dates. Assist with secretariat functions relating to sub-directorate. Compile minutes of meetings and assist with logistical arrangement. Liaise and attend to general queries of internal and external stakeholders. Maintain a database. Keeping records, registers and statistics updated on projects related to the sub-directorate.

ENQUIRIES : For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 09/51 : **ADMIN OFFICER: EMIS YOUTH & SPECIAL PROGRAMME REF NO: DOE13/02/2025**
 Chief Directorate: Cluster
 Directorate: JG Education District

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Joe-Gqabi

<u>REQUIREMENTS</u>	:	An appropriate (3-year) undergraduate NQF 6 / NQF 7 in Human Resource Management/Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years relevant experience in administration environment. Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Render general administrative support services by drafting memorandums, letters and submissions. Liaise with management and track documents. Coordinate, collate and compile reports and presentations. Ensure adherence to due dates. Assist with secretariat functions relating to sub-directorate. Compile minutes of meetings and assist with logistical arrangement. Liaise and attend to general queries of internal and external stakeholders. Maintain a database. Keeping records, registers and statistics updated on projects related to the sub-directorate.
<u>ENQUIRIES</u>	:	Mr TJZ Mtyida Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 09/52</u>	:	<u>ADMIN OFFICER: CIRCUIT MANAGEMENT</u> Chief Directorate: Cluster Directorate: Education District
<u>SALARY CENTRE</u>	:	R308 154 – R362 994 per annum (Level 07)
	:	Joe-Gqabi Ref No: DOE14/02/2025
	:	ST Tomas Special School, BCM Circuit 2 Ref No: DOE15/02/205
<u>REQUIREMENTS</u>	:	An appropriate (3-year) undergraduate NQF 6 / NQF 7 in Human Resource Management/Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years relevant experience in administration environment. Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Render general administrative support services by drafting memorandums, letters and submissions. Liaise with management and track documents. Coordinate, collate and compile reports and presentations. Ensure adherence to due dates. Assist with secretariat functions relating to sub-directorate. Compile minutes of meetings and assist with logistical arrangement. Liaise and attend to general queries of internal and external stakeholders. Maintain a database. Keeping records, registers and statistics updated on projects related to the sub-directorate.
<u>ENQUIRIES</u>	:	Mr R Tywakadi For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 09/53</u>	:	<u>HUMAN RESOURCE OFFICER: RECRUITMENT AND SELECTION REF NO: DOE16/02/2025</u> Chief Director: Cluster Director: AW Education District
<u>SALARY CENTRE</u>	:	R308 154 – R362 994 per annum (Level 07)
	:	Amathole West
<u>REQUIREMENTS</u>	:	An appropriate (3-year) undergraduate NQF 6 / NQF 7 in Human Resource Management/Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years relevant experience in Human Resource Management environment. Computer Literacy. Practical working knowledge of PERSAL or any HRM related system. A good knowledge and understanding of legal framework governing Human Resources. A Valid Driver's license and willingness to travel is essential. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	The incumbent will be responsible for handling relating to the receiving of applications. Capturing / scheduling of applications. Maintain registry pertaining to applications. Provide secretarial support to recruitment and selection processes. Updating of recruitment database. Explain service contracts and relevant conditions of service to new appointees. Provide support to Assistant Director and the Deputy Director. Compile submissions for contracts extension, appointments, and terminations. Provide recruitment and selection trainings to managers and staff. Perform all human resource functions as directed by the supervisor, compile

		and submit monthly Recruitment and Selection reports. Provide employee recruitment planning and administration services. Assist to provide selection support services. Assist to provide employee appointment administration services. Assist to provide employee and post establishment reconciliation services.
<u>ENQUIRIES</u>	:	Ms. BM Madonsela Tel No: (040) 608 4228 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 09/54</u>	:	<u>EMPLOYEE WELLNESS OFFICER: EMPLOYEE WELLNESS REF NO: DOE17/02/2025</u> Chief Director: Cluster Director: ANE Education District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07) Alfred Nzo East An appropriate (3-year) undergraduate NQF 6 / NQF 7 in Labour Relation/ Public Management/ Administration as recognised by SAQA. A minimum of 3 years relevant experience. Computer Literacy. A good knowledge and understanding of legal framework governing Labour Relations. A Valid Driver's license and willingness to travel is essential. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Provide human resource and performance management administration services. Provide human resource development administration services. Provide performance management administration services. Provide administration of IQMS performance management services. Manage the allocated resources of the Unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Ms. BM Madonsela Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 09/55</u>	:	<u>WORKS INSPECTOR: SCM REF NO: DOE18/02/2025</u> Chief Director: Cluster Directorate: AW Education District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R255 450 – R300 912 per annum (Level 06) Amathole West Applicants must be in possession of Matric plus a National Diploma in Built environment or equivalent or N3 and a passed trade test in built environment. A valid driver's license. Essential Knowledge, Skills and Competencies: Knowledge of National Building Regulations; Knowledge of NHBRC Home Building Manual; Knowledge of SABS specification on building material; Numeracy skills; Literacy skills; Driving skills; Operating equipment skills; Language skills; Project management skills; Financial management skills; Service oriented; Ability to work under pressure; Flexible to work extra hours; Team work oriented; Receptive to suggestions and new ideas; Open to challenges; Integrity and honesty.
<u>DUTIES</u>	:	Render a basic inspection service of work done on minor new and existing structures on project a basis; Analyse and compile relevant documentation for work to be done on minor new-and existing structures; Oversee the work of contractors.
<u>ENQUIRIES</u>	:	Mr. Ncapayi Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

<u>POST 09/56</u>	:	<u>SECRETARY: EDUCATION DISTRICT DIRECTOR OFFICE REF NO: DOE19/02/2025</u> Chief Directorate: Cluster Directorate: Sb Education District Office
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 – R242 928 per annum (Level 05) Sarah Baartman A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Provides a secretarial /receptionist support service to the Director as follows: Receives telephone calls and refers the calls to the correct role players if not meant for the relevant manager. Records appointments and events in the diary of the manager. Types documents for the manager and the other staff within the unit on a word processor. Operate office equipment like fax machines and photocopiers. Provides a clerical support services to the manager. This will entail the following: Liaises with agencies to make travel documents arrangements, Checks the arrangements when the relevant documents are received. Arrange meetings and events for the manager and the staff in the unit. Identifies venues, invites role player, and organizes refreshments and set up schedules for meeting and events. Processes the travel and subsistence claims for unit. Processes all invoices that emanate from the activities of the work of the manager. Records basic minutes of the meetings of the manager where required. Drafts routine correspondence and reports. Does filing of documents for the manager. Administers matters like the leave register sand telephone accounts. Handles the procurement of standard. Receives records and distributes all incoming and outgoing documents. Collects all relevant documents to enable the manager to prepare for meetings. Remains up to date about prescript / policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the Director.
<u>ENQUIRIES</u>	:	Miss Madonsela Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 09/57</u>	:	<u>SCM CLERK: ASSET AND STORES MANAGEMENT REF NO: DOE20/02/2025</u> Chief Directorate: Cluster Directorate: ORTC Education District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 – R242 928 per annum (Level 05) OR Tambo Coastal A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Implement assets and disposal policies, procedure and delegations. Plan and administer the acquisition and optimal utilisation of movable assets and liaising thereof. Maintain and reconcile the district moveable assets register, including internal transfers. Implement loss and damage prevention and other control strategies. Administer disposal management practices. Provide district inventory and store management services.
<u>ENQUIRIES</u>	:	Mr. Harmse Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

<u>POST 09/58</u>	:	<u>SCM CLERK: AUXILLIARY SERVICES REF NO: DOE21/02/2025</u> Chief Directorate: Cluster Directorate: AE Education District
<u>SALARY</u>	:	R216 417 – R242 928 per annum (Level 05)
<u>CENTRE</u>	:	Amathole West
<u>REQUIREMENTS</u>	:	A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Provide registry counter services, Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence, Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service, Opening and close files according to the record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Do spot checks on post to ensure that no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open & maintain remittance register. Record all valuable articles as prescribed in remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Process documents for archiving and/disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
<u>ENQUIRIES</u>	:	Mr Harmse Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 09/59</u>	:	<u>ADMINISTRATION CLERK: HUMAN RESOURCE DEVELOPMENT REF NO: DOE22/02/2025</u> Chief Directorate: Cluster Directorate: AW Education District
<u>SALARY</u>	:	R216 417 – R242 928 per annum (Level 05)
<u>CENTRE</u>	:	Amathole West
<u>REQUIREMENTS</u>	:	A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of task and be able to work under pressure. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Render general clerical support service: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics Handle routine enquiries Make photocopies and receive or send facsimiles Distribute documents/packages to various stakeholders as required Keep and maintain the filing system for the component Type basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component Keep and maintain personnel records in the

		component Keep and maintain the attendance register of the component Arrange travelling and accommodation Provide financial administration support services in the component Capture and update expenditure in component Check correctness of subsistence and travel claims of officials and submit to manager for approval Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Ms BM Madonsela Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 09/60</u>	:	<u>ADMINISTRATION CLERK: CMC</u> Chief Directorate: Cluster Directorate: Education District
<u>SALARY CENTRE</u>	:	R216 417 – R242 928 per annum (Level 05) Port St Johns CMC Ref No: DOE23/02/2025 Ngqamakwe CMC Ref No: DOE24/02/2025 Port ST Johns, Ref No: DOE25/02/2025
<u>REQUIREMENTS</u>	:	A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of task and be able to work under pressure. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Render general clerical support service: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics Handle routine enquiries Make photocopies and receive or send facsimiles Distribute documents/packages to various stakeholders as required Keep and maintain the filing system for the component Type basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component Keep and maintain personnel records in the component Keep and maintain the attendance register of the component Arrange travelling and accommodation Provide financial administration support services in the component Capture and update expenditure in component Check correctness of subsistence and travel claims of officials and submit to manager for approval Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Mr M Harmse Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 09/61</u>	:	<u>ADMINISTRATION CLERK: CIRCUIT OFFICE</u> Chief Directorate: Cluster Directorate: Education District
<u>SALARY CENTRE</u>	:	R216 417 – R242 928 per annum (Level 05) Alfred Nzo East Ref No: DOE26/02/2025 Joe Gqabi, Lahlangubo Circuit3 Ref No: DOE27/02/2025 ST Johns Road Junior Sss, BCM Circuit 13 Ref No: DOE28/02/2025 DE Vos Malan, Bcm Circuit 3 Ref No: DOE29/02/2025
<u>REQUIREMENTS</u>	:	A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of task and be able to work under pressure. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Render general clerical support service: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics

Handle routine enquiries Make photocopies and receive or send facsimiles Distribute documents/packages to various stakeholders as required Keep and maintain the filing system for the component Type basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component Keep and maintain personnel records in the component Keep and maintain the attendance register of the component Arrange travelling and accommodation Provide financial administration support services in the component Capture and update expenditure in component Check correctness of subsistence and travel claims of officials and submit to manager for approval Handle telephone accounts and petty cash for the component.

ENQUIRIES : Mr TJJ Mtyida For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 09/62 : **ADMINISTRATION CLERK: EXAMINATION REF NO: DOE30/02/2025**
Chief Directorate: Cluster
Directorate: Ae Education District

SALARY : R216 417 – R242 928 per annum (Level 05)
CENTRE : Amathole East
REQUIREMENTS : A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of task and be able to work under pressure. Knowledge of Education Sector will be added advantage.

DUTIES : Render general clerical support service: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics Handle routine enquiries Make photocopies and receive or send facsimiles Distribute documents/packages to various stakeholders as required Keep and maintain the filing system for the component Type basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component Keep and maintain personnel records in the component Keep and maintain the attendance register of the component Arrange travelling and accommodation Provide financial administration support services in the component Capture and update expenditure in component Check correctness of subsistence and travel claims of officials and submit to manager for approval Handle telephone accounts and petty cash for the component.

ENQUIRIES : Mr. Ncapayi Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 09/63 : **ADMINISTRATION CLERK: TEACHER DEVELOPMENT REF NO: DOE31/02/2025**
Chief Directorate: Cluster
Directorate: Education District

SALARY : R216 417 – R242 928 per annum (Level 05)
CENTRE : Alfred Nzo East
REQUIREMENTS : A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and

Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of task and be able to work under pressure. Knowledge of Education Sector will be added advantage.

- DUTIES** :
- Render general clerical support service: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics
 - Handle routine enquiries Make photocopies and receive or send facsimiles
 - Distribute documents/packages to various stakeholders as required Keep and maintain the filing system for the component Type basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component Keep and maintain personnel records in the component Keep and maintain the attendance register of the component Arrange travelling and accommodation Provide financial administration support services in the component Capture and update expenditure in component Check correctness of subsistence and travel claims of officials and submit to manager for approval Handle telephone accounts and petty cash for the component.
- ENQUIRIES** :
- For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

DEPARTMENT OF HEALTH

- APPLICATIONS** :
- Applicants must make use of the e-Recruitment system when applying Link: <https://erecruitment.ecotp.gov.za/>. The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: RecruitmentHeadOffice.gov.za (NB: For Technical Glitches Only –Do Not send CVs). eMail with your ID Number, your profile email address, details of the issue. technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Refer all application related enquiries to the specified email address. For more information, please contact Ms. S Ndlabhu Tel No: (040) 608 1272

- CLOSING DATE** :
- 24 March 2025

- NOTE** :
- Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, a relationship with reference, Furthermore, Applicants are only required to submit a Z83 form and a comprehensive CV. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

MANAGEMENT ECHELON

- POST 09/64** : **CHIEF EXECUTIVE OFFICER REF NO: ECHEALTH/CEO/FTH/01/02/2025**
This is a re-advertisement; those who have applied before are encouraged to apply again.
- SALARY CENTRE REQUIREMENTS** : R1 436 022 - R1 716 933 per annum (Level 14), (an all-inclusive package)
: Buffalo City Metro, Frere Tertiary Hospital
: National Senior Certificate, an appropriate NQF Level 7 qualification as recognized by SAQA in the clinical field coupled with 5 years' experience in the Health Sector at Senior Managerial level. Registration with the relevant Professional Council. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Successful completion of the Nyukela Public Service SMS Pre-Entry Programme endorsed by the National School of Government (NSG) is a pre-requisite for appointment. Competencies: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation and Customer Focus. A valid driver's licence.
- DUTIES** : To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.
- ENQUIRIES APPLICANTS** : Ms M Stuurman/ Ms S Ndlabhu Tel No: (040) 608 1272
: must make use of the e-Recruitment system to apply for this post <https://erecruitment.ecotp.gov.za/> For e-Recruitment enquiries, email to: RecruitmentHeadOffice@echealth.gov.za
- POST 09/65** : **CHIEF EXECUTIVE OFFICER REF NO: ECHEALTH/CEO/LTH/02/02/2025**
This is a re-advertisement; those who have applied before are encouraged to apply again.
- SALARY CENTRE REQUIREMENTS** : R1 436 022 - R1 716 933 per annum (Level 14), (an all-inclusive package)
: Nelson Mandela Metro, Livingstone Tertiary Hospital
: National Senior Certificate, an appropriate NQF Level 7 qualification as recognized by SAQA in the clinical field coupled with 5 years' experience in the Health Sector at Senior Managerial level. Registration with the relevant Professional Council. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Successful completion of the Nyukela Public Service SMS Pre-Entry Programme endorsed by the National School of Government (NSG) is a pre-requisite for appointment. Competencies: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation and Customer Focus. A valid driver's licence.
- DUTIES** : To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present

the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.

**ENQUIRIES
APPLICATIONS**

: Ms M Stuurman/ Ms S Ndlabhu Tel No: (040) 608 1272
: must make use of the e-Recruitment system to apply for this post
<https://erecruitment.ecotp.gov.za/> For e-Recruitment enquiries, email to:
RecruitmentHeadOffice@echealth.gov.za

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS

: Applicants are encouraged to apply via the e-recruitment system. Only online applications will be considered. Utilize the e-recruitment system which is available on www.ecprov.gov.za or <https://e-recruitment.ecotp.gov.za> To report glitches with the E-Recruitment system and assistance regarding the activation of your profile, send an email to: YolandaS@ecdhs.gov.za (NB: For Technical Glitches ONLY – NO CVS). Technical support is limited to working hours: (08:00 am to 16:30pm Mon-Thurs and 08:00 am to 16:00 pm on Fridays). Should you submit your applications/CV to: YolandaS@ecdhs.gov.za and not as specified, your application will be regarded as lost and will not be considered. For Attention/Or Queries: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842

**CLOSING DATE
NOTE**

: 24 March 2025
: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across

race and gender. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. Employment Equity Targets of the recruiting department will be adhered to (you can be as specific as you would like). For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce a pre-entry Certificate (Nyukela) prior to appointment as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. (SMS pre-entry certificate is not requirement for shortlisting is submitted prior to appointment). Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the department. In SMS/MMS positions preference will be given to females. In all posts 50% will be given to people with disabilities.

MANAGEMENT ECHELON

POST 09/66 : **DIRECTOR: INTEGRATED HUMAN SETTLEMENTS PLANNING REF NO: DHS01/02/2025**

SALARY CENTRE REQUIREMENTS : R1 216 824 per annum (Level 13), all-inclusive package
 : East London
 : National Senior Certificate, an undergraduate qualification (NQF level 7) BAdmin/Public Administration/Social Science/Development Studies/Human Settlements or equivalent qualification as recognised by SAQA with 5 years' experience at a middle/senior management level. SMS pre-entry Certificate (proof of registration will be required prior appointment) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on www.thensg.gov.za. Highly diligent, confident candidates with substantial management experience A sound knowledge and functioning of government systems and applicable legislations and regulations. Ability to take initiative. Good communication skills, project management skills, presentation skills, report writing skills, planning, and organising, problem solving and analysis skills. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Computer literate. Able to work under pressure and difficult deadlines. Must possess a valid driver's licence.

DUTIES : Monitor the development, review and evaluate Human Settlements plans in line with sector plans. Manage the development and review of Provincial Human Settlements development plans. Provide support municipalities in the development of housing sector plans and evaluation of housing chapter of IDP's. monitor the development of policies, plans and strategies for consideration at executive and political level. Liaise with relevant stakeholders at municipal level and determine lines of communication. Manage the establishment of formal and informal forums relating to policy, strategy, norms and standards. Update the role players about imminent housing policy developments. Interact with National and Provincial departments. Monitor the development and review of technical planning for Human Settlements including spatial planning. Provide project planning related services. Provide support in the facilitation of project planning. Monitor feasibility studies of the projects. Assess project readiness. Monitor geo-tech, planning services, EIA and other related technical professional services. Manage the provision of spatial reference data and effective planning on housing delivery. Monitor the development and review of multi-year Human Settlements Development Plan (MYHSDP). Manage the identification of gaps in the existing Multi-Year Human Settlements Development Plan (MYHSDP). Manage the sourcing of professional services for the review of the Provincial Multi-Year Human Settlements Development Plan. Manage the soliciting of the required data from internal and external critical stakeholders for the review process. Manage the development of the MYHSDP 1st

draft. Manage the alignment of MYHSDP with Provincial and municipal multi-year priorities. Manage the sign-off endorsement and submission to National DHS for approval. Monitor the development, review and approval of the Provincial Conditional Grant Business Plan. Monitor project planning processes. Monitor feasibility studies to determine project readiness, desired projects and the preparation of Projects Readiness Matrix and drafting of District Business Plans. Manage the consolidation of the District Business Plans. Monitor geo-tech, planning services, EIA and other related technical professional services. Manage the provision of spatial reference data and effective planning on housing delivery. Manage the adjustment of projects and programmes to fit the allocated threshold. Manage the consolidation, finalization, endorsement and approval of Provincial Conditional Grant Business Plan. Monitor Human Settlements planning database. Manage the digital mapping of Human Settlements projects. Manage the presentation of various maps for production of Integrated Human Settlements. Manage the mobilisation of relevant data from critical stakeholders for the implementation of PSHDA's. Manage the sourcing of credible data from critical stakeholders. Monitor the technical support provided to the municipalities. Manage the participation of the department in the Integrated Development Planning and infrastructure provision processes. Manage the representation of the Directorate in critical departmental, sectoral and provincial sessions. Manage the collaboration of the department with municipalities, districts and other relevant stakeholders regarding the adopted Development Plans. Monitor the provision of GIS support services in the department. Manage the development and management of GIS applications. Monitor the planning and coordination of GIS activities to meet the departmental goals. Manage the development and control quality standards for system application. Manage the departmental spatial database. Manage the maintenance of updated and accurate geospatial documentation. Monitor the management of geospatial database and the development of effective maps and aerial photography. Monitor the renewal and maintenance of GIS Desktop and GIS Server licences. Promote research on new methods/technologies for solving spatial challenges. Manage the allocated resources of the directorate. Timeously develop job description. Manage performance of the directorate. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training, and development of sub-ordinates for effective and efficient service delivery. Establish, implement and maintain effective and efficient communication. Manage asset of the Directorate. Financial Management. Monitor the planning and reporting of the Directorate programs. Manage and mitigate risk in the Directorate. Monitor the development and the implementation of the Directorate Standard Operating Procedures. Attend to Internal Audit, AGs RFIs, Audit Outcomes and Findings.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment, email: YolandaS@ecdhs.gov.za

POST 09/67 : **DIRECTOR: CAPACITY BUILDING AND MUNICIPAL SUPPORT REF NO: DHS02/01/2025**

SALARY : R1 216 824 per annum (Level 13), all-inclusive package
CENTRE : East London
REQUIREMENTS : National Senior Certificate, an undergraduate qualification (NQF level 7) BAdmin/Public Administration/Social Science/Development Studies/Human Settlements or equivalent qualification as recognised by SAQA with 5 years' experience at a middle/senior management level. SMS pre-entry Certificate (proof of registration will be required prior appointment) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on www.thensg.gov.za. Highly diligent, confident candidates with substantial management experience A sound knowledge and functioning of government systems and applicable legislations and regulations. Ability to take initiative. Good communication skills, project management skills, presentation skills, report writing skills, planning, and organising, problem solving and analysis skills. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Computer literate. Able

		to work under pressure and difficult deadlines. Must possess a valid driver's licence.
<u>DUTIES</u>	:	Monitor the implementation of the Municipal Accreditation Framework. Manage the determination of municipal status. Manage the identification of municipal priorities. Manage the municipal accreditation application processes. Manage the drafting of the intervention plan. Manage the implementation of the intervention plan. Monitor the performance of the accredited municipalities. Monitor the agreements and Memoranda of Understanding (MOU) with municipalities. Manage consultations with municipalities regarding the municipal accreditation agreements and MOUs. Manage the drafting of agreements and MOUs. Monitor the implementation of the agreements and MOUs. Monitor municipal capacity building and municipal support. Manage the packaging of services to municipalities. Manage capacity building regarding HS sector and accreditation processes. Monitor the implementation of the municipal support. Manage the allocated resources of the directorate. Timeously develop job description. Manage performance of the Chief Directorate. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching mentorship, training and development for service delivery efficacy. Establish, implement and maintain effective and efficient communication and leadership oversight. Manage, maintain and safeguard assets. Monitor the effective management of audit processes. Monitor planning and reporting of the Chief Directorate programs. Manage the compliance on POPAI of assets.
<u>ENQUIRIES</u>	:	Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za
<u>POST 09/68</u>	:	<u>DIRECTOR: SPECIAL PROJECTS AND REMEDIAL WORKS REF NO: DHS03/02/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216. 824 per annum (Level 13), all-inclusive package
	:	East London
	:	National Senior Certificate, an undergraduate qualification (NQF level 7) in Public Administration/Public Management/Human Settlements/Social Sciences/Project or Construction Management or equivalent qualification as recognised by SAQA with 5 years' experience at a middle/senior management level. SMS pre-entry Certificate (proof of registration will be required prior appointment) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on www.thensg.gov.za . Highly diligent, confident candidates with substantial management experience A sound knowledge and functioning of government systems and applicable legislations and regulations. Ability to take initiative. Good communication skills, project management skills, presentation skills, report writing skills, planning, and organising, problem solving and analysis skills. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Computer literate. Able to work under pressure and difficult deadlines. Must possess a valid driver's licence.
<u>DUTIES</u>	:	The management of special projects. Coordinate business and performance planning in respect of housing projects. Provide strategic support in respect of implementation programmes. Facilitate strategic reviews and interventions based on professional/technical evaluations. Liaison and interaction with stakeholders and partners. Facilitate outsourcing of technical professional services. Manage and maintain programme monitoring tool. Manage and facilitate remedial works. Adequately equipped and resourced business units and partners entrusted with project management and inspections. Administer and facilitate inspections of housing projects and assessment of building standards/quality. Facilitate speedy support, intervention and remedy where unsatisfactory performance is detected. Provide and oversee certification/sign off of work of professionals. Manage the allocated resources of the directorate. Ensure timeously development of job description and implementation of work plans and personal development plans (PDP's) for all employees in the sub-directorate. Manage daily employee performance and ensure timely performance assessments of all subordinates. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and

control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/69 : **DIRECTOR: CONTRACTS MANAGEMENT REF NO: DHS04/02/2025**

SALARY : R1 216 824 per annum (Level 13), all-inclusive package
CENTRE : East London

REQUIREMENTS : National Senior Certificate, an undergraduate qualification (NQF level 7) in LLB/BJURIS/BPROC/Bachelor of Laws or equivalent qualification as recognised by SAQA with 5 years' experience at a middle/senior management level. SMS pre-entry Certificate (proof of registration will be required prior appointment) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on www.thensg.gov.za. Highly diligent, confident candidates with substantial management experience A sound knowledge and functioning of government systems and applicable legislations and regulations. Ability to take initiative. Good communication skills, project management skills, presentation skills, report writing skills, planning, and organising, problem solving and analysis skills. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Computer literate. Able to work under pressure and difficult deadlines. Must possess a valid driver's licence.

DUTIES : Monitor the administration of contracts and service level agreements. Control documentation for completeness and correctness. Gather the information needed for the compilation and administration of the contract. Align the contract with the specifications and terms of reference. Compile a draft agreement and facilitate the signing of the contract after amendments. Compile follow-up amendments as and when needed. Monitor contracts, transversal contracts and service level agreements. Gather information on the status of the contract and stages of deliverance in terms of the provisions of the contract. Analyse information an identify risks. Draw plans to mitigate risk situations. Monitor the fiscal obligations, the application of the prescribed policies and prescripts, quality and outcome. Monitor contract and service level agreements disputes. Gather all relevant information, analyse and draw conclusions. Act as mediator between parties involved and facilitate the possible solution for the dispute. Effect amendments to existing contracts and service level agreements in the event of reaching an agreement. Manage the submission of all relevant documentation and recommendation for legal action in the event of not reaching an agreement. Give evidence in court as and when required. Manage the allocated resources of the directorate. Manage and develop employee job descriptions. Manage performance of the directorate. Maintain sound employment relations. Manage employee conditions of service. Facilitate coaching, mentoring, training and development of employees. Communication Management. Financial management. Manage assets within the directorate. Manage the Directorate planning process. Manage and mitigate risks in the directorate. Monitor change management in the directorate. Attend to Internal Audit and AGs RFIs, Audit Outcomes, Findings and develop the Audit Intervention Plan. Produce Directorate compliance monthly, quarterly and annual reports. Manage the development of policies.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

OTHER POSTS

POST 09/70 : **CHIEF CONSTRUCTION PROJECT MANAGER GRADE A REF NO: DHS11/02/2025**
Project Monitoring and Evaluation

SALARY : R1 200 426 per annum, all-inclusive package
CENTRE : East London
REQUIREMENTS : National Senior Certificate, National Higher Diploma (Built environment field) with a minimum of six (6) years' experience as a registered Professional Construction Project Manager with SACPCMP., BTech (Built environment) with a minimum of six (6) years' experience as a registered Professional Construction Project Manager with the SACPCMP., Honours Degree in any Built Environment field with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP. Experience in human settlements development will be an added advantage. 3 years' experience as a Construction Project Manager. Solid proven experience in Project Planning and Project Management. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Must possess a valid drivers' licence and must. MS Projects experience essential. Good communication skills (verbal and written) Computer literacy is a must.

DUTIES : Design and analyse project effectiveness. Perform final review and approvals or audits on project designs according to design principles or the theory. Co-ordinate design affects and integration across disciplines to ensure seamless integration with current technology. Maintain project operational effectiveness. Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications, and service levels according to organisational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organisational goal to direct or redirect project services for the attainment of organisational objectives. Financial Management. Facilitate the availability and management of funds to meet the MTEF objectives within the project environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance. Allocate, monitor and control resources. Compiles risk logs (databases) and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of project related matters to minimize possible project risks. Manage and implement knowledge sharing initiatives e.g. short term assignment and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the allocated resources of the sub-directorate. Facilitate sound employment relations. Quality control of the work delivered by subordinates. Advising subordinates with regard to all aspects of the work. Manage the performance and conduct of subordinates. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required. Skills And Competencies: Quality management, decision making, urbanisation developments, project management, change management.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

<u>POST 09/71</u>	:	<u>DEPUTY DIRECTOR: SECTOR DEVELOPMENT PLANNING REF NO: DHS05/02/2025</u>
<u>SALARY</u>	:	R1 003 890 per annum (Level 12), all-inclusive package
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) in Public Administration/Public Management/Human Settlements/Social Sciences/Project or Construction Management or equivalent qualification as recognised by SAQA with five (5) years' experience in the field. 3 years' experience as an Assistant Director in the field. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Human Settlements experience will be added advantage. Must possess a valid driver's licence.
<u>DUTIES</u>	:	Manage the development and review of provincial and municipal multi-year human settlements development plans. Design content and process plans for development and review of provincial and municipal Human Settlements development plans. Facilitate soliciting of external professional assistance for the development of Medium-Term Expenditure Framework (MTEF) to long term Human Settlements development plans. Interact with key Human Settlements stakeholders for the authentication of provincial and municipality human settlements development plans. Provision of support to municipalities for the creation of sufficient human settlements planning capacity for effective implementation of human settlements plans. Design provincial initiatives and programs for the strengthening municipal human settlements planning capacity. Mobilise external assistance to roll-out plans and mentoring of municipalities for effective and implementation of approved new and planned human settlements projects. Evaluate impact of human settlements capacity development initiatives at prescribed intervals. Develop systems and procedure for proper alignment of provincial and local government human settlements. Develop matrixes for alignment of provincial human settlements plans for PGDP, NSDF, MIG and SDF's. Identify opportunities for more linkages. Interact National and Provincial structures that advocate for integrated development planning to direct resources towards creation of sustainable human settlements. Develop mechanisms with an early warning system for effective monitoring of implementation of various human settlements multi-year development plans. Develop templates and systems for monitoring of implementation of provincial and municipality multi-year human settlements plans. Evaluate impact of various human settlements plans interact with appropriate institutions and organisation for improvement of monitoring processes. Engagement and participation in various national and provincial human settlements infrastructure related structures for forging partnerships that push forward the human settlements development agenda. Interact with Provincial and local government structures that promote holistic planning and development to synchronise human settlements planning with infrastructure provision, environment and economic activities. Interact with key stakeholders to ensure feasible implementation of human settlements plans. Evaluate impact of various arrangements for improving human settlements delivery processes. Manage the allocated resources of the sub-directorate. Ensure sound employment relations. Quality control of the work delivered by subordinates. Advising subordinates with regard to all aspects of the work. Manage the performance and conduct of subordinates and social work unit. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required.
<u>ENQUIRIES</u>	:	Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/72 : **DEPUTY DIRECTOR: POLICY DEVELOPMENT REF NO: DHS06/02/2025**

SALARY : R1 003 890 per annum (Level 12), all-inclusive package
CENTRE : East London
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) as recognised by SAQA in Public/Business Management/Public Administration/BAdmin/Social Science/Developmental Studies/Human Settlements or equivalent qualification with five (5) years' experience in the field. 3 years' experience as an Assistant Director in the field. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Human Settlements experience will be an added advantage. Must possess a valid driver's licence.

DUTIES : Manage new housing and (sustainable) human settlement policies, strategies, guidelines housing norms and standards. Facilitate a proper understanding of applicable laws, strategic direction (political) sentiments and government communiques. Facilitate account for longer-term, medium-term objectives impact and sustainability. Facilitate defined objectives, parameters (framework), benchmarks and milestones. Facilitate cost effectiveness together with the availability of resources. Facilitate consultation with stakeholders. Manage the reviewal of housing and human settlements policies, strategies and guidelines, as well as housing norms and standards. Facilitate critical evaluation and continued alignment with appropriate laws and national and provincial governments objectives. Facilitate the benchmark against stakeholder and client requirements. Facilitate built controls and review mechanisms. Apply appropriate measures aimed at early identification of potential problems and shortcomings. Facilitate ongoing feasibility and effectiveness based on the research and best practice. Facilitate best course of action (best practice). Manage advice to local authorities on policy interpretation. Facilitate proper introduction and understanding of new and revised policies. Facilitate mechanisms and consultative processes. Facilitate rulings in the case of uncertainties and disputes. Manage support to local authorities with policy development processes and structures. Facilitate continuous awareness and understanding of role in the policies, associated strategies and guidelines. Facilitate readiness in the availability of departmental support. Facilitate clear demarcation and mutual understanding of respective roles and responsibilities. Manage the allocated resources of the sub-directorate. Timeously develop employee job descriptions. Manage the performance of the employees. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training and development of employees. Manage assets of the unit. Financial management. Manage the development and implementation of the unit's standard operating procedures. Attend to internal audit and AGs, RFIs, outcomes and findings. Communication management.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/73 : **DEPUTY DIRECTOR: BENEFICIARY MANAGEMENT REF NO: DHS07/02/2025**

SALARY : R1 003 890 per annum (Level 12), all-inclusive package
CENTRE : East London
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) as recognised by SAQA in Public Administration/Human Settlements/Social Science/Public Management or equivalent qualification with five (5) years' experience in the field. 3 years' experience as an Assistant Director in the field. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Human Settlements experience will be an added advantage. Must possess a valid driver's licence.

DUTIES : Facilitate and coordination of beneficiary management process and approvals. Facilitate the approval of beneficiaries as per set targets on annual performance plan and operational plan. Coordination of beneficiary management process across several housing delivery instruments. Provision of support to municipalities and

regional offices through workshops and other means to ensure credibility of beneficiary management process. Continuous engagements with ICT to ensure reliability of regional based network for smooth capturing on HSS. Administration and facilitation of approvals in respect of individual subsidies. Facilitate individual subsidy approvals by ensuring that beneficiaries are certain of the required support documentation to minimise unnecessary delays on approvals. Participation in the public hearings to grasp and administer beneficiary administration issues and devise means to resolve such. Participate in public hearings so as to administer beneficiary related enquiries. A template to be developed which will capture the nature and assist in monitoring progress. Compliance of reports which should serve as basis of engagement between management and relevant stakeholders. Participation in the door to door campaigns to complement the departmental initiative on beneficiary correct occupation. Embark on a door to door campaigns as part of beneficiary correct occupation project which seeks to establish alignment between HSS and the occupation of the housing units. Compilation of reports which should serve as a basis of engagement between management and relevant stakeholders. Effective management of the sub-directorate which includes coordination, compilation and submission of statutory and adhoc reports. Preparation of all strategic documents which include annual performance plans, operational plans and budgetary needs thereafter. Monitor the directorates performance and produce reports as required. prepare and conclude work plan agreements with relevant personnel and identify staff developmental needs. The management of human resources and performance. Management of human resources. Management of financial resources. Management of the performance in line with Performance Management of Development Systems (PMDS).

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/74 : **DEPUTY DIRECTOR: INFORMAL SETTLEMENTS UPGRADING REF NO: DHS 08/02/2025**

SALARY CENTRE REQUIREMENTS : R1 003 890 per annum (Level 12), all-inclusive package
 : East London
 : National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) as recognised by SAQA in Public Administration/Development Studies/Public Management/Social Science or equivalent qualification with five (5) years' experience in the field. 3 years' experience as an Assistant Director in the field. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Human Settlements experience will be an added advantage. Must possess a valid driver's licence.

DUTIES : Manage the upgrading of informal settlements of the assessment, categorisation, plans and implementation of the informal settlements upgrading with the identified municipalities. Work with the municipality's requests. Manage the feasibility studies of assessment, categorisation, plan processes of prioritised informal settlements through the appointment of service providers. Manage the upgrading plans are implemented. Manage engagements of service providers with the respective stakeholders and communities. Manage the process of implementing of upgrading projects from the municipalities. Manage projects prioritised for implementation through project packaging. Manage funding approval for upgrading of informal settlement projects. Management of all procurement processes are done for the upgrading of informal settlements. Management of the establish partnerships with sector departments and ensure upgrading of informal settlements. Management of the financial management and facilitation of project payments. Manage the implementation of social economic amenities developments. Manage the feasibility studies and the needs analysis assessment. Prepare the project funding for social economic facilities. Manage the establishment of partnerships with sector departments and other users to ensure project success. Manage the procurement and contracting process. Manage the collaboration with district offices in ensuring project implementation process are conducted. Manage project claim payments. Management of close out process, handover. Coordinate of the full utilisation to

achieve the policy objectives. Collate information for Risk Management and Audit. Improvement plan implementation. Provide assistance in mitigating the risk management throughout the operations of the program and directorate. Provide assistance in responding to all relevant AG matters and the Audit Improvement plan. Participate in risk management engagement fora's. provide assistance in mitigating risk of the upgrading and social economic amenities projects as identified and mitigated by the departmental risks. Manage operational matters of the programme including management of the allocated resources of the directorate. Ensure timeously development of job description and implementation of work plans and personal development plans (PDP's) for all employees in the sub-directorate. Manage daily performance and ensure timely performance assessments of all subordinates. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timelines. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure management, maintenance and safekeeping of government assets. Supporting strategic leadership and IGR matters.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/75 : **DEPUTY DIRECTOR: ASSETS MANAGEMENT REF NO: DHS09/02/2025**

SALARY CENTRE REQUIREMENTS : R1 003 890 per annum (Level 12), all-inclusive package
: East London
: National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) as recognised by SAQA in BAdmin/Public Administration/Real Estate/Public Management or equivalent qualification with five (5) years' experience. 3 years' experience as an Assistant Director in the field. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Human Settlements experience will be an added advantage. Must possess a valid driver's licence.

DUTIES : Manage the housing immovable assets. Facilitate the development and reviewal of policy and implementation. Develop standard operating procedures for property management. Facilitate proper management of government immovable assets. Manage the payments of rates and taxes for properties owned by the department. Facilitate the verification of immovable assets and report in the annual financial statements. Manage, maintain Housing Debtor system and asset register through enhanced extended discount benefit scheme policy. Facilitate the implementation of the system and asset register. Facilitate the development and management of the maintenance register. Facilitate the audits to ensure compliance. Facilitate comprehensive data base on state owned asset. Facilitate the transfers of pre-1994 housing stock. Manage property sales and transfer of the rental stock. Facilitate the sale and transfers of the rental stock. Manage the maintenance of housing assets. Facilitate state owned properties maintenance. Facilitate the implementation measures to inspect and determine status of state-owned properties. Manage the maintenance of properties and Body Corporates. Facilitate the transfer of pre-1994 housing stock. Liaise with municipalities on confirmation of pre-1994 housing stock and beneficiaries. Facilitate appointment of conveyancers and monitor the contracts. Manage the allocated resources. Manage performance of the employee. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training, and development of sub-ordinates for effective and efficient service delivery. Establish, implement and maintain effective and efficient communication. Management of assets.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

<u>POST 09/76</u>	:	<u>DEPUTY DIRECTOR: EMERGENCY HOUSING REF NO: DHS10/02/2025</u>
<u>SALARY</u>	:	R1 003 890 per annum (Level 12), all-inclusive package
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) as recognised by SAQA in Public Administration/BAdmin/Developmental Studies/Human Settlement/Built Environment or equivalent qualification with five (5) years' experience. 3 years' experience as an Assistant Director in the field. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Human Settlements experience will be an added advantage. Must possess a valid driver's licence.
<u>DUTIES</u>	:	Manage the provision of temporary relief to households living in exceptional housing situations. Determine the role to be played by the department in cases of disasters. Facilitate the assessment of structures for disaster affected households. Facilitate the compilation and submission of applications for temporary shelters. Facilitate the processing of the applications. Consolidate reports for shelters erected. Manage the performance of contractors. Manage the Emergency Housing Process administration. Compile cash flows for Conditional Grant budget. Monitor the Conditional Grant budget. Facilitate the certification of work done and processing of claims. Monitor filing system. Manage compliance with the submission of statutory reports. Facilitate the submission of IYM/DORA reports. Consolidate quarterly, half yearly and annual reports. Facilitate the submission of compliance reports. Manage the allocated resources of sub directorate. Manage the performance of employees. Facilitate coaching, mentorship, training and development of employees. Develop and manage implementation of the unit plan. Manage the assets of the unit. Manage the employee conditions of service. Maintain sound employment relations. Manage assets of the unit. Communication management. Conduct weekly operational meetings with the team.
<u>ENQUIRIES</u>	:	Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za
<u>POST 09/77</u>	:	<u>DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: DHS12/02/2025</u>
<u>SALARY</u>	:	R849 702 per annum (Level 11), all-inclusive package
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) as recognised by SAQA in Accounting/Auditing or equivalent qualification and/or Certified Internal Auditor (CIA) or Professional Internal Auditor relevant (PIA) professional certification or equivalent qualification with five (5) years' experience. 3 years' experience as an Assistant Director in the field. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Must possess a valid driver's licence.
<u>DUTIES</u>	:	Manage governance of the Internal Audit function and implementation of the standards. Monitor compliance with policy and legislative framework and ensure that cognizance is taken of new developments. Develop and maintain internal audit methodologies policies and procedures. Review implementation of internal audit methodologies policies and procedures. Implement, monitor and report on the Quality Assurance Improvement Program. Co-ordination and implementation of the combined assurance. Compile progress reports against audit plan, quarterly reports and annual reports. Develop the risk based three (3) year rolling Internal Audit plans. Identify the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy. Identify the audit universe identification. Develop and allocate the audit scope to individual audits. Develop a three (3) year rolling and one (1) year operational risk based Internal Audit plans. Communicate the plans to relevant stakeholders. Manage assurance and consulting audits on Governance, Risk Management and Control processes. Evaluate the departments' controls/objective to determine efficacy through internal audits. Review and manage planning, execution reporting of internal audits. Provide assurance on adequacy and effectiveness of governance,

risk and controls. Manage the collection of information for audits and compilation of internal reports to the accounting officer, management audit committee and other stakeholders. Advise management on how to improve systems and processes. Evaluate and contribute to the improvement of the departments governance, risk management and internal control systems. Review and manage follow up processes on the implementation audit findings. Communicate the results of internal audit engagements. Review, collect information and compile internal audit reports for the accounting officer and audit committee. Manage the effective functioning of the audit committee. Co-ordinate the appointment and contracts of the Audit Committee members. Co-ordinate the Audit Committee sessions. Manage the performance assessments of Audit Committee conducted by the Provincial Treasury, Co-ordinate the implementation of Audit committee resolutions. Manage the general administration activities that supports the audit committee. Manage the Audit Committee, communication and information protocol. Manage and report on the implementation of interventions identified as outcomes of audits – AIP, Combined Assurance report. Manage the allocated resources of the sub-directorate. Timeously develop an employee job description. Manage the performance of the employee. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training and development of employees. Manage assets of the unit. Financial management. Manage the development and implementation of the unit's Standard Operating Procedures. Attend to Internal Audit and AGs RFIs, outcomes and findings. Communication Management.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/78 : **DEPUTY DIRECTOR: CUSTOMER CARE REF NO: DHS14/02/2025**

SALARY : R849 702 per annum (Level 11), all-inclusive package
CENTRE : East London

REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) as recognised by SAQA Public Administration/Public Management/BA/Social Science/Human Settlements or equivalent qualification with five (5) years' experience in the field. 3 years' experience as an Assistant Director in the field. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Must possess a valid driver's licence.

DUTIES : Manage the implementation of customer care policies and standards. Facilitate the development of customer care policies and standards. Facilitate the interface between the department and clients to determine the needs for customer care and help desk functions. Develop and implemented strategies and resources to facilitate client interaction. Monitor service provision to ensure adherence to Customer Care Charter. Develop systems to facilitate monitoring and identification of problem areas and communicate/engage relevant directorates. Review service provision and strategies to remedy negative situations. Facilitate the establishment and maintenance of the public liaison office and hotline and provide support. Manage effective interface and communication on complaints and response within stipulated timeframes. Manage the allocated resources of the sub-directorate. Timeously develop employee job descriptions. Manage the performance of the employees. Manage sound employment relations. Facilitate coaching, mentorship, training and development of employees. Manage assets of the unit. Financial management. Manage the development and implementation of the units Standard Operating Procedures. Attend to Internal Audit and AGs, RFIs, outcomes and findings. Communication management.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/79 : **DEPUTY DIRECTOR: INSTITUTIONAL PERFORMANCE ASSESSMENT AND PROGRAMME EVALUATION REF NO: DHS15/02/2025**

SALARY CENTRE REQUIREMENTS : R849 702 per annum (Level 11), all-inclusive package
: East London
: National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) as recognised by SAQA in BAdmin/Public Administration/Social Science/Human Settlements/Public Management/Administration or equivalent qualification with five (5) years' experience in the field. 3 years' experience as an Assistant Director in the field. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Must possess a valid driver's licence.

DUTIES : Manage the reviewal and implementation of Monitoring and Evaluation framework in line with other legislations and prescripts. Manage the coordination of compliance performance report and manage compliance with submission dates as per the M&E Policy Framework. Compile quality statutory reports and facilitate adherence to the submission timeframes as legislated in the reporting frameworks. Provide guidance on the development of business processes and conduct back-end audit of programme performance. Manage audit of performance objectives and coordinate responses for request of information to conduct programme performance audit. Manage the evaluation of departmental projects and programme to improve the attainment of service delivery objectives. Communicate moderate results to top management and implement tracking tool to monitor progress of improvement plans. Manage the coordination and conducting of project level monitoring to assess project performance. Provide guidance on planning and execution of project level monitoring. Conduct site visits regional representative, site briefing, site visit, plenary. Quality assures the reports and circulate to the districts. Manage the allocated resources of the sub-directorate. Timeously develop employee job descriptions. Manage the evaluation of departmental effectiveness and efficiency in supporting the attainment of service delivery objectives. Facilitate the evaluation of departmental programme performance and coordinate reporting of findings, recommendations and development of improvement plans. Manage the performance of the employees. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training and development of employees. Manage assets of the unit. Financial management. Manage the development and implementation of the unit's Standard Operating Procedures. Attend to Internal Audit and AGs RFIs, outcomes and findings. Communication management.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/80 : **ADMINISTRATIVE, SUPPORT AND CO-ORDINATION REF NO: DHS16/02/2025**
Office of the MEC

SALARY CENTRE REQUIREMENTS : R849 702 per annum (Level 11), all-inclusive package
: East London
: National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) as recognised by SAQA in Public Administration/Administration/Office Management and Technology/Social Science/Human Settlements or equivalent qualification with five (5) years' experience. 3 years' experience as an Assistant Director in the field. Knowledge of monitoring and evaluation process. Reporting procedure. Strategic planning processes. Budgeting process. Strategic reporting. Public Service Act, 1994. Public Service Regulations 2001. Public Finance management Act, 1999. Treasury Regulations. Must possess a valid drivers' licence.

DUTIES : Coordinate the planning process for the MEC Office. Analyse reports coming from statutory bodies and identify areas of emphasis. Organise and facilitate sessions to discuss portfolio questions and draw responses. Facilitate tabling and discussion of Directorate Plans. Develop and implement records management policies, file plans, strategies and procedures. Coordinate records management policies to

ensure compliance. Provide registry support services in the office of the MEC. Implement the records management and file plans effectively. Monitor accurate monthly and quarterly reports. Ensure the safekeeping of all documentation in the office of the Head in line with relevant legislation and policies. Ensure that office equipment e.g. photocopiers are in good working order. Records the engagements of the Head of Office. Utilizes discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/advises the Head of Office regarding engagements. Compiles realistic schedules of appointments. Ensures the effective flow of information and documents to and from Head Office. Obtain inputs, collates and compiles reports e.g. progress and management reports. Scrutinizes routine submissions/reports and makes notes and/or recommendations for the manager. Responds to enquiries received from internal and external stakeholders. Coordinate and guide budgeting process and financial reporting. Consolidate the budget of the Head of Office for submission to the Budget Office. Prepare in-year monitoring report for the Office. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from the supervisor. Delegate functions to staff based on individual potential to provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage daily employee performance and ensure timely performance assessments of all subordinates. Ensure management maintenance and safekeeping of assets.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/81 : **CONSTRUCTION PROJECT MANAGER GRADE A (X5 POSTS)**
Project Management and Quality Assurance

SALARY CENTRE : R833 499 per annum, OSD, all-inclusive package
: Chris Hani Region (Queenstown) Ref No: DHS17/02/2025
OR Tambo Region (Mthatha) Ref No: DHS18/02/2025 (X2 Posts)
Sarah Baartman Region (Gqeberha) Ref No: DHS19/02/2025
Nelson Mandela Bay Metro (Gqeberha) Ref No: DHS20/02/2025

REQUIREMENTS : National Senior Certificate National Senior Certificate, National Higher Diploma (Built environment field) with a minimum of four (4) years' and six months certified experience or a BTech (Built environment field) with a minimum of four (4) years' certified managerial experience or Honours Degree in any Built Environment with a minimum of 3 years' experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Good communication skills (verbal and written). Computer literacy. Ability to work under pressure and meet tight deadlines. Ability to work independently and within a team setup. Human Settlements experience will be an added advantage. A valid drivers' licence is a must.

DUTIES : Co-ordinate the project initiation stage. Open the project file upon appointment by Chief Construction Project Manager. Provide input in the development of the procurement strategy. Provide input in the development of the terms of reference. Prepare the payment certificate of the PSP for feasibility report. Co-ordinate the project planning and design stage. Facilitate meeting with the appointed PSP and district/local municipality to communicate and agree on requirements. Prepare submission of the payment certificate for SCM returnable schedules for the development of contract. Provide inputs in the drafting of the Service Level Agreement (SLA). Facilitate meeting with PSP to commence with the professional services upon approval of the SLA. Provide inputs in the first draft of planning and design deliverables. Prepare payment certificate of the PSP for Geotech, EIA, House plans and design reports. Submit project enrolment file to Project Management Unit. Provide inputs in the development of procurement strategy for contractors required. provide inputs in the development of Terms of Reference (TOR) and present to Bid Specification Committee (BSC) for approval. Facilitate meeting with the appointed contractor and district/local municipality to communicate and agree on the requirements. Prepare payment certificate of SCM

returnable schedules for the development of contract. Provide inputs in the development of the SLA. Liaise with PSP for the site handover. Coordinate project implementation stage. Facilitate the construction of services. Facilitate the construction of housing units. Facilitate the rectification of housing units. Draft invitation letters for the introduction of stakeholders to the municipality. Liaise with the contractor in preparation for the handing over of documents. Issue copy of the building drawings, milestone breakdown, PIPs and specifications to the Control Works Inspector. Liaise with Social Facilitation Section/beneficiary admin units for establishment of Project steering committee and appointment of CLO. Conduct progress and technical meetings. Conduct site visits to monitor progress on site. Verify value created on site, validate and process project claims. Make follow-ups with District support on the payment claims. Submit copies of the payment stubs and payment reconciliation to the PSP and file. Prepare and submit quarterly contractor performance reports. Analyse and validate expenditure against the value created. Provide input during the preparation of Vos. Prepare motivations for issuing of non-performance notices. Prepare and present reports to various stakeholders (District/local municipalities), IGR forums. Provide support to the various stakeholders during project visit and verifications (M&E, Internal Audit, NDoHS etc). Coordinate project close-out stage. Facilitate submission of the close out report. Validate the required documents in the project file. Source any outstanding required documents in the project file. Submit the project file (inclusive of closeout report) to CCPM for project close out. File the approved project close resolutions.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/82 : **SENIOR LEGAL ADMINISTRATION OFFICER (MR 6) REF NO: DHS13/02/2025**

SALARY : R556 356 per annum
CENTRE : East London
REQUIREMENTS : National Senior Certificate, B/ Degree (NQF level 7) as recognised by SAQA in LLB or equivalent qualification with eight (8) years' appropriate post qualification legal experience. Knowledge of applicable legislation and prescripts, government programmes, information management and policies and procedures. Must possess a valid driver's licence.

DUTIES : Manage legal administrative services. Draft legal documents, e.g. tender documents, guarantees, contracts, memoranda of understanding and agreements. Facilitate and co-ordinate liaison and consultations with legal advisors and experts. Conduct research into the development and review of regulatory frameworks and policies. Produce draft legislation and accompanying memorandum. Draft responses to legally based queries and complaints of service providers and the Public. Adjudicate settlements in the case of persons who have entered into agreements with the Department. Manage case documentation in matters of litigation. Obtain and compile affidavits, statements etc. Consult policy documents and legal handbooks and provide opinion. Consult with departmental/technical experts. Conduct in loco inspections. Scrutinise court records and evidential material. Prepare case files. Manage a climate conducive to legal awareness and compliancestate law. Provide support to efforts and interventions to raise legal awareness within the Department. Monitor departmental policies and strategies in compliance with applicable national and provincial legislation. Monitor interpretations in line with national and provincial intent and objectives. Monitor and report on quasi-judicial and administrative processes and procedures. Participate in investigations into irregularities. Manage the allocated resources of the sub-directorate. Timeously develop an employee job description. Manage the performance of the employee. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training and development of employees. Manage assets of the unit. Financial management. Manage the development and implementation of the unit's standard operating procedures. Attend to internal audit and AGs RFIs, outcomes and findings. Communication management.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/83 : **ASSISTANT DIRECTOR: POLICY DEVELOPMENT REF NO: DHS21/02/2025**

SALARY : R525 081 per annum (Level 10)
CENTRE : East London
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) in Public/Business Management/Public Administration/BAdmin/Social Science/Developmental Studies/Human Settlements or equivalent qualification as recognised by SAQA with 3 years supervisory level experience in the field. Knowledge of applicable legislation and prescripts, government programmes, information management and policies and procedures. Must possess a valid driver's licence.

DUTIES : Develop policies pertaining to human settlements development related matters. Render support in the formulation and review of provincial human settlements development policies. Render support in the preparation and submission of policy briefs and memorandum to executing authority cluster and EXCO. Analyse the policies to check if there are any existing gaps that may deprive the actual beneficiaries. Review existing human settlements development policies against set objective to check whether it addresses challenge. Interpret the human settlements development policies to the end users. Conduct workshops, human settlements development officials and stakeholder. Assist municipalities in human settlements development policy and analysis equip them with guidelines. Assist municipalities in policy development and analysis equip them with guidelines. Manage the allocated resources of the directorate. Timeously develop job description. Manage performance of the directorate. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training and development of sub-ordinates for effective service delivery. Establish, implement and maintain effective and efficient communication. Manage assets of the Directorate. Audit plan. Financial management. Monitor the planning and reporting of the Directorate programs, manage and mitigate the risk in the Directorate. Monitor the development and the implementation of the Directorate Standard Operating Procedures. Attend to Internal Audit and AGs RFIs and Audit Outcomes and Findings.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/84 : **ASSISTANT DIRECTOR: NEEDS, RESEARCH REF NO: DHS22/02/2025**

SALARY : R525 081 per annum (Level 10)
CENTRE : East London
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) in Public Administration/BAdmin/Human Settlements/Social Science/Developmental Studies or equivalent qualification as recognised by SAQA with 3 years supervisory level experience in the field. Knowledge of human settlements policies and procedures, information management, government policies and prescripts, public service regulatory framework and performance management. Human Settlements experience will be an added advantage. Must possess a valid driver's licence.

DUTIES : Coordinate the review of Mid-Term, Strategic Integrated and Sustainable Human Settlements Research Agenda. Conduct research into the housing and human settlement sector. Compiled the business plan for the execution of research on identified areas of specific research projects in support of policy development and programme development. Liaise with research partners and stakeholders and maintain a database of relevant institutions. Gather relevant information sources and verify data contributions. Maintain proper mechanisms for data collection and storage. Analyse data, form conclusions and report on finds for consumption and utilisation. Administer proper reporting process. Ensure timely and adequate dissemination of research findings. Maintain a database/repository of research

material in a consumable and user-friendly format. Report on a regular basis on researched products through establishment reporting lines and mechanisms for tracking research applications. Maintain mechanisms for controlling access to and classification of information. Monitor, evaluate, and follow up on the implementation of research findings and recommendations ensure adequate co-ordination, interaction and feedback. Intervene timely and/or on an ad-hoc basis with follow-up research and recommendations for utilisation in practice. Institute follow-up procedures and reviews. Manage the allocated resources of the sub-directorate. Ensure sound employment relations. Quality control of the work delivered by the subordinates. Advising subordinates about all aspects of the work. Manage the performance and conduct of subordinates and research section. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter-alia, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish, implement and maintain efficient and effective communications arrangements in the unit. The development and management of the workplan of the unit and reporting on progress as required.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/85 : **ASSISTANT DIRECTOR: CAPACITY SUPPORT DEVELOPMENT REF NO: DHS23/02/2025**

SALARY CENTRE REQUIREMENTS : R525 081 per annum (Level 10)
: East London
: National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) in Public Administration/BAdmin/Developmental Studies/Human Settlements/Social Science/Public Management or equivalent qualification as recognised by SAQA with 3 years supervisory level experience in the field. Knowledge of human settlements policies and procedures, information management, government policies and prescripts, public service regulatory framework and performance management. Human Settlements experience will be an added advantage. Must possess a valid drivers' licence.

DUTIES : Facilitate the capacitation of municipalities on Human Settlements development. Conduct capacity assessment of municipalities. Prioritise identified municipalities for assessment and facilitate the assessment process. Conduct walk through and desktop assessment of municipalities. Monitor performance of accredited municipalities. Assess performance of accredited metros. Provide support towards accreditation of municipalities. Work in collaboration with the national Department of Human Settlements for the final assessment done by the Independent Capacity Compliance assessment panel, coordinate and support municipalities with the national housing needs register. Monitoring performance of municipalities on the national housing needs register and provide interventions. Monitoring the hands-on support programme. Identify municipalities for capacity building. Attend to requests from municipalities for capacity building sessions. Consult with internal programs on availability for the capacity building session. Present various human settlements policies. Compile report on capacity building sessions conducted. Facilitate skills audit for municipalities. Circulate the questionnaire to municipal coordinators. Collect the completed questionnaires. Analyse the data. Draft report on the outcomes of the skills audit with recommendations of training interventions. Facilitate the implementation of short learning programmes for councillors, traditional leaders and municipal officials. Monitor the implementation of the programme. Coordinate project steering committee meetings. Compile a draft progress report on short learning programmes implemented. Facilitate the payment of service providers. Facilitate logistics for a certification ceremony. Facilitate the experiential learning programme. Organise meetings with the nominated mentors. Draft the implementation plan for placement of students. Monitor student progress at the various host organisations coordinate an evaluation session with all stakeholders. Compile a report for the experimental learning programme.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/86 : **CONTROL WORKS INSPECTOR REF NO: DHS24/02/2025 (X3 POSTS)**
Project Management and Quality Assurance

SALARY : R525 081 per annum (Level 10)
CENTRE : Sarah Baartman Region (Gqeberha)
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6)/B. Degree (NQF level 7) in Civil Engineering/Building and Construction as recognised by SAQA with 3 years' working experience in the field. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Human Settlements experience will be an added advantage Must possess a valid driver's licence.

DUTIES : Provide quality control services during the project implementation stage. Receive copy of the building drawings, milestone breakdown, PIPs and specifications. Scrutinize project plans and designs. Confirm rightful ownership of the site. Develop tick sheets and provide reports. Check the quality of the building material on site. Inspect the quality of workmanship and issue site instructions where applicable. Conduct site visits and attend progress/technical meetings. Provide support to various stakeholders during project visits and verifications (M&E, Internal Audit, NDoHS etc). Conduct site verifications for Vos requests. Provide project administrative support services during the project implementation stage. Open and maintain the quality assurance file. Sort and submit copies of the project documentation to Project Manager. Safeguard the project documentation. Update the Works Control System and provide reports. File the copies of reports. Monitor the value created on site for new work and rectifications. Open and maintain quality assurance file. Certify the value of work created on site. Conduct site audits. Identify requirements for new work and rectifications. Submit the report to Chief Construction Project Manager for action. Monitor the activities of contractors. Provide technical support and advice to contractors. Verify invoices and certify the progress of payments. Report problems emanating from projects to CCPM. Conduct inspection for release of the retention amount.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/87 : **ASSISTANT DIRECTOR: PROJECT FACILITATION IMPLEMENTATION & EPWP REF NO: DHS25/02/2025**

SALARY : R525 081 per annum (Level 10)
CENTRE : East London
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) in BAdmin/Public Administration/Social Science/Public Management or equivalent qualification as recognised by SAQA with 3 years supervisory level experience in the field. Knowledge of human settlements policies and procedures, information management, government policies and prescripts, public service regulatory framework and performance management. Human Settlements experience will be an added advantage Must possess a valid driver's licence.

DUTIES : Facilitate the implementation of expanded public works programme (EPWP). Communicate with districts to identify and register projects for EPWP. Analyse and compile district reports. Monitor and verify data capturers work. Facilitate compliance of EPWP principles in all housing projects. Attach EPWP guidelines in all tender documents and contracts. Provide support to districts in implementation of EPWP guidelines. Monitor tenders awarded to designated groups. Facilitate artisan development programme. Provide support in the artisan development programme. Monitor placement of youth with training institutions. Monitor attendance of the youth training. Manage the resources of the sub-directorate. Manage the performance of employees. Facilitate coaching, mentorship, training, and development of employees. Develop and manage implementation of the unit

		plan. Manage the assets of the unit. Manage the employee conditions of service. Maintain sound employment relations. Manage assets of the unit. Establish and maintain effective and efficient communication. Conduct weekly operational meetings with the team.
<u>ENQUIRIES</u>	:	Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za
<u>POST 09/88</u>	:	<u>ASSISTANT DIRECTOR: SOCIAL HOUSING REF NO: DHS26/02/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R525 081 per annum (Level 10)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) in Public Administration/Business Management/Social Science/Public Management/Developmental studies/Human Settlements/Property Management or equivalent qualification as recognised by SAQA with 3 years supervisory level experience in the field. Knowledge of human settlements policies and procedures, information management, government policies and prescripts, public service regulatory framework and performance management. Human Settlements experience will be an added advantage Must possess a valid driver's licence.
<u>DUTIES</u>	:	Facilitate the implementation of social housing projects. Support local and metropolitan municipalities in their applications for declaration of restructuring zones and monitor performance thereof. Prepare and process funding application submissions for social housing projects. Facilitate signing of project funding agreements. Facilitate stakeholder participation in social housing programme. Conduct awareness raising session on Social Housing Policy and regulations. Monitor progress during project implementation. Facilitate resolution of challenges that may erupt during implementation of social housing projects. Compile project performance report and submit. Facilitate the implementation of community residential units (CRU). Prepare and process funding application submissions for community residential unit projects. Facilitate signing of project funding agreements. Facilitate stakeholder participation in community residential unit programme. Conduct awareness raising session on community residential unit programme policy and regulations. Facilitate resolution of challenges that may erupt during implementation of community residential unit projects. Compile and submit project reports. Facilitate the implementation of first home finance. Verify application of potential applicants on HSS. Conduct first level override and editing. Facilitate process of payment on registration or lodgement with deeds office. Conduct awareness raising session on FHF to potential beneficiary and stakeholders. Compile performance quarterly report and submit. Manage the allocated resources of the sub-directorate. Timeously develop employee job description. Manage performance of the employee. Manage sound employee relations. Manage employee conditions of service. Facilitate coaching, mentorship, training and development of sub-ordinates for effective and efficient service delivery. Establish, implement, and maintain effective and efficient communication. Manage assets of the unit. Manage the development and the implementation of the units' standards Operating procedures. Attend to internal Audit and AGs RFI and Audit Outcomes and Findings.
<u>ENQUIRIES</u>	:	Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za
<u>POST 09/89</u>	:	<u>ASSISTANT DIRECTOR: HOUSING ASSET MANAGEMENT REF NO: DHS27/02/2025</u>
<u>SALARY</u>	:	R525 081 per annum (Level 10)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) in BAdmin/Public Administration/Real Estate (Property Practice/Public Management/Social Science or equivalent qualification as recognised by SAQA with 3 years supervisory level experience in the field. Knowledge of monitoring and

evaluation, government policies and prescripts, government programme and action, public service regularity framework, information management and performance management. Human Settlements experience will be an added advantage Must possess a valid driver's licence.

DUTIES : Facilitate management of Immovable Assets. Verify immovable assets. Monitor the utilisation of immovable assets. Open and update immovable asset register. Follow-up with the conveyancers until the transfer of the mother erven has taken place. Monitor the maintenance of housing properties. Facilitate the payment of rates and taxes for properties owned by the department. Facilitate the transfer of pre-1994 housing stock. Verify registers for different housing stock to be transferred. Request the list of beneficiaries from the municipalities for transfers. Provide support to municipalities. Facilitate the appointment of conveyancers and monitor their performance. Prepare and submit reports. Facilitate and coordinate all pre-1994 housing projects to be rectified. Collaborate with municipalities in identifying properties that need rectification. Consolidate the report and submit to the rectification programme. Manage the allocated resources. Manage performance of the employee. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training, and development of sub-ordinates for effective and efficient service delivery. Establish, implement and maintain effective and efficient communication. Management of assets.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/90 : **ASSISTANT DIRECTOR REF NO: DHS28/02/2025**
Housing Programme Facilitation and Administration

SALARY : R525 081 per annum (Level 10)
CENTRE : BCM Region (East London)
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) in Public Management/Public Administration/BAdmin/Human Settlements/Social Science or equivalent qualification as recognised by SAQA with 3 years supervisory level experience in the field. Knowledge of applicable legislation and prescripts, government programmes, information management and policies and procedures. Must possess a valid driver's licence.

DUTIES : Attend to housing administration matters regarding current and blocked. Attend to additional funding requests for the rectifications of projects. Receive assessments and technical evaluations, analyse recommendations to determine whether request is justifiable and within the subsidy quantum. Attend to additional funding requests for the rectification of projects. Ensure that amounts fall within allowable budget. Forward geo tech support, request to technical evaluation and variance calculator. Compile the project approval process for newly submitted applications. Distribute copies of project application received to relevant disciplines in the Department for evaluation. Receive evaluation reports; analyse recommendations to determine whether project is implementable. Prepare detailed submission ensuring that supporting documentation confirming the state of readiness is attached to the submission and submission to secretariat. Present submission to PACOMM and answer relevant questions. Monitor and guide beneficiary verification/approvals. Assist departmental officials when the need arise. Monitor project data. Reporting compile report. Attend to admin issues that impact negatively on the execution of projects. Facilitate the submission of project applications from developers. Visits and meetings with stakeholders to familiarise them with project requirements and procedures. Assist developers in compiling project descriptions and applications. Manage the allocated resources of the sub-directorate. Manage the performance of employees. Facilitate coaching, mentorship, training and development of employees. Develop and manage implementation of the unit plan. Manage assets of the unit. Financial management. Manage the development and implementation of the unit's standard operating procedures. Attend to internal audit and AGs RFIs, outcomes and findings. Communication management.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/91 : **SENIOR NETWORK ADMINISTRATOR REF NO: DHS29/02/2025**
Networks, IT Infrastructure Management

SALARY : R444 036 per annum (Level 09)
CENTRE : East London

REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) in Information Technology/Information Technology Management/Computer Engineering/Computer Science as recognised by SAQA with 3 years supervisory level experience in the field. Knowledge of monitoring and evaluation, government policies and prescripts, government programme and action, public service regularity framework, information management and performance management. Knowledge of IT service management (ITSM) and performance monitoring tools. Knowledge of Microsoft Azure cloud services, networking, and security. Knowledge of Microsoft 365 E5 license administration, security, and compliance. Knowledge of Server and network administration (Windows Server, Active Directory, DNS, DHCP). Knowledge of Cloud and on-premises infrastructure monitoring and maintenance. Knowledge of IT security policies, risk management, and cybersecurity best practices. Knowledge of Backup and disaster recovery planning. Must possess a valid driver's licence.

DUTIES : Facilitate the installation, configuration, maintenance of servers, networks and cloud infrastructure. Configure servers and network devices. Consult with service providers for both LAN, cloud and server support. Monitor the desktop support and trainings. Monitor server performance. Test and install windows update. Create user accounts and mailboxes. Maintain uptime of LAN link. Facilitate and maintain ICT Infrastructure, ICT Risks, ICT Security and ICT continuity plans. Implement and maintain Information Technology (IT) continuity plans and infrastructure. Store and backup all Departmental data. Maintain the availability of user data. Implement patch management solution. Implement anti-virus solution. Maintain IT security and cybersecurity infrastructure. Implement IT security policies on the safekeeping and storage of data. Conduct IT security reviews and IT Risk assessments. Facilitate and maintain ICT services and ICT assets. Monitor management and resolutions of users' problems. Maintain ICT service charter. Maintain user access rights and user access reviews. Implement and ICT service desk system. Monitor ICT asset database, register and verification. manage the allocated resources of the sub-directorate. Manage the performance of employees. Facilitate coaching, mentorship, training and development of employees. Develop and manage implementation of the unit plan. Manage assets of the unit. Financial management. Manage the development and implementation of the unit's standard operating procedures. Attend to Internal Audit AGs RFIs, outcomes and findings. Communication management.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/92 : **ASSISTANT DIRECTOR REF NO: DHS30/02/2025**
HRP Information Systems & HRA Services

SALARY : R444 036 per annum (Level 09)
CENTRE : East London

REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) in Human Resource Management/Public Management/Public Administration/Social Science or equivalent qualification as recognised by SAQA with 3 years supervisory level experience in the field. Knowledge of human settlements policies and procedures, information management, government policies and prescripts, public service regulatory framework and performance management. Must possess a valid driver's licence.

DUTIES : Determine HR needs, analyse needs and develop an effective HR Planning. Analyse current situation. Assess future needs in consultation with relevant

stakeholders to determine the gaps and get some inputs. Establishment of HR Plan Committee. Implement approved plan. Conduct awareness workshop on HR Planning throughout the Province. Monitoring and evaluation of results of Action Plan. Provide, advisory and consultation services to clients and make interventions regarding HR planning. Ensure employment equity. Assess future needs in consultation with relevant stakeholders to determine gaps and get some inputs. Establishment of employment equity committee. Implement employment equity. Conduct awareness workshops on employment equity throughout the province. Provide advisory and consultation services to clients and stakeholders. Monitoring and evaluation of employment equity plan. People management. Ensure sound employment relations. Quality control of the work delivered by subordinates. Advising subordinates with regards to all aspects of the work. Manage the performance and conduct of subordinates and social work unit. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia, knowledge management including mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/93 : **ASSISTANT DIRECTOR REF NO: DHS31/02/2025**
Information And Knowledge Management

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
: East London
: National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) in Librarian/Records Management/Social Science or equivalent qualification as recognised by SAQA with 3 years supervisory level experience in the field. Knowledge of applicable legislation and prescripts, government programmes, information management and policies and procedures. Must possess a valid driver's licence.

DUTIES : Ensure the provisioning and maintenance of knowledge management services. Facilitate the provisioning of departmental central repository tool for policies, reports, standard operational procedures etc. Facilitate the development of knowledge portal. Facilitate the maintenance of knowledge management systems. Develop and maintain records standards and procedures for the department (File Plan, Disposal, Archiving). Promote IKM and records management best practices. Facilitate appointment and nurturing of IKM Champions (connecting people). Facilitate preservation of the institutional memory (connecting people to information). Ensure the maximum accessibility and credibility of data extracted from the organisations data system. Administering and maintenance of the programme knowledge management artefact. Facilitating and coordinating the knowledge management collection phase. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply the corporate governance and planning imperatives. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timelines. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of work plans and personal development plans (PDP's) for all employees in the directorate. Manage daily employee performance and ensure timely performance assessments of all subordinates. Analysing the effectiveness of the new knowledge management. Observe and evaluate the usage of knowledge management impact in terms on organizational benefits. Utilise the knowledge base resources and design a training for the staff and clients to help them access the knowledge management tools. Encourage the staff and workers to share knowledge effectively and efficiently. Facilitate accessibility of knowledge

management tools for all department employees. Facilitate the development and maintenance of single data repository for reporting and decision making. To manage, maintain and develop the knowledge management platform, so that information and data is accessible to employees. Facilitate the provisioning of physical and electronic records management service in alignment with the provincial and national archive act. Develop, monitor and maintain the physical and electronic records management policy. Coordinate the provisioning of source document(s) for audit, forensic investigation and research. Implement the systematic disposal programme for the department. Monitor and report on compliance with archiving norms and standards by detached centres. Develop and facilitate the implementation of records management capacitation programmes. Facilitate the provisioning of archiving, disposal and storage services. Monitor and maintain departmental archiving and storage policy framework. Facilitate the restoration and maintenance of old records. Develop and maintain the departmental file plan. Facilitate the provisioning of central document storage and archiving services. Facilitate that the audio-visual records are managed according to the requirements of prescribed prescripts and are stored correctly. The transfer of electronic/hard records to provincial as per National Archive Act. Conduct records management. Facilitate the implementation of systematic disposal programme for the department.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/94 : **SENIOR ADMINISTRATIVE OFFICER REF NO: DHS32/02/2025**
Housing Programme Facilitation & Administration

SALARY : R376 413 per annum (Level 08)
CENTRE : OR Tambo Region (Mthatha)
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) BDegree (NQF level 7) in Public Administration, Public Management/Social Science/Human Settlements / BAdmin or equivalent qualification as recognised by SAQA with 2 years' experience in the field. Knowledge of human settlements policies and procedures, Information Management, Government policies and prescripts, Public Service Regularity Framework and performance management. Human Settlements experience will be an added advantage. Must possess a valid drivers' licence.

DUTIES : Facilitate and co-ordinate the registration of beneficiary application forms. Liaise with all the relevant stakeholders involved in the housing development. Register beneficiary subsidy forms according to masterlist as endorsed by the municipality. Provide feedback to the beneficiaries. Submit subsidy approvals to Head Office for uploading on HSS. Administer beneficiary applications on HSS. Verify and capture application forms on HSS. Investigate and redress failed searches. Provide feedback to beneficiaries on the status of the application. Provide social facilitation to beneficiaries on Housing Policy Regulations. Communicate with all relevant stakeholders earmarked for housing projects. Attend meetings relating to social issues. Establish and train project steering committee and community liaising officer. Audit project steering committee. Liaise with all relevant stakeholders involved in housing project. Conduct home ownership workshop. Facilitate beneficiary profile for ceremonial handing over. Facilitate and coordinate the verifications of destitute beneficiaries for housing programmes. Communicate with all relevant stakeholders earmarked for housing projects. Attend meetings relating to social issues. Conduct door to door verification. provide admin support in the district office. Compile formatted reports and assist with office administration. Attend to HSS related issues and enquiries. Administer fleet management services.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

<u>POST 09/95</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: DHS33/02/2025</u> Project Monitoring and Evaluation
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6) in Public Administration, Public Management/Degree (NQF level 7) in Social Science/Human Settlements/BAdmin or equivalent qualification as recognised by SAQA with 2 years' experience in the field. Knowledge of human settlements policies and procedures, Information Management, Government policies and prescripts, Public Service Regularity Framework and performance management. Human Settlements experience will be an added advantage.
<u>DUTIES</u>	:	Administer the submission of project management monthly reports, Receive and record incoming monthly reports. Sort and reconcile the reports. Disseminate the reports to the relevant project management units. File consolidated and approved reports. Provide admin support on National Home Builders Registration Council applications (NHBRC). Receive and record enrolment applications. Submit completed and compliant enrolment applications to NHBRC offices. Receive and file the acceptance enrolment letters. Process paperwork for the payment of NHBRC fees. Provide general admin support to the unit. Procure goods and services. Arrange travelling and accommodation. Liaise with internal and external stakeholders in project management related issues. Prepare attendance registers for unit meetings. Monitor leave and attendance registers. Provide financial administrative support services for Project Management Unit. Request and analyse BAS reports. Capture and update expenditure in the commitment register. Compile cash flow projections conduct the shifting of funds.
<u>ENQUIRIES</u>	:	Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za
<u>POST 09/96</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: DHS34/02/2025</u> Grant Management
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6) in Internal Auditing/Accounting/Financial Management/Commerce or equivalent qualification as recognised by SAQA with 2 years' experience as a State Accountant. Knowledge of human settlements policies and procedures, Information Management, Government policies and prescripts, Public Service Regularity Framework, Public Financial Management Act (PFMA) and DORA (Division of Revenue Act).
<u>DUTIES</u>	:	Provide administrative support in the management of the Provincial Housing Funds (Conditional Grant). Verify budget loaded on BAS against the approved conditional grant business plan. Receive payments and confirm funds available for project payments on confirmation schedule and on payments. Identify non-moving projects and guide programmes on shifting of funds. Draw BAS report, identify misallocations and reconcile to expenditure commitment sheet. Give instructions to subordinates on journals to be compiled and captured on BAS. Authorise journals on BAS. Distribute monthly reports to programmes to enable reporting. Populate the DORA reporting template with conditional grant expenditure from BAS on a monthly/quarterly basis. Finalise the DORA report in terms of the DORA framework and submit with all the supporting reporting to Provincial Treasury and National within prescribed dates. Prepare reports for interim financial statements (IFS) and Annual Financial Statements (AFS). Coordinate housing project payments and related transactions. Verify payments for full compliance with PFMA requirements, Treasury Regulations and Housing Policy. Verify data captured on BAS against the supporting documentation on the claims and on BAS. Authorise all payments on BAS. Verify if the checklist is attached to all claims and signed off before filling process is initiated. Follow up on ageing or problematic claims. Provide information upon request to Internal/External Auditors and other stakeholders. Provide admin support in the monitoring and reporting on Trust Accounts. Reconcile and verify

bank statements and reconciliation statements received from account administrators. Write letters to entities to follow up on outstanding recons/bank statement/interest and other anomalies identified. File all correspondence per entity. Receive and record all interest received. Record all Trust Account balances on reporting tool. Manage the allocated resources. Timeously develop an employee job description. Manage the performance of the employee. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training and development of employees. Manage assets of the unit. Financial management. Attend to Internal Audit and AGs RFI, outcomes and findings.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/97 : **SENIOR ADMINISTRATIVE OFFICER REF NO: DHS35/02/2025 (X2 POSTS)**
Land Acquisition and Tenure Services

SALARY : R376 413 per annum (Level 08)
CENTRE : East London
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) B.Degree (NQF level 7) in Public Administration/Public Management/Human Settlements Development/Administration Management/Social Science or equivalent qualification as recognised by SAQA with 2 years' experience in the field. Knowledge of service delivery (Batho Pele), sound knowledge and understanding of transfer and land ownership. Human Settlements experience will be an added advantage. Must possess a valid drivers' licence.

DUTIES : Facilitate the appointment, instruction and monitoring of conveyancers. Identify conveyancers to be appointed from the database and allocate projects to them. Ensure the conveyancers follow appropriate supply chain processes, assist in giving out instructions and monitor their progress. Provide technical advice to Municipalities on housing transfer processes and land related issues. Checking the status of land for the development of houses. Going to Municipality to check whether they have a piece of land for the development. Advise municipalities over the phone, through emails and physical visits on issue regarding land, title deeds to be transferred and title deeds to be handed over. Give them advice on how to handle different beneficiary issues. To ensure handing over of title deeds to approved beneficiaries. Liaise with the Municipality, Regions, and the office of the MEC on the number of title deeds to be handed over, venues and awareness of beneficiaries. Conduct beneficiary verification and facilitate handing over ceremonies. Facilitate the transfer of housing units to qualifying beneficiaries in conjunction with Conveyancers and Municipalities. Identify projects and beneficiaries to be transferred. Check their status on HSS. Liaise with municipalities and regions to confirm projects. Instruct and monitor conveyancers. Prepare payments for conveyancers and draft reports.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/98 : **SENIOR ADMINISTRATIVE OFFICER REF NO: DHS36/02/2025**
Networks, It Infrastructure Management

SALARY : R376 413 per annum (Level 08)
CENTRE : East London
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6), B.Degree (NQF level 7) in Information Technology/Information Technology Management/Computer Engineering/Public Administration/Public Management or equivalent qualification as recognised by SAQA with 2 years' experience as ICT technical support and ICT service management. Knowledge of human settlements ICT policies and procedures, Information Management, ICT Government policies and procedures and prescripts, Public Service Regularity Framework and performance management. Knowledge of SITA Acts and procurement processes.

<u>DUTIES</u>	:	Monitor the opening and closing of ICT support calls. Receive incoming ICT support calls. Log in the ICT support calls on the Service Desk System. Maintain accurate and update records of incidents, requests and problems. Provide first line support. Confirm if calls are attended to and closed. Conduct ICT asset verification. validate ICT assets against the Departmental asset register. Update departmental asset register. Receive hardware stock. Administer GICTM Procurement. Prepare draft procurement strategy. Draft specification. Present approved specification to Bid Specification Committee. Draft procurement memorandum. Receive hardware stock, sign delivery notes and invoices from service provider. Submit invoice to General Payments.
<u>ENQUIRIES</u>	:	Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za
<u>POST 09/99</u>	:	<u>CHIEF PERSONNEL OFFICER REF NO: DHS37/02/2025</u> HRP Information Systems & HRA Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 per annum (Level 08) East London National Senior Certificate, National Diploma (NQF level 6) B.Degree (NQF level 7) in Human Resource Management/Public Management/BAdmin/Social Science or equivalent qualification as recognised by SAQA with 2 years' experience in the field. Knowledge of human settlements policies and procedures, Information management, government policy and prescripts, Public Service Regularity Framework and performance management. Report writing, negotiation, interpersonal relationship, communication, networking, analytical, presentation and motivation skills. A valid driver's licence will be an added advantage.
<u>DUTIES</u>	:	Facilitate implementation of recruitment and selection process. Approve the advertisement on the e-recruitment system. Prepare packs for shortlisting and interviews. Provide secretariat support in the shortlisting and interview processes. Approve appointments on the PERSAL System. Issue appointment letters to successful candidates. Appoint successful candidates on the PERSAL System. Facilitate administrative support in structuring and re-structuring SMS, MMS and OSD members. Advise SMS, MMS and OSD members on how to structure their remunerative packages. Approve the transactions on PERSAL. Capture the transactions on PERSAL. Facilitate administrative support in the approval of all transactions in terms of appointments, transfers, movements, relocations, translations in rank and adjustments on PERSAL, internships, confirmation of probation and acting allowances. Draft a memorandum of approval to HOD for internal/horizontal transfers from other departments. Draft a memorandum of approval for acting allowance/acting in a higher post. Draft appointment letters, disseminate to employees and file the copy. Verify and approve transactions on the PERSAL System. Advise employees on their probation status. Approve internships transactions on the PERSAL System. Approve acting allowances on the PERSAL System. Facilitate the approval of payments on PMDS pay progression. Receive and verify PMDS (pay progression) qualifying list from HRD. Approve transactions on the PERSAL System. Supervision of staff. Manage performance of the employee. Manage sound employee sound relations. Manage employee conditions of service. Facilitate coaching, mentorship, training and development of subordinates for effective and efficient service delivery. Establish, implement and maintain effective and efficient communications. Facilitate the opening of employees files and send them to Registry as per NIMR requirements including the correct information on the PERSAL System. Request outstanding documents (marriage certificate, dependents certificates, divorcee decree, change of address, improved qualifications etc) from all employees. Verify and approve transactions on the PERSAL System.
<u>ENQUIRIES</u>	:	Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

<u>POST 09/100</u>	:	<u>SENIOR WORKSTUDY OFFICER REF NO: DHS38/02/2025</u> Organisational, Design and Service Excellence
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6) B.Degree (NQF level 7) in Management Services / Production Management / Public Management / HRM / BAdmin / Public Administration / Social Science / Industrial Psychology / Business Analysis or equivalent qualification as recognised by SAQA with 2 years' experience in the field. Knowledge of human settlements policies and procedures, Information management, government policy and prescripts, Public Service Regularity Framework and performance management. Report writing, negotiation, interpersonal relationship, communication, networking, analytical, presentation and motivation skills. Must possess a valid drivers' licence.
<u>DUTIES</u>	:	Facilitate the development, implementation and review of the Service Delivery Model, OFA and Organisational Structure. Provide support in the development of the OFA and SDM. Coordinate the development of project implementation plan. Coordinate the appointment and capacitation of the task teams. Collect the data. Develop the plan for consultative sessions. Organise logistics for consultative sessions. Provide secretariat support duties during the sessions. Provide support in the analysis of the functional and post establishment structure. Provide support in the development and review of the organisational structure. Facilitate departmental business process management. Organise logistics to conduct the business process management. Analyse and review departmental business processes in consultation with process owner. Model the business processes using MS Visio. Development of departmental standard operating procedures (SOPs) in consultation with process owner. Coordinate the signing of the business processes and SOPs. Facilitate the Job Evaluation (JE) process and the development of job descriptions. Identify JDs that have reached the 5 year term and with changed texture. Develop the annual and monthly JD plans. Analyse, develop and review of JDs. Maintain JD database. Organise consultative sessions. Conduct interviews with job incumbents and supervisors. Capture jobs on the JE system. Capture jobs on excel spreadsheet. Organise JE quality assurance session with Office of the Premier. Facilitate the implementation and monitoring of service excellence. Identify directorates that require Change Management. Provide support in the development of the Change Management project plan. Provide support in the identification and capacitation of change champions. Organise logistics during the commemoration of Public Service Month. Provide support during the identification and capacitation of Batho Pele role players. Provide support during the hosting of the Batho Pele awards. Provide support during the culture survey process. Remind directorates about the submission of business cases and service excellence reports.
<u>ENQUIRIES</u>	:	Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za
<u>POST 09/101</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: DHS39/02/2025</u> Cashflow And Debtors' Management
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6) in Cost and Management Accounting/Financial Management/Commerce or equivalent qualification as recognised by SAQA with 2 years' experience as a State Accountant. Knowledge of human settlements policies and procedures, Information Management, Government policies and prescripts, Public Service Regularity Framework, Pubic Financia Management Act (PFMA).
<u>DUTIES</u>	:	Administer departmental bank accounts. Monitor day to day inflow and outflow from PMG account. Reconcile money transfer to the Exchequer monthly. Reconcile drawings to ensure that the Provincial Treasury reports are correct. Monitor the maintenance of the buffer. Monitor revenue collection. Draw report from BAS for revenue collected. Draft revenue pay-over and forward to the departmental bank.

		Draw bank statement from online banking app to ensure that revenue collected is transferred to Provincial Treasury (Provincial Exchequer Account). Safeguard all revenue financial records. Administer departmental debts. Receive request documents from end-users for debt creation. Capture all debtors accounts. Compile debt file. Update all debtor files and keep records of the movement of debts. Compile debtor's reconciliation and age analysis. Administer interest on trust accounts. Receive payment advisor statement. Draw bank statement. Draw BAS interest on trust account report. Reconcile money received on trust accounts.
<u>ENQUIRIES</u>	:	Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za
<u>POST 09/102</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: DHS40/02/2025</u> Financial Control
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6) in Financial Management/Internal Auditing/Financial Accounting/Cost and Management Accounting/Commerce or equivalent qualification as recognised by SAQA with 2 years' experience as a State Accountant. Knowledge of human settlements policies and procedures, Information Management, Government policies and prescripts, Public Service Regularity Framework, Public Financia Management Act (PFMA).
<u>DUTIES</u>	:	Administer clearance of PMG exception accounts. Monitor bank exception accounts. Monitor bank statement. Liaise with bank for queries. Monitor bank balances. Administer the clearance of inter-departmental claims. Reconcile inter departmental debts. Compile and send out inter-departmental claims. Make follow up on payments and receipt of claims. Liaise with other government departments. Dispatch claims. Provide administrative support in the compilation and capturing of journals. Prepare the journal to clear the bank adjustment account on BAS input form. Capture the verified journal on BAS and submit the journal for approval on BAS. Record the filed journals. Reconcile accounts. Capture the verified journal on BAS and submit the journal for approval on BAS. Administer the reconciliation of monthly accounts. Prepare monthly accounts reconciliation. Submit for inclusion in the Treasury instruction Note No. 02 of 2023/2024 before due date. Clear account to achieve zero balance required by Treasury. Submit for inclusion in National Treasury Instruction No. 03 of 2022/23 before due date. Records management. Verify journals before filing. File journals passed during the month. File reconciliation statements in accordance with monthly order.
<u>ENQUIRIES</u>	:	Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za
<u>POST 09/103</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER (X2 POSTS)</u> Housing Programme Facilitation and Administration
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	Alfred Nzo Region (Kokstad) Ref No: DHS41/02/2025 Amathole Region (East London) Ref No: DHS42/02/2025
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6) B.Degree (NQF level 7) in Public Management/Public Administration/BAdmin/Human Settlements/Social Science or equivalent qualification as recognised by SAQA with 2 years' experience in the field. Knowledge of human settlements policies and procedures, Information management, government policy and prescripts, Public Service Regularity Framework and performance management. Report writing, negotiation, interpersonal relationship, communication, networking, analytical, presentation and motivation skills. Human Settlements experience will be an added advantage.
<u>DUTIES</u>	:	Provide administrative support in the registration of beneficiary applications. Liaise with all the relevant stakeholders involved in the housing development. Capture and verify subsidy application forms on HSS. Investigate and redress failed searches. Provide feedback to beneficiaries on the status of the application. File application forms according to master list as endorsed by the municipality. Submit

subsidy approvals to Head Office. Provide social facilitation to beneficiaries on Housing Policy Regulations. Communicate with all relevant stakeholders earmarked for housing projects. Conduct social facilitation relating to social project issues. Establish project steering committee. Facilitate appointment of community liaising officer. Training project steering committee and community liaising officer. Audit project steering committees. Conduct home owners workshop. Facilitate beneficiary profile for ceremonial handing over. Provide administration support in the verification of requests from designated stakeholders. Communicate with all relevant stakeholders earmarked for housing projects. Conduct door to door verification. Refer reports to head office. Provide admin support in the District Office. Compile HSS formatted reports. Circulate HSS formatted report to project managers, local municipality and the service providers. Attend to HSS related queries. Supervision of staff. Develop employee job descriptions. Manage performance of the employee. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training, and development of sub-ordinates for effective and efficient service delivery. Establish, implement and maintain effective and efficient communication. Attend to internal audit and AGs RFIs and Audit outcomes and findings.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/104 : **ADMINISTRATIVE OFFICER REF NO: DHS43/02/2025**
Human Settlements Property and Assets

SALARY : R308 154.per annum (Level 07)
CENTRE : East London
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6), B. Degree (NQF Level 7) in Office Management and Technology/Management Assistant/Administrative Management/Public Management/BAdmin/ Public Administration/Human Settlements or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and procedures, public service regularity framework, Batho Pele principles, government policies and prescripts and performance management. Human Settlements experience will be an added advantage.

DUTIES : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Attend to enquiries. Make photocopies. Distribute documents/packages to various stakeholders. Keep and maintain the filing system. Type basic letters and other correspondence. Keep and maintain the incoming and outgoing register. Provide personnel administration within the component. Maintain a leave register. Keep and maintain the attendance register. Keep and maintain personnel records. Arrange traveling and accommodation. Provide financial administration support services. Capture and update expenditure in the commitment register. Conduct the shifting of funds. Check correctness of subsistence and travel claims. Provide supply chain clerical support services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Liaise with internal and external stakeholders in relation to the procurement.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/105 : **INTERNAL AUDITOR REF NO: DHS44/02/2025 (X2 POSTS)**
Internal Audit

SALARY : R308 154 per annum (Level 07)
CENTRE : East London
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6), B. Degree (NQF Level 7) in Internal Auditing or related fields majoring in Internal Auditing, BCom Degree with Auditing and Accounting as major subjects or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of International Standards for the Professional Practice of Internal Auditing,

DUTIES

monitoring and evaluation, information management, performance management and human settlements policies and procedures.

: Administer an internal audit project plan. Identify internal audit project risk and scope. Organise a team briefing session. Create a manual and electronic internal audit project file. Distribute an internal audit notification letter. Conduct a preliminary survey. Source/research/legislative and policy mandates relevant to the Internal Audit project. Develop engagements objectives and timeframe. Organise an engagement meeting with the auditee. Populate an objective, risk and control matrix. Obtain and document an overall understanding of the business process flow. Conduct an internal audit walk through test. Evaluate adequacy of controls. Prepare an internal audit programme. Update an internal audit planning checklist. Update internal audit project planning documents. Execute the internal audit programme. Design and develop an internal audit working paper. Obtain new professional developments and align to the relevant audit project plan and execution. Request auditee information. Conduct internal audit tests. Update internal working paper. Identify and discuss an internal audit exceptions. Deliberate on action plans. Align working papers with the audit programme. Update internal audit project execution documents. Conduct internal audit project follow up. Provide support on internal audit reporting. Prepare an exception standard report. Discuss draft internal audit report inputs. Reference internal audit findings to the working paper. Upload draft internal audit report on the system. Organise exit meeting. Update internal audit file. Prepare an internal audit checklist. Provide support to the departmental audit committee. Organise logistical arrangements for meetings. Develop and distribute agendas for the committee-initiated meetings, timeously issue invitations and reminders. Collect and compile necessary documentation for the committee meetings. Record minutes, resolutions of the meetings and communicate decision to relevant stakeholders. Co-ordinate and track the implementation of decision taken in all internal audit committee meetings. Safe-keep all documentation. Provide general administration and internal audit quality assurance functions. Prepare and follow up an internal audit evaluation checklist. Conduct internal audit performance appraisal. Update quality assurance improvement documents. Align internal audit project performance appraisals to Internal Audit Standards. Prepare project itinerary and logistics. Provide input to the post audit evaluation. Update internal audit project file.

ENQUIRIES

: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/106

: **ADMINISTRATIVE OFFICER REF NO: DHS45/02/2025**
Capacity Building and Municipal Support

**SALARY
CENTRE
REQUIREMENTS**

: R308 154 per annum (Level 07)
: East London
: National Senior Certificate, National Diploma (NQF Level 6), B. Degree (NQF Level 7) in Public Administration/BAdmin/Development Studies/Human Settlements/Social Science/Public Management or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and procedures, public service regularity framework, Batho Pele principles, government policies and prescripts and performance management. Human Settlements experience will be an added advantage.

DUTIES

: Provide admin support in the implementation of the hands-on support programme. Processing of claims of hands-on support. Email payment stubs to hands on support members. Compile and maintain a database of payments to hands on support. Liaise with regional offices on hands on support claims. Liaise with municipalities on the establishment and functioning of the national housing needs register. Coordinate logistics related to National Housing needs register activities. Compiled and maintain database of national housing needs register training. Provide general admin support to the directorate. Provide admin support in the implementation of short learning programmes for councillors, traditional leaders and municipal officials. Make follow up with invited municipalities. Compile a database of nominated participants. Liaise with the university about the logistics of the training and inform participants in writing. Capture application forms of the

nominated participants on the system. Record minutes for the Project Steering Committee meetings. Prepare payments for service providers. E-mail payment stubs to the service provider. File documents. Administer the implementation of the Scholarships Programme. Compile a database of students from various institutions. Provide secretariat duties during stakeholder meetings. Prepare individual student files. Verify documents in each file. File documents. Provide admin support in the implementation of capacity building sessions. Scan and e-mail letters to the identified municipalities. Prepare presentation packs for participants of the capacity building sessions. Inform the presenters about the venue and starting time of the session. File documents. E-mail questionnaire to municipalities. Follow up with municipalities with submission of forms. Capture the forms on the database. Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

ENQUIRIES

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POST 09/107

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ADMINISTRATIVE OFFICER REF NO: DHS46/02/2025
Beneficiary Management

SALARY
CENTRE
REQUIREMENTS

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R308 154 per annum (Level 07)
East London
National Senior Certificate, National Diploma (NQF Level 6), B. Degree (NQF Level 7) in Public Management/Public Administration/BAdmin/Human Settlements/Social Science or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and procedures, public service regularity framework, Batho Pele principles, government policies and prescripts and performance management. Human Settlements experience will be an added advantage.

DUTIES

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Provide administrative support on beneficiary approvals. Send verified application for searches. Receive list of approved beneficiaries from Grants Management. Forward list of approved beneficiaries to districts. Receive compiled list of approved beneficiaries from the districts. Verify the approved list from Grants Management against the compiled list of approved beneficiaries from districts. File the list of approved beneficiaries. Receive request to edit beneficiaries on Housing Subsidy System from the districts. Provide administrative support to municipalities for Beneficiary Correction Occupation and Beneficiary Allocation Committee. Secure appointments with municipalities and district offices to present Beneficiary Allocation Committees (BAC). Procure venue and accommodation. Draft agenda and attendance registers. Receive the appointment letters of the nominated BAC members from the municipality. Receive the appointment list of nominated BAC members from the district. Circulate draft appointment letters for approval by the Head of Department. File the appointment letters of the BAC Members as per their district. Receive requests from the district offices to conduct Beneficiary Correct Occupation (BCO). Secure an appointment with the district office. Record minutes of the meeting. Conduct door to door physical verification on BCO. Draft a report on the findings pertaining to the verification. Administer the individual housing subsidy process. Disseminate application forms to applicants. Receive complete application forms from conveyancers. Record the submitted applications on the incoming register. Capture completed application forms on the Housing Subsidy System (HSS). Send verified applications on HSS. Draft individual approved letters. Forward approved letters to conveyancers. Receive invoices from conveyancers. Prepare and submit claims to Grant Management. Receive payment stubs from Grant Management and forward to conveyancers. Provide support in the administration of the Directorate. Monitor the directorate expenditure to establish alignment with the operational plan and cash flow projections. Establish whether the expenditure is aligned with the operational plan and within projections. Capture and update expenditure in the commitment register. Compile cash flow projections. Conduct the shifting of funds. Facilitate the submission of progress reports and submission to internal and external stakeholders. Monitor the leave register. Receive, record incoming and outgoing correspondence. Receive PMDS files and update submissions on the spreadsheet. Procure stationery.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/108 : **ADMINISTRATIVE OFFICER REF NO: DHS47/02/2025**
Informal Settlements Upgrading

SALARY : R308 154 per annum (Level 07)
CENTRE : East London
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6), B. Degree (NQF Level 7) in Public Management/Public Administration/Social Science/Human Settlements or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and procedures, public service regularity framework, Batho Pele principles, government policies and prescripts and performance management. Human Settlements experience will be an added advantage. Must possess a valid drivers' licence.

DUTIES : Gather documents in respect of investigations, fraud and corruption awareness and ethics awareness programs. Prepare invitations for awareness sessions and other logistical arrangements. Prepare agenda and programmes for the sessions. Compiling relevant material for distribution during the session. Collecting relevant information required by an investigator from specified stakeholders. Assist in planning, preliminary investigation and provide the outcome of the investigation. Facilitate the Assessment, Categorisation and Plans for Informal Settlements for Upgrading in the identified Municipalities in Amathole District and Buffalo City Metropolitan Municipality. Facilitate the delivery of assessment, categorisation and plans for Informal Settlements Upgrading in the identified Municipalities in line with the UISPG Framework. Facilitate the activation of Upgrading plans and interactions with the Municipalities in the development of the Informal Settlements plans by identification of projects processes from the upgrading programme in accordance with the UISPG Framework. Facilitate the review the EC provincial informal settlement strategic-Framework and other operational frameworks in line with the UISPG framework including the NUSP Forums. Facilitate the implementation of the Upgrading Plans of the informal settlements in the identified municipalities in Amathole District and Buffalo City Metropolitan Municipality. Facilitate the EC Provincial Informal Settlement Strategic Framework and other operational frameworks in line with the UISPG framework. Facilitate the upgrading of informal settlements forum provincial meetings with municipal participation with support from NUSP. Facilitate the upgrading of Informal Settlements implementation plan phases 1 to 3. Facilitate the development of social and economic amenities in Amathole District and Buffalo City Metropolitan Municipality. Facilitate the procurement strategy implementation process and contract award (Turnkey methodology). Coordinate and participate in construction processes up to completion. Facilities site handover, project launch. Facilitate project monthly progress meetings. Facilitate processing of project related payments. Facilitate handover of the completed facility to the municipality. Provide project administrative support to the operations of the Directorate including Auditor General matters. Administrative duties. Performance management of staff. Budget. Leave Management. Discipline Management, Auditor-General reports.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/109 : **ADMINISTRATIVE OFFICER REF NO: DHS48/02/2025**
Chris Hani District Support Centre/Office

SALARY : R308 154 per annum (Level 07)
CENTRE : Chris Hani (Queenstown)
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6), B. Degree (NQF Level 7) in Public Management/Administration/Social Science or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and procedures, public service regularity framework,

		Batho Pele principles, government policies and prescripts and performance management.
<u>DUTIES</u>	:	Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivery mail/files. Provide quality assurance on the receipt and sorting of all mails. Render records management services. Open and close files according to record classification system. Trace and retrieve documents and files. Compile a list of documents to be archived and submit to the supervisor. Keep records for archived documents. Administer transport service in the district. Organisation transportation of personnel to various destinations. Monitor collection and delivery of documents and stationery. Make a follow up on vehicles taken in for services and repairs. Verify correctness and accurateness of trip authorities and logbooks. Facilitate the cleaning of offices. Establish cleaning standards and procedures. Develop schedule and specific duties. Inspect cleaning equipment. Control and monitor the usage of cleaning materials. Order cleaning material. Render customer care services. Attend to incoming queries and refer to relevant unit. Provide administrative services during Departmental events relating beneficiaries. Check application status for beneficiaries on HSS. Supervision of staff. Timeously develop employee job description. Manage performance of the employee. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training and development of sub-ordinates for effective and efficient service delivery. Establish, implement, and maintain effective and efficient communication. Attend to Internal Audit and AGs RFIs and Audit outcomes and findings.
<u>ENQUIRIES</u>	:	Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za
<u>POST 09/110</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: DHS49/02/2025</u> Admin Support Services Chris Hani
<u>SALARY</u>	:	R308 154 per annum (Level 07)
<u>CENTRE</u>	:	Chris Hani (Queenstown)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6), B. Degree (NQF Level 7) in Public Management/Public Administration/Social Science or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and procedures, public service regularity framework, Batho Pele principles, government policies and prescripts and performance management.
<u>DUTIES</u>	:	Registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivery mail/files. Provide quality assurance on the receipt and sorting of all mails. Render records management services. Open and close files according to record classification system. Trace and retrieve documents and files. Compile a list of documents to be archived and submit to the supervisor. Keep records for achieved documents. Administer transport service in the district. Organise transportation of personnel to various destinations. Monitor collection and delivery of documents and stationery. Make a follow up on vehicles taken in for services and repairs. Verify correctness and accurateness of trip authorities and logbooks. Facilitate the cleaning of offices. Establish cleaning standards and procedures. Develop schedule and specific duties. Inspect cleaning equipment. Control and monitor the usage of cleaning materials. Order cleaning material. Render customer care services. Attend customer care services. Attend to incoming queries and refer to relevant unit. Provide administrative services during Departmental events relating beneficiaries. Check application status for beneficiaries on HSS. Supervision of staff. Timeously develop employee job description. Manage performance of the employee. Manage sound employment conditions of service. Facilitate coaching, mentorship, training, and development of sub-ordinates for effective and efficient service delivery. Establish, implement and maintain effective and efficient communication. Attend to Internal Audit and AGs RFIs and Audit outcomes and findings.
<u>ENQUIRIES</u>	:	Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

<u>POST 09/111</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: DHS50/02/2025</u> Housing Programme Facilitation & Administration
<u>SALARY</u>	:	R308 154 per annum (Level 07)
<u>CENTRE</u>	:	OR Tambo Region (Mthatha)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6), B. Degree (NQF Level 7) in Public Management/Public Administration/BAdmin/Social Science or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and procedures, public service regularity framework, Batho Pele principles, government policies and prescripts and performance management. Human Settlements experience will be an added advantage.
<u>DUTIES</u>	:	Administer the registration of beneficiary application forms. Liaise with all the relevant stakeholders involved in the housing development. Register beneficiary subsidy forms according to masterlist as endorsed by the municipality. Provide feedback to the beneficiaries. Submit subsidy approvals to Head Office for uploading on HSS. Administer beneficiary applications on HSS. Verify and capture application forms on HSS. Investigate and redress failed searches. Provide feedback to beneficiaries on the status of the application. Provide social facilitation to beneficiaries on housing policy regulations. Communicate with all relevant stakeholders earmarked for housing projects. Attend meetings relating to social issues. Establish and train project steering committee and community liaising officer. Audit project steering committee. Liaise with all relevant stakeholders involved in housing project. Conduct homeowner workshop. Facilitate beneficiary profile for ceremonial handing over. Administer the verification of destitute beneficiaries for housing programmes. Communicate with all relevant stakeholders earmarked for housing projects. Attend meetings relating to social issues. Conduct door to door verification. provide admin support in the District Office. Compile formatted reports and assist with office administration. Attend to HSS related issues and enquiries.
<u>ENQUIRIES</u>	:	Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za
<u>POST 09/112</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: DHS51/02/2025</u> Admin Support Services
<u>SALARY</u>	:	R308 154 per annum (Level 07)
<u>CENTRE</u>	:	OR Tambo Region (Mthatha)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6), B. Degree (NQF Level 7) in Public Management/Public Administration/Social Science or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and procedures, public service regularity framework, Batho Pele principles, government policies and prescripts and performance management. Human Settlements experience will be an added advantage.
<u>DUTIES</u>	:	Registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivery mail/files. Provide quality assurance on the receipt and sorting of all mails. Render records management services. Open and close files according to record classification system. Trace and retrieve documents and files. Compile a list of documents to be archived and submit to the supervisor. Keep records for achieved documents. Administer transport service in the district. Organise transportation of personnel to various destinations. Monitor collection and delivery of documents and stationery. Make a follow up on vehicles taken in for services and repairs. Verify correctness and accurateness of trip authorities and logbooks. Facilitate the cleaning of offices. Establish cleaning standards and procedures. Develop schedule and specific duties. Inspect cleaning equipment. Control and monitor the usage of cleaning materials. Order cleaning material. Render customer care services. Attend customer care services. Attend to incoming queries and refer to relevant unit. Provide administrative services during Departmental events relating beneficiaries. Check application status for

beneficiaries on HSS. Supervision of staff. Timeously develop employee job description. Manage performance of the employee. Manage sound employment conditions of service. Facilitate coaching, mentorship, training, and development of sub-ordinates for effective and efficient service delivery. Establish, implement and maintain effective and efficient communication. Attend to Internal Audit and AGs RFI and Audit outcomes and findings.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/113 : **ADMINISTRATIVE OFFICER REF NO: DHS52/02/2025**
Sales, Transfers and Assets

SALARY : R308 154 per annum (Level 07)
CENTRE : East London
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6), B. Degree (NQF Level 7) in Public Administration/Public Management/Human Settlements/B.Admin/Social Science or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and procedures, public service regularity framework, Batho Pele principles, government policies and prescripts and performance management. Human Settlements experience will be an added advantage.

DUTIES : Administer immovable asset register. Verify duplications on the assets register. Record movements done to additional or disposals. Capture evaluation values. Liaise with municipalities for valuation rolls not submitted. Administer the transfer of pre-1994 properties to beneficiaries. Process payment claims for conveyancers. Record list of erven transferred on the register. Pre-screen beneficiary list for the Conveyancers appointed by the department. Verify government immovable assets. Liaise with municipalities in the verification process. Request maps and general plans from Surveyor Generals office or municipalities. Conduct physical verification. provide administration support to municipalities on pre-1994 beneficiary administration. Assist beneficiaries with the completion and signing of the deeds of sale. Monitor the signing and processing of the deed of sale forms by delegated municipal official. Monitor the completion and sending of the deed of sale to the departmental appointed conveyancer.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/114 : **ADMINISTRATIVE OFFICER REF NO: DHS53/02/2025**
Institutional Performance and Programme Evaluation

SALARY : R308 154 per annum (Level 07)
CENTRE : Head Office (East London)
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6), B. Degree (NQF Level 7) in Public Administration/Public Management/Development Studies/Internal Audit/Social Science or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and procedures, information management, government policies and prescripts, public service regularity framework, performance management.

DUTIES : Provide administrative support in the coordination of compliance reports. Confirm the log frame of the Annual Performance and Annual Operational Plans. Verify the correctness of the uploaded reporting matrix on the Organisational Performance Management System (OPMS). Update business processes of the programmes. Remind programmes about the uploading of quarterly reports on OPMS. Edit the draft analysis report from the evidence uploaded OPMS. Print the departmental performance reports. Submit departmental performance reports for approval by the Accounting Officer and Executive Authority. Administer programme performance audits. Make follow ups with directorates pertaining to the memorandum intending to conduct back-end-up audit. Identify findings during the back-end-audit processes. Provide administrative support in Project Level Monitoring. Send reminders to relevant districts about the planned Project Level Monitoring visits.

Procure accommodation in preparation for the planned Project Level Monitoring visits in the district. Prepare agenda and organise logistics. Conduct interviews with beneficiaries to verify if they are the rightful owners. Draft report on the outcomes of the Project Level Monitoring visits. Administer programme evaluations. Liaise with the Policy Development unit and identify non-compliance with policy and framework. Circulate the draft appointment letters of evaluation technical groups and steering committees for approval. Collate information in preparation for the development Terms of Reference. Conduct evaluation research. Draft evaluation report.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/115 : **COMMUNICATION OFFICER REF NO: DHS54/02/2025**
Media and Communications

SALARY : R308 154 per annum (Level 07)
CENTRE : East London
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6), B. Degree (NQF Level 7) in Public Relations/Journalism/Communication/Social Science or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and procedures, information management, government policies and prescripts, public service regularity framework, performance management. Must possess a valid driver's licence.

DUTIES : Provide audio visual communication. Record video raw footages of events. Capture high resolutions still images of events. Edit and archive photographs captured. Provide graphic designing. Provide posters, pamphlets, brochures, programs and booklets that confirms to brand manual/style guide. Provide all strategic documents and promotional material designs and layout confirms with brand manual/style guide. Provide videography and photographic services. Provide digital storage. Ensure easy to find footage and photographs archive in systems. High resolution images suitable for use of newsletters (Internal and External). Transfer images after event to social media and media. High quality standard video material suitable for broadcasting. Provide CI management for the department. Provide CI management for the department with reference to branding manual. Branding departmental cars, signage, gear promotional material and stationery. Video editing and knowledge of operating a drone/camera will be an added advantage. Portfolio of evidence of graphic designing and photographs.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/116 : **STATE ACCOUNTANT REF NO: DHS55/02/2025**
Financial Management Reporting

SALARY : R308 154 per annum (Level 07)
CENTRE : East London
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6), B. Degree (NQF level 7) in Financial Management/Auditing/Financial Accounting/Cost and Management Accounting/Commerce or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and procedures, Information management, government policies and prescripts, public service regularity framework and performance management.

DUTIES : Provide relevant information/reports from various divisions. Send reminders to relevant stakeholders. Maintain register of information/reports received. Compile financial statements in the required format. Seek approval from the relevant authority. Administer the working paper file. Collate information relate to expenditure, assets, liabilities and disclosure notes. Obtain source documents supporting expenditure that has been disclosed on the financials. Scan all documents in the working paper file. Administer the evaluation of payment vouchers. Withdraw relevant reports on BAS. Obtain the payments vouchers listed on the BAS report. Capture payment vouchers on the excel spreadsheet. Provide

administration and secretarial support services to the Director. Prepare, consolidate and submit monthly, quarterly progress reports. Receive and record incoming and outgoing correspondence. Attend to enquiries from internal and external stakeholders. Record minutes during the directorate meetings. Arrange travelling and accommodation. Monitor the attendance and leave register. Procure stationery. Records management. Make copies, scan and email documents.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/117 : **STATE ACCOUNTANT REF NO: DHS56/02/2025**
Financial Control

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: East London
: National Senior Certificate, National Diploma (NQF level 6), B. Degree (NQF level 7) in Financial Management/Internal Auditing/Financial Accounting/Cost and Management Accounting/Commerce or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and procedures, Information management, government policies and prescripts, public service regularity framework and performance management.

DUTIES : Administer clearance of PMG exception accounts. Monitor bank exception accounts. Monitor bank statement. Liaise with the bank for queries. Monitor bank balances. Administer the clearance of inter-departmental claims. Reconcile inter departmental debts. Compile and send out inter-departmental claims. Make follow up on payment and receipt of claims. Liaise with other government departments. Dispatch claims. Provide administrative support in the compilation and capturing of journals. Prepare the journal to clear the bank adjustment account on BAS input form. Capture the verified journal on BAS and submit the journal for approval on BAS. Record the filed journals. Reconcile accounts. Administer the reconciliation of monthly accounts. Prepare monthly accounts reconciliations. Submit for inclusion in the Treasury instruction note. Clear account to achieve zero balance required by Treasury. File the treasury instruction note. Records managements. File journals passed during the month. File bank statements.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/118 : **STATE ACCOUNTANT REF NO: DHS57/02/2025**
Salary Control and Management

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: East London
: National Senior Certificate, National Diploma (NQF level 6), B. Degree (NQF level 7) in Finance/Auditing/Accounting/Cost and Management Accounting/Commerce or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and procedures, Information management, government policies and prescripts, public service regularity framework and performance management.

DUTIES : Administer payment of Human Resource Management Services. Receive, verify and capture all salary related payments. Register, record and verify the completeness of housing allowances for rental and homeowners. Recover departmental debts before processing leave gratuity. Open salary files for employees and stores locked in steel cabinets. Capture S & T and fuel allowances due to employees. Reconcile employees expenditure after supplementary run dates. Receive and verify the authenticity of documentation related to appointments, contracts and promotions. Prepare compliance letters for allowances that will be processed as manual payments. File salary files for new appointments within the department. Prepare, compile and capture manual payments for former employees. Prepare, compile and capture Basic Accounting Services (BAS) payments for S & T interview claims attending and professional registration. Control adjusted cost base recall control account accounting and

adjusted cost base limit. Draw, analyse reports and investigate to check the balances on the suspense account. Prepare recall/s on the excel spreadsheet. Reconcile the ACB recalls: CA account balance and submit to circular with narrative statement before the 15th of each month. Administer settlement of interdepartmental debts and control salary reversal account. Receive and verify interdepartmental claims from PERSAL. Record all interdepartmental claims on the interdepartmental register. Reconcile interdepartmental claims. Capture all the interdepartmental claims to BAS. Send payment stubs to the claiming department. Reverse undue payments. Records management. Update excel spreadsheet after run date for filling purposes. File all documents. Archive documents as prescribed by Treasury Regulations.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/119 : **PROVISIONING ADMINISTRATION OFFICER REF NO: DHS58/02/2025**
Bid Administration

SALARY : R308 154 per annum (Level 07)
CENTRE : East London
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6), (NQF level 7) in Public Management/Public Administration/Supply Chain Management/Purchasing Management/B Admin/Social science or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of procurement procedures, bid administration processes, knowledge of human settlements policies and procedures. Sound knowledge of government policies and prescripts including Treasury Regulations, PFMA, PPPFMA 2022 and other relevant prescripts. Must possess a valid driver's licence.

DUTIES : Provide secretariat support duties to technical bid functional committees. Organise sittings of the bid functional committee meetings. Distribute agenda and minutes to members. Record proceedings of the meeting and take minutes. Administer procurement compliance documents. Compile and prepare compliance reports for bid functional committee. Verify the supplier status on central supplier database (CSD). Compile and update request for quotations (RFQ) register weekly. Upload awards on departmental website and e-procurement portal system. Administer the submission of documents to contracts management. Request returnable documents written on the appointment letter from the service providers. Submit the procurement file of all awarded bids to contract management. Provide general administrative duties. Assist with the administrative duties of the BAC (Bid Accreditation Committee). Safeguard the bid files. Receive and record contract extension from end users. Collate information as per AG/Internal Audit Request for Information (RFI). Retrieve bid files from the strong room (storeroom). Submit information to internal and external stakeholders.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/120 : **STATE ACCOUNTANT REF NO: DHS59/02/2025**
Internal Control

SALARY : R308 154 per annum (Level 07)
CENTRE : Head Office (East London)
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6), B. Degree (NQF level 7) in Finance/Auditing/Accounting/Cost and Management Accounting/Commerce or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of standards for accounting practice and ethics, general recognised accounting principles, PFMA and accompanying treasury regulations, public service regulatory framework, information management, knowledge of human settlements policies and procedures, government policies and prescripts and performance management.

DUTIES : Verify supply chain management (SCM) related transactions. Check compliance with applicable SCM prescripts. Check the correctness and completeness of

source documents. Check compliance of authorizations with delegation framework, conditions and budget availability before issuing of orders. Identify discrepancies in submitted documents and check alignment with policies and procedures. Observe the bid closing process. Report on incidents of non-compliance and irregularities. Verify and analyse the submitted payments claims. Check compliance with the delegated framework and conditions. Verify correctness and completeness of Conditional Grant, general payments and salary related claims. Identify discrepancies and facilitate corrective actions. Provide necessary guidance on applicable limits as per the departmental S&T policy. Provide support during the assessment of irregular, fruitless and wasteful expenditure. Identify, and register irregular, fruitless and wasteful expenditure. Run BAS and HSS reports required for assessment or investigation of irregular expenditure. Verify submitted fruitless and wasteful expenditure register on a monthly basis before reporting, Safeguard face value documents. Keep face value documents in strong room issue face value documents on request by users. Monitor closure of face value documents during financial year end.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/121 : **REGISTRY CLERK REF NO: DHS60/02/2025**
Administration Services
Support To the Office of the MEC

SALARY CENTRE REQUIREMENTS DUTIES : R216 417 per annum (Level 05)
: Head Office (East London)
: National Senior Certificate, NQF level 4 with no experience.
: Provide registry services, attend to clients, handle telephonic and other inquiries received, and receive and register hand-delivered mail/files. Handle incoming and outgoing correspondence, receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and closing of files according to record. Classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files, operate office machines in relation to the registry function. Undertake spot checks on posts to ensure no private post is included. Lock post in post bags for messengers to deliver to the Post Office. Open and maintain the admittance register. Record all valuable articles as prescribed in the remittance register. Hand deliver and sign remittances to Finance. Send wrong remittances back to send via registered post and record the reference number in the register. Filing and tracking internal audit resolutions and that of all oversight structures. Process documents for archiving and/or disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile a list of documents to be archived and submit to the supervisor. Keep records for achieved documents.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/122 : **ADMINISTRATIVE CLERK REF NO: DHS61/02/2025**
Anti-Corruption and Integrity Management

SALARY CENTRE REQUIREMENTS DUTIES : R216 417 per annum (Level 05)
: East London
: National Senior Certificate, NQF level 4 with no experience.
: Provide support in the implementation of the Minimum Anti-Corruption capacity requirements. Procure accommodation for capacity building sessions. Draft and print attendance registers, flyers and notices. Organise venue and confirm the number of attendees. Provide support during the conducting of preliminary investigations on reported cases of fraud and corruption. Source documents and collate information for investigations. Prepare responses acknowledgement letters and close out letters. Manage the flow of documents between the office of the Head of Department and the Unit. Attend to enquiries from internal and external

- stakeholders. Render clerical support services to the unit. Receive, record and scrutinise all incoming and outgoing correspondence. Procure accommodation and travel arrangements. Prepare attendance registers. Record minutes during meetings. Send out reminders for scheduled unit meetings. Draft memorandums for the procurement of stationery. File documents. Provide support in the administration of reported cases. Capture all the reported cases electronically. Prepare documents needed for the investigation of cases. File investigation documents. Attend to enquiries from internal and external stakeholders.
- ENQUIRIES** : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za
- POST 09/123** : **RECEPTIONIST REF NO: DHS62/02/2025**
Administrative Support Services
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Nelson Mandela Bay Metro (Gqeberha)
REQUIREMENTS : National Senior Certificate, NQF level 4 with no experience. Knowledge of computer literate, sound organisational skills, good people skills, basic written communication skills, client orientation and customer focus, good communication and telephone etiquette.
- DUTIES** : Provide receptionist duties. Receive telephonic calls, messages and channels to relevant role players. Welcome, receive and direct clients to relevant role players. Provide relevant information as required. Operate office equipment such as fax machines and photocopiers. Liaise with internal and external personnel. Maintain and control visit register at reception. Administer departmental fleet in the region. Issue of trip authority numbers. Inspection of vehicles. Check logbooks and close off on the 25th of each month. Attend transport meetings. Report faulty vehicles. Provide general admin services. Type letters or other correspondence when required. Provide assistance in admin tasks for the region. Provide general queries from the public.
- ENQUIRIES** : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za
- POST 09/124** : **ADMINISTRATIVE CLERK REF NO: DHS63/02/2025**
Housing Subsidy Systems
- SALARY** : R216 417 per annum (Level 05)
CENTRE : East London
REQUIREMENTS : National Senior Certificate, NQF level 4 with no experience.
DUTIES : Administer invoices and project claims. Receive certified claims/invoices from programs. Verify the availability of supporting documents on claims received and ensure that all the required certification is attached. Verify the availability of project budget and duration of contract on HSS. Administer claims and invoices on Housing Subsidy System (HSS). Draw status report on HSS to check if sites claimed appear on the system and beneficiaries are approved. Capture claims on Housing Subsidy System against the correct payment milestone and classification. Records management of project files. Receive fully signed contracts from Contracts Management. Update index page on project file. File all contracts received on the project file. Retrieve project files required for audit purposes. Administer non-financial data on HSS. Receive project implementation plan (PIP) spreadsheet from project management. Capture non-financial data on HSS. Inform supervisor about errors on PIP.
- ENQUIRIES** : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za
- POST 09/125** : **REGISTRY CLERK REF NO: DHS64/02/2025**
Information and Knowledge Management
- SALARY** : R216 417 per annum (Level 05)

CENTRE : East London

REQUIREMENTS : National Senior Certificate, NQF level 4 with no experience.

DUTIES : Provide registry counter services. Attend to clients. Handle telephone and other enquiries received. Receive and handle delivery mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and recording management services. Open and close files according to the record classification system. File storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain franking machine register. Frank, post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to delivery to post office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letter franked. Process documents for archiving and disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/126 : **SENIOR ACCOUNTING CLERK REF NO: DHS65/02/2025**
Rebates Office

SALARY : R216 417 per annum (Level 05)

CENTRE : East London

REQUIREMENTS : National Senior Certificate, NQF level 4 with no experience.

DUTIES : Provide support in the monitoring of tax administration. Complete and file monthly EMP201 before the seventh day of each month. Clear and capture IRP5s accumulations on PERSAL. Collate PERSAL and SARS reports for submission of Annual and Bi-Annual tax reconciliations. Attend to tax related queries. Provide support in the clearing of suspense accounts. Request BAS/PERSAL reports for monitoring of all salary rebates related suspense accounts. Submit signed reconciliations to the Financial Control unit for inclusion in the Provincial Treasury circular. File signed copy of the reconciliations. Administer the reconciliation of BAS and PERSAL expenditure reports. Collate BAS/PERSAL expenditure reports. Submit signed reconciliations to the Financial Control unit for inclusion in the Provincial Treasury circular. File signed copy of the reconciliations. Administer the deduction and distribution services. Capture applicable deductions on PERSAL as per the employees request. Distribute PERSAL reports timeously to respective financial institutions. Distribute payrolls timeously. Record and file documents.

ENQUIRIES : Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

POST 09/127 : **DRIVER/MESSENGER REF NO: DHS66/02/2025**
Support To the Office of the MEC

SALARY : R183 279 per annum (Level 04)

CENTRE : East London

REQUIREMENTS : Standard eight (8) with a valid driver's licence with a PDP. Work under pressure and difficult deadlines. Assertiveness and confidence.

DUTIES : Provide messenger services to the MEC office. Collect, distribute and control the movement of documents. Safeguard the documents to be delivered. Collect and deliver mail from and to other institutions. Maintain and update the delivery register. Handle routine and ad-hoc admin tasks relevant to the execution of the functions i.e. collect office consumables. Render driving services. Maintain accurate and up to date schedule trip sheets. Perform daily and post trip vehicle inspection. Report incidents and accidents timeously. Transport employees to their destinations.

Provide general vehicle maintenance duties. Keep the vehicle clean for trips. Inform transport officers when the vehicle is due for service or maintenance. Safeguard vehicle equipment. Sign and keep petrol slips safe. Safeguard the petrol card and the vehicle chip. Apply vehicle safety and precautionary measures.

ENQUIRIES

: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842 E-Recruitment enquiries: YolandaS@ecdhs.gov.za

OFFICE OF THE PREMIER

APPLICATIONS

: Must be submitted only via the e-Recruitment System, available at: <https://erecruitment.ecotp.gov.za/> and/or at: www.ecprov.gov.za (under Careers). The Provincial e-Recruitment System is available 24/7 and Closes at 23: 59 on the Closing Date. To report technical glitches, or for assistance regarding any system related issues, send an email with your ID Number, your profile email address, and the details of your issue to recruitment@ecotp.gov.za (NB: NOT CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fridays). Should you submit your applications/CVs to recruitment@ecotp.gov.za and not as specified, your application will be regarded as lost and will not be considered.

CLOSING DATE

: 24 March 2025. No Late/ No Faxed/ No e-mailed/ No Posted/ No Hand delivered applications will be accepted.

NOTE

: Applications must be submitted on a duly complete Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, e-Recruitment System automatically generates Z83 immediately you apply. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Under My Job Applications, the system Z83 does not reflect work experience, and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications).

OTHER POSTS

<u>POST 09/128</u>	:	<u>STATE LAW ADVISOR: LITIGATION REF NO: OTP 05/02/2025</u>
<u>SALARY</u>	:	R884 268 – R 952 605 per annum (LP 7), OSD
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). At least 5 years' appropriate post qualification litigation and advisory experience. Admission as an Attorney or Advocate. A valid driver's licence. An applicant must be able to understand public service prescripts and its applications, relevant legal prescripts to enable the management of litigation and mediation/ arbitration processes.
<u>DUTIES</u>	:	Manage all litigation in the OTP and the Province. Implement the provincial litigation management strategy: Promote a legally compliant environment in the Eastern Cape Province. Ensure compliance with the litigation management strategy by continuously advising the department accordingly. Provide opinions and advice as required by the OTP. Attend quarterly provincial legal advisors' forums. Attend State Attorney's Liaison meeting with the various State Attorney Offices in the Province. Research, source and author legal articles. Render support to Principal State Law Advisor by conducting research, and research new case law which impacts on litigation. Investigate litigious matters and advise the department on the merits and further conduct of the matter. Facilitate external mediation/arbitration processes that may include attendance of court proceedings. Maintain a register of all cases including contingent liabilities and agency fees. Report on progress of all legal matters to the Principal State Law Advisor. Research relevant legal prescripts and case law in order to provide sound opinions. Collect and monitor compliance with court orders: Obtain court orders from various high courts in the province and collate same for receipt by the Department. Ensure compliance with court orders, thereby preventing contempt of court proceedings against the OTP. Render support in identifying, managing and facilitating the investigation of litigation claims. Support the development and implementation of an investigation plan and facilitate adherence to it. Manage area of responsibility: Assist in the review of the Litigation Unit's performance and make recommendations to improve the efficiency and effectiveness. Report on the Litigation Unit's information as required by internal and external stakeholders. Co-ordinate the effective and efficient running and management of the Litigation Unit. Develop and implement service delivery improvement programmes. Develop the implementation of the Litigation Unit's Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually Ensure that performance agreements and development plans are developed and implemented in the Litigation Unit within set timeframes.
<u>ENQUIRIES</u>	:	Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
<u>NOTE</u>	:	Youth and Persons with disability are encouraged to apply.
<u>POST 09/129</u>	:	<u>DEPUTY DIRECTOR: FORENSIC INVESTIGATION REF NO: OTP 01/02/2025</u>
<u>SALARY</u>	:	R849 702 – R1 000 908 per annum (Level 11), all Inclusive package
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, NQF Level 6/7 National Diploma/ Advanced Diploma /B. Degree as recognized by SAQA in Forensic Investigations /Law/Accounting/Financial Management and Auditing; 5 to 7 years practical investigative experience, of which 3 years must be at an Assistant Director level; Certified Fraud Examiner/ICFP as an added advantage; Appropriate training in Forensic Accounting/Fraud Examination and Affiliation to the Association of Certified Fraud Examiners; Knowledge/experience of the Disciplinary Code of the Public Service; Knowledge of the PFM Act of 1999, as amended; Knowledge of the Treasury Regulations and related prescripts; Knowledge of relevant prescripts such as Criminal law, Criminal procedure Act and law of evidence, etc.; Legality and utilization of investigative techniques and equipment; Understanding of Tender Procurement processes; Departmental business processes; Leadership &

		supervisory skills; Computer literacy and Project management skills; Verbal and Written Communication Skills; Presentation skills; Interpersonal and diplomacy skills; Problem-solving and conflict management skills; Decision-making skills; Analytical thinking; Motivational and negotiation skills; Good interviewing skills; Solution orientated and ability to design ideas without direction; Ability to work under stressful situations; Must be in possession of a valid driver's license.
<u>DUTIES</u>	:	To manage, investigate and report on allegations of fraud and corruption in the Province, and to contribute to the prevention of fraud and corruption in the Province; Manage and Investigate allegations/cases of Fraud, corruption and; or financial misconduct; Evaluation of the allegations/cases and recommend investigation strategy/approach to the Director; PIM (preliminary investigation); Prepare Investigation Plan(s) for approval by the Director: PIM; Compile draft and final investigation reports for submission to the Director PIM for review & issuing to applicable levels of management; Gather comprehensive and complete evidence regarding alleged serious mismanagement of resources or unprofessional conduct; Make recommendations regarding courses of action to be considered; Referral of the alleged serious mismanagement of resources, unprofessional conduct, fraud and corruption to appropriate internal and or external authorities; Conduct, participate, and contribute to fraud awareness and ethics promotion programmes in the Province.
<u>ENQUIRIES</u>	:	Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
<u>NOTE</u>	:	Youth, Coloured male and Persons with disability are encouraged to apply.
<u>POST 09/130</u>	:	<u>DEPUTY DIRECTOR: ICT OPERATIONS MANAGER REF NO: OTP 02/02/2025</u> Re-advertisement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R849 702 - R1 000 908 per annum (Level 11), all Inclusive package Bhisho Matric with an NQF level 6/7 National Diploma/Degree as recognised by SAQA in ICT-related field. Minimum of three (3) years' experience as Assistant Director in the field ICT Service Desk Management. The industry certification, Microsoft Certified: Azure Fundamentals will be an added advantage. The certification exam will be administered to candidates considered suitable for the post before an offer of employment is made. A valid driver's licence. Key competencies: Creative Thinking, Problem Analysis, Self-Management, Team Membership, Technical Proficiency Skills: Public Service Budgeting and Financial Management; Communication and Information Management; Client Focus and Responsiveness; Managing Interpersonal Relations and Resolving Problems; Planning and Organising; ICT Service Management and/or ICT Project Management. Excellent presentation skills. Attention to detail. Excellent Communication skill (written/verbal). Expert digital literacy skills in the Microsoft 365 Fundamentals, Azure Fundamentals, and Microsoft Security, Compliance, and Identity Fundamentals. Ability to work long hours. Personal attributes: Excellence, Integrity, Responsiveness, Inclusivity, Creativity & Innovation, and Professionalism.
<u>DUTIES</u>	:	Implement and maintain ICT service agreements – align IT-enabled services and service levels with departmental needs and expectations. Publish and maintain live IT-enabled services in the service catalogues. Define and prepare service agreements based on the options in the service catalogues. Implement and maintain ICT suppliers – manage it-related services provided by all types of suppliers: Expertly utilise the SITA Transversal and non-transversal contracts and their applications in different procurement scenarios. Optimise requirements with input from SITA accredited suppliers. Formalise and manage the supplier relationship for each supplier. Manage, maintain and monitor contracts and service delivery. Implement and maintain an ICT quality management system – establish a quality management system (QMS). Focus quality management on customers – Manage the business needs and expectations for each business process, IT operational service and new solutions. Communicate customer requirements and expectations throughout the business and IT organization. Survey customer views on business process and service provisioning and IT solution delivery. Implement and maintain ICT availability and capacity – balance current and future needs for

availability, performance and capacity with cost-effective service provision: Assess availability, performance and capacity of services and resources to ensure that cost-justifiable capacity and performance are available to support business needs and deliver against SLAs. Create availability, performance and capacity baselines for future comparison. Identify important services to the enterprise, map services and resources to business processes, and identify business dependencies. Review trend analysis reports identifying any significant issues and variances, initiating actions where necessary, and ensuring that all outstanding issues are followed up. Address deviations by investigating and resolving identified availability, performance and capacity issues. Implement and maintain ICT operational process controls – continually assess, monitor, and operate the execution of the ICT operational process activities and related controls, based on departmental risk, to ensure that the processing controls are aligned with departmental service delivery needs and that information processing is valid, complete, accurate, timely, and secure (i.e., reflects legitimate and authorised business use). Manage the ICT operational roles, responsibilities, levels of authority and segregation of duties needed to support the ICT operational process objectives. Authorise access to any information assets related to ICT operational information processes, including those under the custody of the business, IT and third parties. Manage ICT operational process exceptions and errors and facilitate their correction. Include escalation of ICT operational process errors and exceptions and the execution of defined corrective actions.

ENQUIRIES : Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za

NOTE : Youth candidates are encouraged to apply.

POST 09/131 : **DEPUTY DIRECTOR: RESEARCH COORDINATION & POLICY DEVELOPMENT REF NO: OTP 03/02/2025**

SALARY CENTRE REQUIREMENTS : R849 702 – R1 000 908 per annum (Level 11), all Inclusive package
 : Bhisho
 : A National Senior Certificate. NQF Level 7 Degree or Advanced Diploma certificate in Policy Analysis or Development Studies or Public Administration or Public Management. Minimum of three (3) years' experience at an Assistant Director level in a Policy, Research and Evaluation environment. Qualification in Evaluation Studies will be an added advantage. Must be in possession of a valid driver's license. Knowledge and an in depth understanding of legislative framework that governs the Public Service, Sound knowledge of Public Finance Management Act, Government and planning framework, Sound knowledge and understanding of the Government Planning cycle (MTEF and Strategic Planning), Reporting, Monitoring and Evaluation, Governance, Innovation and Knowledge Management, Advanced knowledge of policy analysis, policy development and policy implementation and review processes. Skills: Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Managing Interpersonal, Conflict Management, Problems Solving, Planning and Organising, Decision Making, Project Management, Team Leadership, Communication (verbal & written).

DUTIES : Develop and review protocols, processes and guidelines for conducting research and policy development periodically and communicate these to stakeholders to guide effective research in the province, Support Provincial Departments to Develop and implement their Departmental Evaluation Plans. Support the Development and Implementation of the Provincial Evaluation Plan. Coordinate and Monitor the Implementation of Evaluation and Research Outcomes (Recommendations). support evidence-based policy decisions, Development and maintain a central information hub as a repository of research products for the province, Dissemination the research and Evaluation results to inform policy development, planning and service delivery improvement interventions, Support departments, district municipalities, metros and public entities on policy development processes, Coordinate and support the convening and functionality of the Research and Evaluation forum Development of the Provincial Research

agenda and plan that support evidence-based policy decisions and planning to ensure the attainment of provincial and national objectives, Coordinate implementation of the research agenda of the province, Support the management of the creation of new Research and Evaluation content and maintain existing research collections.

ENQUIRIES : Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za

NOTE : White females and Youth are encouraged to apply.

POST 09/132 : **PROJECT MANAGER: STRATEGIC SKILLS DEVELOPMENT REF NO: OTP 04/02/2025**
(12 Months fixed contract)
Re-advertisement

SALARY : R849 702 – R1 000 908 per annum (Level 11), all Inclusive package
CENTRE : Bhisho
REQUIREMENTS : Matric with an NQF Level 6/7 Degree/National Diploma as recognised by SAQA in Human Resource Development, Public Administration/Management, Development Studies, Management and Training Development, Social Science, Bachelor of Arts in Education or Project Management. Minimum of three - five (5) years in the Project Management Field and the Skills Development terrain of which three (03) years must be at an Assistant Director level in the related field. National Diploma in Occupational Directed Education Training Development Practices will be an added advantage. A valid driver's license. HRD Technical Knowledge and Skills are required: Learnerships/Apprenticeship/Skills Programmes; Sound knowledge of government policies and legislative framework of HRD, Knowledge of the theory and practice of HRD, QCTO, Public Service Act, Public Service Regulations, Skills Development Act and Levies Act, Public Finance Management Act and Treasury Regulations. Computer literate and have knowledge of working on skills development systems.

DUTIES : Support the Strategic Skill Team with expertise in Skills Project implementation of donor funded projects. Identify opportunities and take action to build strategic relationships to help achieve L&D objectives. Maintain and manage stakeholder relations. Build professional relationship through engagement and regular communication and feedback with strategic partners. Analysing the SETA sector skills plan to ensure alignment to L&D strategic programmes. Contribute to the learning and development operations plan. Develop a skills Development monitoring, evaluate and reporting framework to measure effective implementation principles. Have experience in the implementation of Learnerships and Apprenticeships. Have experience in liaising with a variety of Private Employers for the implementation of the above skills interventions. Understand and have experience in quality assurance of the above interventions. Monitor the progress of learners on Apprenticeships/Learnerships and Skills Programmes. Managed the contracts of appointed service providers. Prepare funder reports on a quarterly basis on the progress of projects.

ENQUIRIES : Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za

POST 09/133 : **DEPUTY DIRECTOR: BRANDING REF NO: OTP 06/02/2025**

SALARY : R849 702 - R1 000 908 per annum (Level 11), all Inclusive package
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate, An NQF level 6/7 National Diploma/Degree as recognised by SAQA in Marketing/ Public Relations/Communications. Minimum of three (3) years' experience at an Assistant Director level in related fields. A valid driver's licence is required. Skills: Budgeting and Financial Management; Communication and Information Management; Citizen Focus and Responsiveness; Diversity Management; Impact and Influence; Managing Interpersonal Relations and Resolving Problems; Networking; Planning and Organising; Project Management. Excellent presentation skills. Attention to detail.

Excellent Communication skill (written/ verbal). Strategic thinker and problem solver. Excellent computer literacy (MS Word, Excel, PowerPoint, web and email packages). Knowledge: Expert knowledge of the interpretation and application of Corporate Identity and Branding principles. Understanding of Government Relations, Corporate Communication and Stakeholder engagement. An understanding of communication strategies, coupled with the branding and corporate identity deliverables thereof. Ability to develop branding and exhibition plans, with costing and timelines. Ability to travel across the province and work long hours.

DUTIES : Implement the provincial branding strategy: Manage the development and implementation of the provincial branding strategy; Implement the branding strategy and policy to appeal to various targets. Implement publicity and awareness campaigns to profile the Eastern Cape provincial government as a brand.; Implement branding strategy to position EC Province as a preferred destination for trade, investment, and tourism. Implement creative branding campaign to strengthen brand eastern cape national and internationally. Implement the branding protocols and the supply branding materials to all provincial and special programs: Develop and implement the branding protocols; Develop and manage implementation of branding and exhibition plans for departmental, provincial events and national events executed in the province, including co-branding guidelines. Identify structures, platforms, and partnerships to effectively communicate the programmes of government: Identify branding opportunities to profile Eastern Cape Province and Eastern Cape Provincial Government. Profile the work of government, through presenting a credible and professional image of the provincial government at exhibitions. Implement measures to evaluate the marketing and branding strategy impact to the brand equity. Support provincial departments and municipalities in communicating the vision and policies of government to the public: Guide Departments on the Marketing and Branding of the Provincial Government and Brand EC. Monitor application of the corporate identity of Provincial Government. Stay abreast of changes in the environment and implement adjusted branding strategy. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Lead and manage the staff and operations of the Branding sub directorate, reporting to the Director: Public Relations, Marketing and Branding.

ENQUIRIES : Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za

NOTE : (Coloured females and Persons with disability are encouraged to apply)

POST 09/134 : **ASSISTANT DIRECTOR: SYSTEMS/ APPLICATIONS DEVELOPMENT REF NO: OTP 07/02/2025**

SALARY : R444 036 - R532 602 per annum (Level 09)

CENTRE : Bhisho

REQUIREMENTS : National Senior Certificate, NQF Level 6/7- Diploma/ Degree/ or Advanced Diploma in ICT (Informatics or Computer Science) with a minimum of three (03) years of experience as System Developer /Database Administrator at salary level 7/8. A valid driver's license. Knowledge: knowledge of IT Risk Management, Algorithms, data structures, operating systems and databases, understanding of the user requirement process, understanding of various tools and techniques in identifying functional requirements of software, Software development process and its technologies, design and develop test plans and software simulator to facilitate different levels of testing, Understanding of design techniques, tools, and principals involved in production of precision technical plans, blueprints, drawings, and models and Understand the requirements for verification and validation of design documentations; verify and validate. Skills: ASP.Net - C#, Microsoft SQL, Microsoft Azure, Microsoft SharePoint Online, ITIL, Microsoft Power Platform, Project Management principles, SDLC Methodologies, Knowledge of DevOps, Excellent Logical and Analytical Skills, Quality Assurance, Mobile Application Development and Integrating AI to Application Development and Databases.

<u>DUTIES</u>	:	Development of provincial systems/applications and databases (including websites, intranet, and extranet) in line with provincial branding and departmental needs. Provide database support to Office of the Premier and provincial government departments. Create, test, maintain and monitor database security features including database restore, login accounts settings, security updates, remote access settings, database audit settings, automate safe access, encryption, user management and more. Troubleshoot database related incidents. Generate database related scripts and reports. Design and share database technical designs. Migrate databases to newer and recommended technologies. Assist in development of mobile applications. Assist in enhancement of existing systems and applications. Collaborate with systems integration teams and stakeholders. Assist in securing, testing and deploying developed systems/applications. Assist other departments in systems/application development and hosting. Assist in rendering training and awareness sessions to all the provincial departments. Integrate developed systems and databases to produce one reporting dashboard.
<u>ENQUIRIES</u>	:	Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
<u>NOTE</u>	:	Coloured females, Youth and Persons with Disability are encouraged to apply.
<u>POST 09/135</u>	:	<u>ASSISTANT DIRECTOR: STRATEGIC PLANNING, PERFORMANCE MONITORING AND EVALUATION REF NO: OTP 08/02/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 - R532 602 per annum (Level 09) Bhisho National Senior Certificate, NQF Level 6/7- Diploma/ Degree/ or Advanced Diploma in Social Sciences or Public Administration. Three (03) years of experience in strategic planning or performance monitoring and evaluation / reporting environment at salary level 7/8. A valid driver's license. Knowledge: knowledge of strategy development, strategy management and strategy monitoring and review processes, Knowledge of legislative framework and government procedures on public finance, human resources management and supply chain management.
<u>DUTIES</u>	:	Assist in the co-ordination of strategic and operational planning processes of the Department. Support the implementation of the annual performance planning process; Assist in the collection of inputs leading to the development of strategic documents and reports. Validate programme performance reports and PoE's. Provide feedback to programmes on the quality of submissions, reports and/or plans. Organise, store and maintain a database of all POE's and support the process of Performance Audit/s. Capture performance information and reports on the eQPRS system, as well as publish OTP strategic documents. Assist in the administrative work of the directorate.
<u>ENQUIRIES</u>	:	Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
<u>NOTE</u>	:	White males and Youth are encouraged to apply.
<u>POST 09/136</u>	:	<u>ASSISTANT DIRECTOR: M&E DATA SYSTEMS REF NO: OTP 09/02/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 - R532 602 per annum (Level 09) Bhisho National Senior Certificate with an NQF Level 6/7 qualification recognised by SAQA or National Diploma in Public Administration/Social Sciences/Development Studies. A postgraduate qualification in Monitoring and Evaluation and or membership of SAMEA would be an added advantage. 3 years' relevant training and work experience in monitoring and evaluation. A valid driver's licence. Knowledge and experience of working with data evaluation systems. Understanding of Government planning processes and cycle. Good coordination and planning skills. Knowledge of relevant legislation. National Treasury regulations, planning guidelines and framework for managing performance information. Good communication (verbal and written) skills; Analytical skills, good interpersonal skills, Project management. Problem solving and ability to work

		independently with limited supervision; People management skills and computer literacy.
<u>DUTIES</u>	:	Provide overall performance monitoring and analysis support and perform the following functions: -Facilitate submission of quarterly Branch performance reports and supporting evidence. Analyse reports against planned targets. Developed quarterly dashboards to provide feedback to Management. Verify submitted evidence against reported progress for reliability, relevance and accuracy. Capturing and updating of data on the monitoring and evaluation. Make follow-up with provincial departments on outstanding and/or insufficient evidence for reported progress. Facilitate the consolidation and submission of quarterly performance reports. Provide support during audits of performance information; Participate and provide support to other activities of the Directorate.
<u>ENQUIRIES</u>	:	Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
<u>NOTE</u>	:	White females and Youth are encouraged to apply.
<u>POST 09/137</u>	:	<u>ASSISTANT DIRECTOR: SERVICE DELIVERY COORDINATION REF NO: OTP 10/02/2025 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 - R532 602 per annum (Level 09)
	:	Bhisho
	:	National Senior Certificate with an NQF Level 6/7 Diploma/ Degree or Advanced Diploma qualification as recognised by SAQA in Social Sciences or Public Administration with a minimum of three (3) years' experience in performance monitoring and evaluation reporting environment at salary level 7/8. A valid driver's licence. Knowledge of strategy development, management, and monitoring, modern systems of governance and administration, legislative framework and government procedures on public finance, human resource management and transformation and Governance planning framework. Skills: Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management and Citizen Focus and Responsiveness.
<u>DUTIES</u>	:	Provide support in monitoring and verifying the implementation of Provincial Priority Service delivery programmes: Support the verification of project delivery in government departments and municipalities. Render assistance in monitoring the implementation of commitments made during SOPA, SONA and Public participation programmes. Develop project reports for presentation in IGR structures for advice and action recommendations. Support the facilitation of the strengthening of institutions for improved service delivery: Facilitate the provision of feedback to management on identified delivery Facilitate the implementation of improvement plans developed by institutions as informed by MPAT and FSD findings and Monitor progress. Conduct assessment of the functionality of war rooms. Provide feedback on issues resolved by war rooms in appropriate IGR war rooms. Facilitate the resolution of service delivery complaints: Investigate stakeholders' concerns and make referrals, prepare service delivery reports, Escalate long standing unresolved issues to provincial management and other relevant stakeholders.
<u>ENQUIRIES</u>	:	Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
<u>NOTE</u>	:	(Youth candidates are encouraged to apply)
<u>POST 09/138</u>	:	<u>GIS ANALYST REF NO: OTP 11/02/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 - R532 602 per annum (Level 09)
	:	Bhisho
	:	Matric with an NQF Level 6/7 qualification recognised by SAQA (Degree or Advanced Diploma) in GISc or equivalent qualification. Compulsory Registration to PLATO/SAGC as a GIS Technologist; valid driver's licence. Minimum of three years post-qualification experience in corporate GIS Technology work environment. Knowledge Required: Advance knowledge in designing and developing spatial

information applications - running on Windows/ SQL Server and Linux / PostgreSQL environment. Knowledge of GIS data management issues. Understand relevant spatial information legislation, i.e. SDI Act, NSIF policies, etc. Knowledge of the internal policies regarding all sections/departments. Key Competencies: Applied Strategic Thinking, Communication and Information Management, Customer Focus and Responsiveness, Networking and Building Bonds, Project Management, Problem Solving and Decision Making and Team Leadership.

DUTIES : Design, plan and perform GIS analyses to address the strategic objectives of the provincial departments. Assist with Developing spatial information applications according to the policies and procedures of OTP. Assist with Developing relevant spatial models according to stakeholder requirements. Facilitate the collection and capturing of spatial data from various formats and sources. Ensure the publishing of metadata onto the OTP website. Assist with coordinating the design, development and creation of geospatial Web Applications. Assist with conducting spatial analysis and visualisation of data to meet the stated requirement and specifications. Manage and implement processes and procedures in terms of aerial and satellite images. Facilitate the implementation of GIS to maximise the availability of information according to stakeholder requirements. Perform system audits and conduct needs analysis in terms of GISc Technology requirements. Assist with the Development and implementation of project plans, according to the operational and project requirements to ensure delivery within the agreed timelines. Assist with Drafting Terms of Reference for GIS projects to ensure the parties involved share and accomplish a common goal. Continuously monitor trends and developments in GIS to recommend appropriate interventions. Research and investigate the feasibility of the latest GIS technologies. Recommend and compile appropriate plans to respond to the research problem. Assist in Developing innovative methods/technologies for solving spatial data problems. Assist with Research and implementing latest GIS standards. Assist with Develop training manuals for end users on skills regarding innovative GISc Technology. Assist with managing and implementing knowledge sharing initiatives e.g. short-term assignments within and across operations, in support of individual development plans, operational requirements and return on investment.

ENQUIRIES : Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za

POST 09/139 : **ASSISTANT DIRECTOR: ICT USER SUPPORT TRAINER REF NO: OTP 12/02/2025**

SALARY : R444 036 - R532 602 per annum (Level 09)
CENTRE : Bhishe
REQUIREMENTS : National Senior Certificate NQF Level 6/7 as recognised by SAQA in an IT-related field with a minimum of five (05) years professional experience of which a minimum of least three (3) years professional experience in an ICT user support and/or ICT learning delivery focused role. The industry certification, Microsoft Office Specialist: Expert (Office 2019); and/or Microsoft 365 Certified: Fundamentals will be an added advantage. The one of the two certification's exam will be administered to candidates considered suitable for the post before an offer of employment is made. A valid driver's license. Knowledge of IT systems and support, Budget Processes, Policy Development and Management, Public Finance and ICT procurement processes. Skills: Project Management, People Management, Planning and execution, Interpersonal Relations, Analytical thinking, Good communication skills and computer literate.

DUTIES : Research, plan and develop digital literacy training framework – Research Digital Literacy Training (DLT) course content information to establish a baseline. Assess learner's current skill level and compare results with course prerequisites. Assess organizational needs for learning outcomes. Analyze results of needs assessment of the learner in relation to learning objectives. Modify learning materials to meet specific needs of organization, learner, situation, or delivery tools without compromising original course design. Methods and media for instructional delivery – Use delivery methods including media/tools as intended for the course and adapt

them to meet learning objectives and a variety of learning styles. Organize and introduce content in a variety of ways (for example, compare, steps in a process, advantages, and disadvantages). Identify and implement learning activities that are relevant to the course objectives and monitor learner comfort level during participatory activities. Stimulate interest and enhance learner understanding through appropriate examples, demonstrations, media clips, slides, anecdotes, stories, analogies, and humor. Use activities that allow learners to contribute to the discussion and review and apply content at appropriate intervals. Instructor credibility and communications – Provide and elicit from learner's practical examples of how knowledge and skills will transfer to their workplaces. Explain and clarify content points through inflection, emphasis, and pauses. Ensuring verbal and non-verbal communication is free of bias (for example, sexual, racial, religious, cultural, and age) and employ purposeful pointers, body language and/or vocal intonation to enhance learning and call attention to critical points. Evaluate the training events – Monitor learner progress, administer appropriate assessments, assess learner knowledge, evaluate learning objectives, and reinforce learning objectives. Monitor learner progress during training, develop, select, and administer appropriate assessments that follow recognized and accepted measurement principles. Gather objective and subjective information that demonstrates learner knowledge acquisition and skill transfer. Prepare a report documenting end-of-course information and submit reports to customers and/ Departmental units in accordance with requests. Administrate ICT training requirements – Annually review the Departmental ICT (DICT) staff skills gap analysis. Conduct and facilitate the ICT training procurement process where necessary. Control daily attendance registers and submit these to the relevant manager with relevant feedback. Keep a list of Frequently Asked Questions (FAQ's) to feedback to main project. Identify and register requests or suggestions regarding training and give feedback through the relevant manager.

ENQUIRIES : Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za

NOTE : White males, Youth and Persons with disability are encouraged to apply.

POST 09/140 : **ASSISTANT DIRECTOR: RISK & SCM PERFORMANCE REF NO: OTP 13/02/2025**

SALARY : R444 036 - R532 602 per annum (Level 09)

CENTRE : Bhisho

REQUIREMENTS : National Senior Certificate, An NQF level 7 B. Degree/Advanced Diploma as recognised by SAQA in Supply Chain Management/ Logistic Management/ Public Administration/Public Management / Commerce/ Business Management / Accounting/Auditing with at least three (3) years' experience at SL 7/8 in Supply Chain Management (Demand and Acquisition). A valid driver's license. Knowledge and skills: Knowledge of Supply Chain Management Demand and Acquisition management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts. Knowledge of office procedure and Bid Administration Decision making, Background in procurement or competencies in administration of bids, Computer skills, Problem solving, Writing skills, Creativity, Ability to engage with service providers with matters related to acquisition of goods or services, Highly motivated, Good understanding of acquisition/ demand management processes, ability to work under pressure.

DUTIES : Render support in ensuring optimum compliance within SCM unit: Assist in monitoring compliance with SCM policies and procedures within the department. Assist in monitoring and evaluation supplier performance in relation to contractual obligations. Assist in monitoring and evaluating SCM performance in respect of compliance to all SCM elements. Assist in monitoring the adherence to the prescribed code of conduct by the SCM practitioner and report any contraventions. Render support in ensuring compliance assessment report writing. Ensure accuracy of information on the compliance Assessment Report. Submit a detailed report to the Deputy Director for review. Facilitate implementation of risk management interventions of SCM unit: Identify and evaluate risks within SCM unit. Assist with audit coordination for SCMU during Internal audits and external audits

		(AG). records all SCMU related complaints on the complaints register. Investigate complaints and report to complainant. Assist with the monitoring and evaluation of bid processes with the department.
<u>ENQUIRIES</u>	:	Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
<u>NOTE</u>	:	Youth and coloured males are encouraged to apply.
<u>POST 09/141</u>	:	<u>USER SUPPORT TECHNICIAN: PROVINCIAL ICT REF NO: OTP 14/02/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R308 154 – R362 994 per annum (Level 07)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, An NQF Level 6 Diploma as recognized by SAQA in Computer Science, Information Systems, Software Development. A minimum of 1-2 years' appropriate experience in System Training and Help desk support. Knowledge: Knowledge of ITIL (information technology infrastructure library) (basic) and Knowledge of computer networks (basic). Skills: Project Management principles, SDLC Methodologies, Excellent Logical and Analytical Skills, Quality Assurance, Verbal, and written communication skills.
<u>DUTIES</u>	:	Provide user support and resolution of calls logged by departments in Provincial Service Desk. Ensure user queries or issues are recorded, validated, and resolved. Escalate unresolved problems to a higher level of support, as and when required. Monitor issues logged from start to resolution and advise users on appropriate course of action. Facilitate change management in rollout of e-government system to ensure adoption of new systems. Conduct training on transversal systems. Analyse incident logs to identify common trends and underlying problems. Performs postimplementation assessment of transversal systems to identify areas of improvement.
<u>ENQUIRIES</u>	:	Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
<u>NOTE</u>	:	Whites, Indians, Youth and Persons with Disabilities are encouraged apply.
<u>POST 09/142</u>	:	<u>PERSONAL ASSISTANT TO THE DIRECTOR -GENERAL REF NO: OTP 15/02/2025</u>
<u>SALARY</u>	:	R308 154 – R362 994 per annum (Level 07)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, NQF Level 6 as recognised by SAQA in Office Management/ Office Support qualification with a minimum of 3-5 years' experience in a similar role in the office of an Executive Manager would be an added advantage. Knowledge: Good Understanding of Government Operations, basic knowledge of Financial and Human Resource processes. Skills: Good communication skills, Computer Skills and Telephone etiquette.
<u>DUTIES</u>	:	Provide a secretarial/ Receptionist Support to the Director- General, Render Administrative Support Services, Provide Support to the Director -General regarding meetings, Support the Director-General with the Administration of the budget, Manage the allocated resources of the unit in line with Legislative and Departmental Policy Directives and comply with Corporate Governance and Planning Imperatives.
<u>ENQUIRIES</u>	:	Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
<u>NOTE</u>	:	Youth, white females are encouraged to apply.
<u>POST 09/143</u>	:	<u>PERSONAL ASSISTANT TO CHIEF FINANCIAL OFFICER REF NO: OTP 16/02/2025</u>
<u>SALARY</u>	:	R308 154 – R362 994 per annum (Level 07)
<u>CENTRE</u>	:	Bhisho

<u>REQUIREMENTS</u>	:	National Senior Certificate with NQF 6/7 as recognised by SAQA – Diploma / Degree in Financial Management / Public Finance / Finance Accounting / Administration or any other related field with minimum 3 years' experience in relevant area. Understanding and application of the Public Finance Management Act, National Treasury Regulations, Public Service Regulations, National Treasury Practice Notes, Provincial MTEF guidelines, Budget Circulars and Departmental Budget Policies and other relevant acts, policies and regulations.
<u>DUTIES</u>	:	Provides a Secretarial/Receptionist support service to the CFO: Receive telephone calls in an environment where, in addition to the calls for the CFO, discretion is required to decide to whom the call should be forwarded. Perform advanced typing work, utilize discretion to decide whether to accept/decline or refer to other employees' requests for meetings, Coordinate with and sensitizes/advises the manager regarding engagements, Compile realistic schedules of appointments. Renders administrative support services: Ensure the effective flow of information and documents to and from the office of the CFO, Ensure the safekeeping of all documentation in the office of the CFO in line with relevant legislation and policies, Obtain inputs, collates and compiles reports, e.g.: Progress reports, Monthly reports, Management reports, Respond to enquiries received from internal and external stakeholders, Draft documents as required, File documents for the manager and the unit where required, Collect, analyse and collate information requested by the CFO, Ensure that travel arrangements are well coordinated, Prioritise issues in the office of the CFO, Manage the leave register, Handle the procurement of standard items like stationary, refreshments etc for the activities of the CFO, Obtain the necessary signatures on documents. Provides support to CFO regarding meetings: Collect and compile all necessary documents for the CFO's meetings and distribute to relevant stakeholders, Record minutes/decisions and communicates to relevant role players, follow-up on progress made, coordinate logistical arrangements for meetings when required. Supports the CFO with the administration of the Unit's budget: Keep record of expenditure commitments, monitors expenditure and alerts CFO of possible over- and under spending., Check and correlate BAS/LOGIS reports to ensure that expenditure is allocated correctly, Identify the need to move funds between items, consults with the CFO and compiles draft memos for this purpose.
<u>ENQUIRIES</u>	:	Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
<u>NOTE</u>	:	Youth candidates are encouraged to apply.
<u>POST 09/144</u>	:	<u>PROTOCOL OFFICER REF NO: OTP 17/02/2025</u>
<u>SALARY</u>	:	R308 157 – R 362 994 per annum (Level 07)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, NQF Level 6 as recognised by SAQA in studies relating to Public Relations and Protocol Services with a minimum of 1-2 years' relevant experience in a similar role. Knowledge: Knowledge of legislative framework that governs the Public Service, Security Standards and interpretation and understanding of Service level Agreements and contracts. Skills: Communication skills: Verbal, written, presentation (basic), Interpretation and understanding of Service Level Agreements (SLA) and contracts (intermediate).
<u>DUTIES</u>	:	Provide protocol services to state functions and events: Establish necessary procedures for receiving VIPs during an event. Render protocol services to Presidency, Ministers, Deputy Ministers, Premier, Members of the Executive Council, Executive Mayors of District Municipalities and Metros, Kings/Queens and Other Stakeholders, Coordinate briefing sessions for Principals. Provide advisory and consulting services related to protocol matters: Hanging of Official Photographs, Placement of National Symbols, Ensure that Order of Precedence is adhered to when crafting a programme, Ensure that Rubrics is adhered to when crafting Seating Plan. Participate in planning of events: Participate in plenary meetings, Develop protocol plan which entails the following: Application to host the event, Invitations and guest list, Programme, Holding rooms, Seating Plan, Accreditation and categories, Venue of the meeting, Floor plan, National Symbols, Ushering, Media Schedule, Sign Language Interpreters, Develop Order of

		Proceedings for Principals during events, Maintain Provincial Guest List. Provide support in the preparations for protocol training in provincial departments district municipalities and other stakeholders: Assist in the coordination processes of the Protocol Forum, Assist in the preparations for Protocol Training, Develop presentations for Protocol Training.
<u>ENQUIRIES</u>	:	Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
<u>NOTE</u>	:	(Coloured males, Youth and persons with disability are encouraged to apply)
<u>POST 09/145</u>	:	<u>REGISTRY CLERK: RECORDS MANAGEMENT REF NO: OTP 18/02/2025</u> Re-advertisement
<u>SALARY</u>	:	R216 417- R254 928 per annum (Level 05)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior certificate with no work experience, Experience in Records Management/Tertiary education will be an added advantage. Basic knowledge of administrative process. Good communication (verbal and written) and report writing skills. Computer literacy. Computer Certificate will be an added advantage. Knowledge and Skills: Good communication and interpersonal skills. Knowledge of provincial Archives Act. Knowledge of Batho Pele Principle. Practical knowledge of disposal records.
<u>DUTIES</u>	:	Provide registry services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record. Classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to registry function. Open and Maintain Franking Register. Frank post, record money, and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in post bags for messengers to deliver to Post Office. Open and maintain admittance register. Record all valuable articles as prescribed in the remittance register. Hand Deliver and sign remittances to Finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. Process documents for archiving and/ disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents. Conducting and inspection of all HR correspondence, Verification of folio numbers. Auditing of check list on personal files and leave files. Indexing of documents, Monitoring of compliance with auditor Generals check list and Verification of indexing and files.
<u>ENQUIRIES</u>	:	Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
<u>NOTE</u>	:	Youth encouraged to apply.
<u>POST 09/146</u>	:	<u>CALL CENTRE OPERATOR REF NO: OTP 19/02/2025</u>
<u>SALARY</u>	:	R216 417 – R254 928 per annum (Level 05)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate with no work experience. Experience in ICT technical support environment with post qualification (NQF 6) in Information Technology (IT) will be an added advantage. Knowledge: ICT knowledge in terms of networking infrastructure and software, PFMA and Public Service Act and Regulations. Knowledge of Batho Pele Principles. Skills: Possess the ability to apply IT technical and professional skills in situations; accepts responsibility of tasks, works independently to produce good quality work. Individual must be a team player, show flexibility and reliability with good interpersonal relations. The position requires good verbal and written communication skills.

- DUTIES** : Responsibility for providing ICT technical service support through the Provincial ICT Infrastructure unit. Assist the management team of the ICT Infrastructure unit by rendering effective first line technical support request receiver on networking services. Provide support to the PICT network engineers in terms of networking challenges that occur at Provincial sites. Conduct follow-ups on quality and satisfaction levels with existing ICT Networking services. Remain high during implementation of major new ICT services and initiatives. Assist the Network Engineers in the logging of user support calls to allocate IT technical staff for follow-ups. Compile reports on ICT support services rendered for the ICT Manager. Provide support in the ICT networking Assets verification process. Provide functional and operational support on departmental computer systems. Ensure effective flow of information and documents to and from the Departmental ICT office. Ensure safekeeping of all documentation in the office in- line with the legislation and policies. Provide functional support to the Infrastructure Operations office by assisting the Broadband Project Manager to compile budgets/projections unit to comply with the project agreements and the PMFA. Assist the manager in monitoring the WAN services and Broadband expenditure and implementation of the procurement plans. Render general administrative support to the unit by collecting and collating information as requested by the senior manager.
- ENQUIRIES** : Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
- NOTE** : African females, youth and persons with disabilities are encouraged to apply.
- POST 09/147** : **GENERAL ASSISTANT SUPERVISOR REF NO: OTP 20/02/2025**
- SALARY** : R183 279 – R215 892.per annum (Level 04)
CENTRE : Bhisho
REQUIREMENTS : A qualification at NQF Level 04 as recognized by SAQA. No experience needed. Core and Process Competencies: Working procedures in respect of working environment and equipment operation. Knowledge: Cleaning methodology, equipment usage, consumables, general hygiene materials and basic OHS will be required for job performance. Skills: Time Management, Problem solving, Hygiene cleaning, Strong teamwork, interpersonal and basic literacy.
- DUTIES** : Performing cleaning supervisory services to include the following; Design and Implement weekly schedule/roster for the cleaning of facilities. Allocating designated areas to each team member and rotate were necessary to mitigate against business/service interruption. Ensure the cleanliness of offices and floors daily by sweeping, mopping and where necessary polishing and/or buffing systematically to allow employees to pass freely. Ensure that warning signs are placed during cleaning times. Ensure that office dustbins are emptied and waste dispose daily in the refuse bin for collection. Inspect and report all defects in the offices to the maintenance officer. Ensure periodical cleaning of windows on the inside at least quarterly on a rotational basis. Ensure that the team wears uniform /protective clothes daily and has sufficient cleaning materials/equipment. Facilitate the allocation and preparation of office cleaning material and cutlery, tea, water for meetings/trainings. Maintain a high standard of cleanliness and hygiene within the office. Ensure team performance by conducting monthly and quarterly performance reviews for subordinates.
- ENQUIRIES** : Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
- NOTE** : African males are encouraged to apply.
- POST 09/148** : **GENERAL ASSISTANT REF NO: OTP 21/02/2025**
- SALARY** : R131 265 – R154 626.per annum (Level 02)
CENTRE : Bhisho
REQUIREMENTS : ABET level 4 or NQF level 1/2 qualification, no experience needed. Knowledge: Knowledge of cleaning materials will be required for the job properly, Knowledge on the utilization of cleaning material and knowledge on health and safety. Skills:

time Management skills, Problem solving skills, cleaning skills and strong teamwork and interpersonal skills.

DUTIES

: To perform General Assistant work; Load and offload furniture, equipment and any other goods to relevant destination, execute cleaning services according to departmental policy and procedure and standardized cleaning practices, Clean relevant workstation as assigned by supervisors and assist to move all materials from offices and passages to storage areas. Maintain premises and surroundings clean premises and vacuum specified areas as per supervisor's requests and surroundings and Empty dirt bins and remove refuse from premises. Maintain equipment and tools; Store and safekeep all maintenance equipment and tools, Detect and report malfunctioning of all maintenance equipment and tools and Keep availability and efficient use of all maintenance equipment and tools by checking stock to determine inventory levels.

ENQUIRIES

: Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za

NOTE

: African females and youth are encouraged to apply.

PROVINCIAL TREASURY

APPLICATIONS

: Applicants must strictly apply using only the provincial eRecruitment system which is available on www.ecprov.gov.za, or <https://www.ecprov.gov.za> or <https://erecruitment.ecotp.gov.za/>. The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – NO CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/ CV to: erecruitmentenquiries@ectreasury.gov.za .and not as specified, your application will be regarded as lost and not be considered. Refer all application related enquiries to the specified contact person. For Attention: Ms T. Nkonyile

CLOSING DATE

: 24 March 2025

NOTE

: Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be

well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). Targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In Terms of DPSA Directive on Compulsory Capacity Development, Mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment. Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications received after closing date will not be considered.

MANAGEMENT ECHELON

- POST 09/149** : **DIRECTOR: OD & CHANGE MANAGEMENT REF NO: PT 01/02/2025**
 Purpose: To manage Organisational Development and Change Management programmes in the Department.
- SALARY CENTRE REQUIREMENTS** : R1 216 824 per annum (Level 13), (all-inclusive)
 : Bhisho
 : A Degree (NQF level 7 as recognised by SAQA) in Public Administration/Public Management/ Industrial Psychology / Social Science/Production Management/Operation Management/Management Services, coupled A Degree (NQF level 7 as recognised by SAQA) in Public Administration/Public Management/ Industrial Psychology / Social Science/Production Management/Operation Management/Management Services, coupled with Minimum of 5 years' work experience at a middle/senior managerial level. Nyukela Certificate (certificate for entry into the senior management service from the National School of Government). Nyukela Certificate (certificate for entry into the senior management service from the National School of Government). Skills And Competencies: In-depth knowledge of the legislative framework that governs the Public Service, Sound knowledge of OD, HR Management prescripts and legislations change Management principles, methodologies and tools. Strategic Capability and Leadership, Project and Programme Management, Financial Management, Change Management. People Management and Empowerment Information Management. Continuous Improvement, Managing Interpersonal. Conflict Management. Problems Solving. Planning and Organising, Decision Making. Communication (verbal & written).
- DUTIES** : Manage The Facilitation of Organisational Development and The Implementation Thereof. Ensure the management, development, facilitation and review of the service delivery model. Manage the development, facilitation and implementation of OD interventions. Ensure organisational review and redesign processes is in line with prescribed prescripts. Ensure organisational structure is aligned with departmental strategy and service delivery model. Ensure Job Evaluation is conducted in the department. Ensure workload analysis (determine post provisioning norms) is identified. Manage and ensure business process improvement initiatives is conducted. Ensure mapping and work method improvement and standard operating procedures is developed. Ensure organisational functionality assessments of department's internal systems and processes is conducted. Ensure The Development Of Change Management Interventions In The Department. Develop change management framework, methods and the implementation. Evaluate the impact and effectiveness of change management framework. Develop and facilitate the implementation of change management policies and strategies. Compile management reports through interacting with relevant stakeholders and the implementation of organisational development interventions. Facilitate the executive decision making on the change agenda of the department. Establish change management structure and build the capacity of designated change agents. Manage and lead training of change agents within the department. Manage Change Management Interventions. Engage the

line and executive managers on change strategies and facilitate the executive decision making on the change agenda of the department. Manage and lead the training of change agents within the department. Ensure development of capacity to deliver change management internal consulting services by HR Practitioners. Manage and Coordinate the Implementation of Transformation Programmes. Ensure the development of transformation policies, programmes and strategies and ensure monitoring of implementation thereof. Oversee coordination and provide guidance & support on the implementation of transformation programmes and activities. Ensure development of coherence service standards and service delivery improvement plans. Facilitate and coordinate the implementation of service delivery improvement programmes and interventions (Batho Pele Programmes e.g. community and coalface engagements, public service week/month/day, service delivery awards, service delivery improvement deployments and unannounced visits). Manage development and provision of Service Charter and Service Standards Services. Design and implement change management initiatives (culture, behaviour, systems and organisational climate assessment). Manage customer relations and frontline improvement services. Manage Area of Responsibility. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously, Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates. Implement Manage Risk, Finance and Supply-Chain Management Protocols And Prescripts In Area Of Responsibility. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts, Ensure the Unit's assets are managed, maintained and kept safely, Weigh up financial implications of propositions and align expenditure to cash flow projections.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092 For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No CVS).

NOTE : EE Target: Coloured Female / African Male

OTHER POSTS

POST 09/150 : **DEPUTY DIRECTOR: MUNICIPAL FINANCIAL RECOVERY SERVICES REF NO: PT 02/02/2025**

Purpose: To manage and monitor Financial Recovery Services to financially distressed municipalities.

SALARY : R849 702 per annum (Level 11), (all-inclusive)

CENTRE : Bhisho

REQUIREMENTS : A Degree (NQF level 7 as recognised by SAQA) in Public Finance / Business Economics / Accounting / Economics coupled with Minimum of 5 years' relevant work experience of which 3 years should be at an Assistant Director Level. Previous experience in monitoring or working in municipal environment is essential. Skills And Competencies: In-depth understanding of legislative framework that governs the municipalities, Supply Chain Management policies and practices, Risk Management policies and practices. Asset Management policies and practices, Departmental policies and procedures, Financial ratios and their interpretation, Understanding of local government financial regulatory framework, Proven knowledge on local government legislation, Knowledge of Policy analysis and developments, Monitoring systems and processes, Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Planning and organising, Project Management, Technical report

writing, Negotiation and facilitation, Knowledge Management, Information Management Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication (verbal & written), Computer Literacy, Extensive strategic planning.

DUTIES

: Manage The Implementation of Municipal Financial Recovery Services: Assist in the preparation of the Financial Recovery Plans and monitoring thereof. Monitor submission of monthly reports and conduct review of progress reported. Assist with solving any implementation and reporting issues. Proactively promote and enforce 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 mandate in respect of local government monitoring, oversight, and intervention duties. Support Municipalities with Their FRP's and Interventions: Provide hands-on support to 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 and National Treasury and provide advice to the municipalities continuously. Ensure that FRP's are regularly reviewed and updated. Simplify the current dashboards to monitor progress in the implementation of the Financial Recovery Plan. Promote Compliance by Municipalities On All Intervention Processes: Ensure timely submission of reports. Assess the performance of municipalities to determine the triggers to intervention and the mode of intervention in municipalities. 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 report on findings. Manage Area of Responsibility: Expend networks and collaborative effort with other role players in the province/district toward promoting effective planning and implementation of Financial Recovery Plans. Prepare management reports on the status of FRP implementation in municipalities. 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 T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No CVs).

NOTE

: EE Target: African Male / White Male / Female

POST 09/151

: **DEPUTY DIRECTOR: MUNICIPAL ACCOUNTING, REPORTING, FINANCIAL ASSETS AND CAPACITY MANAGEMENT AND DEVELOPMENT REF NO: PT 03/02/2025**

Purpose: To monitor compliance with financial management and annual reporting framework

SALARY

: R849 702 per annum (Level 11), (all-inclusive)

CENTRE

: Bhisho

REQUIREMENTS

: A Degree (NQF level 7 as recognised by SAQA) in Finance / Accounting / Commerce / Economics coupled with Minimum of 5 years' work experience in Economic / Finance environment of which 3 years should be at an Assistant Director Level. Previous experience in monitoring or working in municipal environment is essential. Skills And Competencies: In-depth understanding of legislative framework that governs the Public Service, Supply Chain Management policies and practices, Risk Management policies and practices, Asset Management policies and practices, Departmental policies and procedures, Understanding local government budgeting, monitoring and reporting system, Understanding of local government financial regulatory framework, Proven knowledge on local government legislation, Knowledge of Policy analysis and developments, Monitoring systems and processes, Economic and business models, GRAP, Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Planning and organising,

DUTIES

Technical report writing, Negotiation and facilitation, Change Management, Knowledge Management, Information Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication (verbal & written), Computer Literacy, Extensive strategic planning.

: Monitor The Implementation of Accounting Standards (GRAP), And Review And Report On The Quality Of Annual Finance Statements: Develop a support plan for municipality on the preparation/compilation of annual financial statements. Review the Assistant Directors draft and In-year financial statements assessment. Direct, guide and advise stakeholders on accounting practice and compile documents/presentations for discussion on various topics related accounting on various sessions/forums. Monitor Compliance with The Reporting Requirements: Facilitate workshops & training on accounting frameworks, standards, guidelines and transversal accounting policies through Forums and workshops. Review the submissions of audit reports, management letters and audit action plans. Review, monitor, support and report on the implementation of the audit action plans. Prepare & consolidate report on the annual and oversight reports tabled as required by Municipal Financial Management Act. Support municipalities in resolving audit queries escalated by Districts. Monitor And Support Departments On Financial Management And Reporting On Assets And Inventory: Monitor and support departments and public entities on asset register, trial balance and expenditure. Perform reviews of Annual Financial Statement (AFS)/ Interim Financial Statements (IFS) on asset and inventory management of municipalities. Monitor and Support municipalities on the development and implementation of audit action plan. Provide support on resolving audit findings on non-current and current assets of municipalities. Prepare, analyse and report progress on mSCOA implementation within timelines and its financial impact to assist on compliance with mSCOA Regulations. Manage The Component: Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform people management functions. Perform financial management functions. Perform asset management functions.

ENQUIRIES

: Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092 For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No CVs).

NOTE

: EE Target: African Male / White Male / Female

POST 09/152

: **DEPUTY DIRECTOR: MUNICIPAL BUDGET REF NO: PT 04/02/2025**
Purpose: To monitor and provide specialist support on the implementation of the budgeting frameworks, financial assets and liabilities management, institutional governance and report on MFMA implementation.

**SALARY
CENTRE
REQUIREMENTS**

: R849 702 per annum (Level 11), (all-inclusive)
: Chris Hani District
: A Degree (NQF level 7 as recognised by SAQA) in Financial Management / Financial Accounting / Management Accounting coupled with Minimum of 5 years' work experience in Finance environment of which 3 years should be at an Assistant Director Level. Previous experience in monitoring or working in municipal environment is essential. Skills and Competencies: In-depth understanding of legislative framework that governs the Public Service, Risk Management policies and practices, Supply chain management policies and practices, Asset Management policies and practices, Departmental policies and procedures, Understanding local government budgeting, monitoring and reporting system, Understanding of local government financial regulatory framework, Proven knowledge on local government legislation, Knowledge of Policy analysis and developments, Monitoring systems and processes. Budget submission. Strategic Capability and Leadership, Programme and Project Management. Budget and Financial Management, Planning and organising, Technical report writing, Negotiation and facilitation, Numeracy, Change Management, Knowledge Management, Information Management, Service Delivery Innovation, Creative thinking, Problem Solving and Analysis, People Management and Empowerment,

DUTIES

Client Orientation and Customer Focus, Communication (verbal & written), Computer Literacy, Extensive strategic planning.

: Monitor and Provide Specialist Support on Budget Planning and Implementation: Train municipal staff on the planning and implementation of the Municipal Budget and Reporting Regulations. Assess tabled budgets on an annual basis for credibility, relevance to government priorities and sustainability using a budget assessment framework and provide comment and feedback to municipalities. Compile a tabled budgets assessment report for each municipality. Support municipalities in ensuring that recommendations on assessed tabled budgets are incorporated into the budgets prior to adoption. Provide all required reporting to NT on tabled and adopted budgets by municipalities. Monitor and support municipalities to address non-compliance in terms of the tabled and adopted budgets. Engage municipalities in municipal benchmarking exercise on all tabled and adopted budgets. Analyse monthly, quarterly and mid-year reports, prepare feedback to municipalities and monitor the implementation of corrective measures. Identify municipal financial problems requiring attention and support municipalities to resolve issues. Assess and report on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance. Monitor and Support Municipalities on Governance and Institutional Management, In Line with MFMA Requirements: Assess MFMA implementation, compile reports and submit to the supervisor. Monitor, evaluate and report on Risk Management and Internal Audit compliance and facilitate the implementation of corrective measures. Conduct and compile assessment reports on governance and compliance structures and assist municipalities to implement recommendations. Support municipalities to establish appropriate governance and compliance structures, systems and processes and review the effectiveness and functionality of those structures on a quarterly basis. Review and assess Municipal Budget and Treasury Office. Manage Area of Responsibility; Review supply chain performance and make recommendations to improve the efficiency and effectiveness of the supply chain management. Report on supply chain management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility. Ensure management, maintenance, and safekeeping of assets.

ENQUIRIES

: Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No CVs).

NOTE

: EE Target: African Male / White Male / Female

POST 09/153

: **DEPUTY DIRECTORS: MUNICIPAL INFRASTRUCTURE PERFORMANCE MANAGEMENT REF NO: PT 05/02/2025 (X2 POSTS)**

Purpose: To support, monitor infrastructure performance of municipalities and contribute to funding framework and long-term planning for municipalities.

**SALARY
CENTRE
REQUIREMENTS**

: R849 702 per annum (Level 11), (all-inclusive)

: Bhisho

: A Degree (NQF level 7 as recognised by SAQA) in Civil Engineering. A minimum of 5 years' work experience in the Municipal Infrastructure Delivery of which 3 years should be at an Assistant Director Level. Valid driver's licence is compulsory. Previous experience in monitoring or working in municipal environment is essential. Professional registration as Engineer or Technologist or Technician with Engineering Council of South Africa (ECSA) will be an added advantage. Skills And Competencies: In-depth understanding of legislative framework that governs the

Public Service, Risk Management policies and practices, Supply chain management policies and practices, Asset Management policies and practices, Departmental policies and procedures, Understanding local government budgeting, monitoring and reporting system, Understanding of local government financial regulatory framework, Proven knowledge on local government legislation, Knowledge of Policy analysis and developments, Monitoring systems and processes. Budget submission. Strategic Capability and Leadership, Programme and Project Management. Budget and Financial Management, Planning and organising, Technical report writing, Negotiation and facilitation, Numeracy, Change Management, Knowledge Management, Information Management, Service Delivery Innovation, Creative thinking, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication (verbal & written), Computer Literacy, Extensive strategic planning.

DUTIES

: Conduct Technical Advisory Support and make inputs with the Assessment on Integrated Infrastructure Planning Processes for Department and Municipalities in Line with Infrastructure Delivery and Procurement Management: Assessment of Local Government Infrastructure Asset Management planning processes. Facilitate institutionalisation of Comprehensive Municipal Infrastructure Plans (CMIP). Analyse and report in infrastructure inputs into CMIP and IDP, (Roads and storm water services, wear services, sanitation services, waste disposal services, electricity services, community facilities and municipal buildings). Strengthen and support infrastructure institutional structures. Facilitate capacity building sessions in accordance with the approved Provincial IDMS and issued Framework for Infrastructure Delivery and Procurement Management (FIDPM). Assessment of capacity and training needs. Facilitate and conduct capacitation sessions on IDMS, FIDPM and relevant prescripts. Produce, Monitoring and Evaluation Assessment Reports on Budget and Expenditure Outcomes Affirmed Through Physical Verification of Infrastructure Projects For Department And Municipalities: Assessment of Section 71 reports. Validation and alignment between Municipalities database and sector specific reporting models. Verification of Value for money of project implemented by stakeholders. Assess and collect project data, conduct site visits to determine accuracy and completeness of projects on site. Monitor And Review Construction Procurement Strategy to Ensure Procurement Optimisation in Relation To FIDPM: To reduce real costs with incentive to remove waste from the process and delivery of better underlying value for money. Provide technical assistance to provincial departments and municipalities in the preparation of PPP/Concession schemes. Monitor technical due diligence and all environmental and social issues. Formulation of appropriate transaction structure and overall support up to financial closure. Manage Area of Responsibility; Coordination of Estimate of Capital Expenditure (ECE) for the province. Manage resources and performance of expenditure review reports within the Directorate. Manage the performance ,training and development of officials. Manage the budget, financial resources and physical assets.

ENQUIRIES

: Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No CVs).

NOTE

: EE Target: African Male / White Male / Female

POST 09/154

: **DEPUTY DIRECTORS: FINANCIAL ACCOUNTING, REPORTING & TRAINING REF NO: PT 06/02/2025 (X2 POSTS)**
Purpose: To manage the effective implementation of Accounting Practices and provide technical assistance and training to Provincial Departments

SALARY CENTRE REQUIREMENTS

: R849 702 per annum (Level 11), (all-inclusive)
: Bhisho
: A Degree (NQF level 7 qualification as recognized by SAQA) in Financial Accounting / Financial Management coupled with 5 years relevant experience of which 3 years' experience should be at a middle managerial (Assistant Director level) in accounting environment. Skills And Competencies: Understanding and ability to apply legislative prescripts. In depth understanding and application of

Human Resource Policies and Regulations. BAS System, LOGIS system. PERSAL System. Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds. Planning and Organising, Problem Solving and Decision Making, Project Management, Team Leadership, Presentation and Computer Literacy.

DUTIES

: Monitor and Report on The Preparation of Afs and Implementation of Audit Improvement Plan (AIP): Monitor and provide support to departments and entities on the preparation of AFS to ensure they are prepared in accordance with relevant accounting standards and guidelines. Review Interim and Annual Financial Statements of the departments and entities provide feedback. Review the achievement of milestones on the Audit Improvement Plan (AIP) and AFS plan and prepare reports. Provide Technical Support to Provincial Departments and Public Entities: Provide support and technical advice on the interpretation of MCS and GRAP standards to both departments and entities and, during the audit. Analyse and review books of accounts and manage the implementation of suspense related Treasury Instructions to clear those accounts and report and review accordingly. Monitor the adherence to reporting requirements in terms of section 32 of the Provincial Finance Management Act & Circular 1 and 3 of 2010 and report accordingly. Prepare and submit consolidated financial statements to auditor general and respond to audit queries thereof. Manage The Implementation of Training Interventions: Review and update course manuals. Conduct training and report thereof. Develop Financial Management Training Plan, coordinate financial management related interventions in provincial departments and Public Entities and evaluate effectiveness thereof. Manage Area of Responsibility: Supervise and co-ordinate the effective and efficient running and management of the Unit. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the Unit's Annual Operational Plans, monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Unit within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Ensure the Unit's assets are managed, maintained and kept safely.

ENQUIRIES

: Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No CVs).

NOTE

: EE Target: African Male / White Male / Female

POST 09/155

: **ASSISTANT DIRECTOR: MUNICIPAL BUDGET REF NO: PT 07/02/2025**
Purpose: To provide hands-on support on the implementation of the budgeting frameworks, financial assets and liabilities management, institutional governance and report on MFMA implementation.

**SALARY
CENTRE
REQUIREMENTS**

: R444 036 per annum (Level 09)
: Sarah Baartman District
: A Degree (NQF level 7 as recognised by SAQA) In Financial Management / Financial Accounting / Management Accounting coupled with Minimum of 3 years' work experience in Finance environment at an Officer level (Level 7 or higher). Previous experience in monitoring or working in municipal environment is essential. Skills And Competencies: In-depth understanding of legislative framework that governs the Public Service, Departmental policies and procedures, Supply Chain Management policies and practices, Asset Management policies and practices, Risk Management policies and practices, Investment and cash management. Project Management, Budget and Financial Management, Change Management, Knowledge Management, Information Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client

DUTIES

Orientation and Customer Focus, Communication (verbal & written), Computer Literacy, Team work.

: Render Technical Support on Budget Planning And Implementation: Assist in the training of municipal staff on the planning and implementation of the Municipal Budget and Reporting Regulations. Assist in the assessment of tabled budgets on an annual basis for credibility, relevance to government priorities and sustainability using a Budget Assessment Framework and provide comment and feedback to municipalities. Assist in the compilation of a tabled budget assessment report for each municipality. Assist municipalities in ensuring that recommendations on assessed tabled budgets are incorporated into the budgets prior to adoption. Assist in the provision of all required reporting to NT on tabled and adopted budgets by municipalities. Provide hands-on support to municipalities to address non-compliance in terms of the tabled and adopted budgets. Assist in engaging municipalities in municipal benchmarking exercise on all tabled and adopted budgets. Assist in analysing monthly, quarterly and mid-year reports, prepare feedback to municipalities and monitor the implementation of corrective measures. Assist in identifying municipal financial problems requiring attention and support municipalities to resolve issues. Provide hands-on support to municipalities to assess and report on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance. Provide Support to Municipalities on Governance and Institutional Management, In line with MFMA Requirements. Assist in the assessment of MFMA implementation, compile reports and submit to the Supervisor. Assist in the reporting on Risk Management and Internal Audit compliance and corrective measures implemented on a quarterly basis. Conduct and compile assessment reports on governance and compliance structures and assist municipalities to implement recommendations. Support municipalities to establish appropriate governance and compliance structures, systems and processes and review the effectiveness and functionality of these structures on a quarterly basis. Assist in the compilation of assessment reports on governance and compliance structures and to implement recommendations. Assist in the assessment of Municipal Budget and Treasury Office Structures quarterly, and report on vacancies in financial management activities. Assist in the implementation of approved financial recovery plans for municipalities where necessary. Assist in the preparation of Training Plan and roll out training as per the approved Training Plan to address challenges in municipalities. Administer The Monitoring Compliance of Financial Assets and Liabilities and Revenue Management: Assist in reporting on financial asset management. Assist in reporting on liability management. Assist in reporting on revenue management. Provide hands-on support to municipalities to implement recommendations on corrective actions to be taken regarding financial asset management, liability management, and revenue management. Provide hands-on support to municipalities to explore policies and practices with the aim of improving liquidity of municipalities to deliver services. Manage Area of Responsibility; Review supply chain performance and make recommendations to improve the efficiency and effectiveness of the supply chain management. Report on supply chain management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES

: Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No CVs).

<u>NOTE</u>	:	EE Target: African Male / Indian Male / Female
<u>POST 09/156</u>	:	<p><u>ASSISTANT DIRECTOR: MUNICIPAL ACCOUNTING, REPORTING, FINANCIAL ASSETS REF NO: PT 08/02/2025</u></p> <p>Purpose: To provide hands-on support on compliance with the Financial Management & Annual Reporting Frameworks and Asset Management issues in municipalities.</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R444 036 per annum (Level 09)</p> <p>Joe Gqabi District</p> <p>A Degree (NQF level 7 as recognised by SAQA) In Financial Management / Financial Accounting coupled with Minimum of 3 years' work experience in Finance environment at an Officer level (Level 7 or higher). Previous experience in monitoring or working in municipal environment is essential. Skills And Competencies: In-depth understanding of legislative framework that governs the Public Service. Departmental policies and procedures. Asset Management policies and practices. Investment and cash management. Financial reporting on GRAP by municipalities. mSCOA Regulations. Computer literacy (MS Office). Ability to analyse and interpret financial information. Ability to interact with municipal officials responsible for financial accounting reporting, FMCMM reporting and mSCOA reporting.</p>
<u>DUTIES</u>	:	<p>Assist on improving the understanding of the technical application of accounting standards and financial reporting within municipalities as required by the municipal finance management act. Conduct an assessment on AGSA reports to determine common issues of concerns for municipalities on accounting and also identify emerging risk on the GRAP Reporting Framework and report to Deputy Director as input for training plan to be rolled out to municipalities to improve compliance; Assist to roll out new accounting reforms and policies for implementation; provide training on reforms and provide support during AFS preparation. Collate all the accounting queries / issues raised on the helpdesk and conduct research to improve quality of financial reporting on GRAP by municipalities and submit inputs to the Deputy Director; Conduct a high level review of AFS, Audit File and assess the Audit Action Plans of municipalities and submit reports to the Deputy Director with recommendations to improve quality and timeliness on the submission of AFS by municipalities as required by the MFMA, Provide guidance on the compilation of audit action plans, also analyse audit action plans received and provide recommendations on how to address issues and provide a report to the Deputy Director; Assist in investigating areas of concern with regard to municipal financial health (financial ratios analysis) which might affect the going concern of municipalities and provide report to the Deputy Director; Prepare, analyse and report progress on mSCOA implementation within timelines and its financial impact to assist on compliance with mSCOA Regulations. Assess the implementation of the Financial Management Capability Maturity Model (FMCMM) and monitor municipal action plans for remedial actions on areas where gaps have been identified and provide report to the Deputy Director. Provide Practical Assistance and Control Mechanism on Issues of Compliance to Asset Management (AM). Assist in the analytical assessment framework for AM Standard Operating Procedures against the legislative, policy frameworks to improve compliance within municipalities and provide report to the Deputy Director; Prepare a report for the Deputy Director with recommendation to improve MFMA compliance for the assessment conducted on AM policies against the legislated framework; Collate all the AM queries / issues raised on the helpdesk and conduct research to improve compliance by municipalities and submit inputs to the Deputy Director; Conduct an assessment of AGSA reports to determine common issues of concerns for municipalities on AM and also identify emerging risk on the legislative frameworks/policies and report to Deputy Director as input on the training plan to be rolled out to municipalities to improve MFMA compliance. Manage Area of Responsibility: Review Asset Management and make recommendations to improve the efficiency and effectiveness of the Asset Management. Report on Asset Management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation</p>

and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility. Ensure management, maintenance and safekeeping of assets. Ensure the management of assets in the area of responsibility: Ensures that assets are managed, maintained and kept safely.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No CVs).

NOTE : EE Target: African Male / Indian Male / Female

POST 09/157 : **ASSISTANT DIRECTOR: MUNICIPAL BUDGET REF NO: PT 09/02/2025**
Purpose: To provide hands-on support on the implementation of the budgeting frameworks, financial assets and liabilities management, institutional governance, and report on MFMA implementation

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
: Chris Hani District
: A Degree (NQF level 7 as recognised by SAQA) In Financial Management / Financial Accounting / Management Accounting coupled with Minimum of 3 years' work experience in Finance environment at an Officer level (Level 7 or higher). Previous experience in monitoring or working in municipal environment is essential. Skills And Competencies: In-depth understanding of legislative framework that governs the Public Service, Departmental policies and procedures, Supply Chain Management policies and practices, Asset Management policies and practices, Risk Management policies and practices, Investment and cash management. Project Management, Budget and Financial Management, Change Management, Knowledge Management, Information Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication (verbal & written), Computer Literacy, Team work.

DUTIES : Render Technical Support on Budget Planning And Implementation: Assist in the training of municipal staff on the planning and implementation of the Municipal Budget and Reporting Regulations. Assist in the assessment of tabled budgets on an annual basis for credibility, relevance to government priorities and sustainability using a Budget Assessment Framework and provide comment and feedback to municipalities. Assist in the compilation of a tabled budget assessment report for each municipality. Assist municipalities in ensuring that recommendations on assessed tabled budgets are incorporated into the budgets prior to adoption. Assist in the provision of all required reporting to NT on tabled and adopted budgets by municipalities. Provide hands-on support to municipalities to address non-compliance in terms of the tabled and adopted budgets. Assist in engaging municipalities in municipal benchmarking exercise on all tabled and adopted budgets. Assist in analysing monthly, quarterly, and mid-year reports, prepare feedback to municipalities and monitor the implementation of corrective measures. Assist in identifying municipal financial problems requiring attention and support municipalities to resolve issues. Provide hands-on support to municipalities to assess and report on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance. Provide Support to Municipalities on Governance and Institutional Management, In Line with MFMA Requirements. Assist in the assessment of MFMA implementation, compile reports and submit to the Supervisor. Assist in the reporting on Risk Management and Internal Audit compliance and corrective measures implemented on a quarterly basis. Conduct and compile assessment reports on governance and compliance structures and assist municipalities to implement recommendations. Support municipalities to establish appropriate governance and compliance structures, systems and

processes and review the effectiveness and functionality of these structures on a quarterly basis. Assist in the compilation of assessment reports on governance and compliance structures and to implement recommendations. Assist in the assessment of Municipal Budget and Treasury Office Structures quarterly, and report on vacancies in financial management activities. Assist in the implementation of approved financial recovery plans for municipalities where necessary. Assist in the preparation of Training Plan and roll out training as per the approved Training Plan to address challenges in municipalities. Monitor Compliance of Financial Assets and Liabilities and Revenue Management: Assist in reporting on financial asset management. Assist in reporting on liability management. Assist in reporting on revenue management. Provide hands-on support to municipalities to implement recommendations on corrective actions to be taken regarding financial asset management, liability management, financial statements, and revenue management. Provide hands-on support to municipalities to explore policies and practices with the aim of improving liquidity of municipalities to deliver services. Assist municipalities to improve audit outcome. Manage Area of Responsibility; Review supply chain performance and make recommendations to improve the efficiency and effectiveness of the supply chain management. Report on supply chain management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility. Ensure management, maintenance, and safekeeping of assets.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No CVs).

NOTE : EE Target: African Male / Indian Male / Female

POST 09/158 : **ASSISTANT DIRECTOR: MACRO ECONOMIC ANALYSIS & RESEARCH REF NO: PT 10/02/2025**
Purpose: To research and analyse economic, socio-economic parameters and imperatives within the provincial context.

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
: Bhisho
: A Degree (NQF level 7 as recognised by SAQA) In Finance / Economics / Statistic / Data Science coupled with Minimum of 3 years' work experience in Economic analysis environment at an Officer level (Level 7 or higher). Skills And Competencies: In-depth understanding of legislative framework that governs the Public Service, Knowledge of Policy Development and Analysis, Data Analysis/Analytics and Monitoring systems, Understanding of government budgeting, monitoring and reporting processes, Understanding of government financial regulatory frameworks (PFMA and Treasury Regulations, Intergovernmental Fiscal Relations, Division of Revenue, etc.), Risk Management policies and practices, Asset Management policies and practices, Planning, Programme and Project Management, Technical report writing, Negotiation and facilitation, Knowledge Management, Information Management, Service Delivery Innovation, Creative thinking, Problem Solving and Analysis, Interpretation of legislation, Financial Management, People Management and Empowerment, Client Orientation and Customer Focus, Communication (verbal & written).

DUTIES : Analyse Key Economic Variables, Their Interrelations and Relevance For The Budget Through Inter Alia: Analyse the potential and constraints for growth and development and their interaction within governmental spending and revenue patterns/trends. Analyse alternative budgeting and expenditure impact scenarios

on selected key economic growth and development indicators (provincial economic review). Assess impact of previous fiscal policy objectives and selected economic variables. Assist in development of institutional coordination and sector integration. Perform Periodic Analyses, Maintenance and Update of The Provincial Socio-Economic Indicators Database: Source information to develop and maintain socio economic database. Analyse information contained in socio economic database to support evidence based policy decision making. Conduct Research and Contribute to Departmental Publications: Collect information for research and publications. Analyse data collected for research purposes and write reports to provide advice and guidance on socio-economic developmental issues. Provide logistics to disseminate information and engage stakeholders. Provide Support in Socio Economic Research, Analysis and Development; Provide inputs into socio economic section of the IDP's and LED strategies. Provide data/information to municipalities/ departments. Compile, prepare and access credible data to advance evidence-based budgeting.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No CVs).

NOTE : EE Target: African Male / Indian Male / Female

POST 09/159 : **ASSISTANT DIRECTOR: MUNICIPAL ACCOUNTING, REPORTING AND FINANCIAL ASSETS REF NO: PT 11/02/2025**

Purpose: To provide hands-on support on compliance with the Financial Management & Annual Reporting Frameworks, Supply Chain Management and Asset Management issues in municipalities.

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
: Alfred Nzo District
: A Degree (NQF level 7 as recognised by SAQA) In Financial Management / Financial Accounting coupled with Minimum of 3 years' work experience in Finance environment at an Officer level (Level 7 or higher). Previous experience in monitoring or working in municipal environment is essential. Skills And Competencies: In-depth understanding of legislative framework that governs the Public Service, Supply Chain Management policies and practices, Risk Management policies and practices, Asset Management policies and practices, Departmental policies and procedures, Understanding local government budgeting, monitoring and reporting system, Understanding of local government financial regulatory framework, Proven knowledge on local government legislation, Knowledge of Policy analysis and developments, Monitoring systems and processes. Economic and business models, GRAP, Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Planning and organising, Technical report writing, Negotiation and facilitation, Change Management, Knowledge Management, Information Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication (verbal & written), Computer Literacy, Extensive strategic planning.

DUTIES : Assist On Improving The Understanding On The Technical Application Of Accounting Standards And Financial Reporting Within Municipalities As Required By The Municipal Finance Management ACT: Conduct an assessment on AGSA reports to determine common issues of concerns for municipalities on accounting and also identify emerging risk on the GRAP Reporting Framework and report to Deputy Director as input for training plan to be rolled out to municipalities to improve compliance; Collate all the accounting queries / issues raised on the helpdesk and conduct research to improve quality of financial reporting on GRAP by municipalities and submit inputs to the Deputy Director; Conduct a high level review of AFS, Audit File and assess the Web Based Audit Action Plans of municipalities and submit reports to the Deputy Director with recommendations to improve quality and timeliness on the submission of AFS by municipalities as required by the MFMA; Facilitate workshops & training on accounting frameworks, standards, guidelines and transversal accounting policies through district Forums and

workshops Assist in investigating areas of concern with regard to municipal financial health which might affect the going concern of municipalities and provide report to the Deputy Director; Prepare, analyse and report progress on mSCOA implementation within timelines and its financial impact to assist on compliance with mSCOA Regulations. Perform a high-level review of AFS for each municipality prior to submission for audit in order to reduce financial misstatements and submit report to the Deputy Director. Assess and report on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance to improve maturity levels of municipalities and overall sustainability. To Provide Practical Assistance And Control Mechanism On Issues Of Compliance To Supply Chain Management (SCM) Asset Management (AM): Assist in the analytical assessment framework for SCM and AM Standard Operating Procedures against the legislative, policy frameworks to improve compliance within municipalities and provide report to the Deputy Director; Prepare a report for the Deputy Director with recommendation to improve MFMA compliance on the assessment conducted on SCM and AM policies against the legislated framework; Collate all the SCM & AM queries / issues raised on the helpdesk and conduct research to improve compliance by municipalities and submit inputs to the Deputy Director; Conduct an assessment of AGSA reports to determine common issues of concerns for municipalities on SCM and AM and also identify emerging risk on the legislative frameworks/policies and report to Deputy Director as input on the training plan to be rolled out to municipalities to improve MFMA compliance; Assist Deputy Director in monitoring that policy that has been tabled before the municipal council and report on approved SCM Policy as per aligned to legislative framework; Conduct an assessment on the functionality of Bid Committees as per developed checklist and report gaps identified to the Deputy Director to develop structured support plan.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No CVs).

NOTE : EE Target: African Male / Indian Male / Female

POST 09/160 : **ASSISTANT DIRECTOR: FIS SYSTEMS ANALYSIS REF NO: PT 12/02/2025 (X2 POSTS)**

Purpose: Perform development, enhancements, support and provide expertise in Data Warehouse and Reporting Applications through the writing of relevant queries and the development of data analysis and Business Intelligence (BI) reports. This role requires a combination of technical expertise, report writing, problem-solving skills, and a strong understanding of data management principles.

SALARY : R444 036per annum (Level 09)

CENTRE : Bhisho

REQUIREMENTS : A Degree (NQF level 7 as recognised by SAQA) In Computer Science / Information Systems / Financial Information Systems / IT coupled with Minimum of 3 years' work experience at an Officer level (Level 7 or higher) in data warehouse developer, data analyst, data scientist, or Business Intelligence Developer, and with at least 2 years' experience working with MS SQL. Experience and knowledge of any BI tools (e.g. MS Power BI) will be an added advantage. Skills And Competencies: Advanced knowledge and experience in relational databases. Strong communication skills, presentations and report writing. Proficiency in MS SQL including ETL (SSIS), T-SQL, and experience with data warehousing technologies. Proficiency in MS Excel. Knowledge of data modelling techniques. Strong understanding of data management principles, including data integration, and data security. Ability to troubleshoot and resolve issues related to data warehouse performance and data quality. The ability to work effectively with other team members and stakeholders to understand their data requirements and ensure the data warehouse meets these needs. Ability to design, analyse, and interpret complex data warehouse structures and schemas. Experience in database design for data warehouse and business intelligence applications, including relational database structures and normal forms. Responsiveness, Team

DUTIES

Player, Interpersonal Skill, Communication, Collaboration, Planning and Organising, Problem Solving and Decision Making and Project Management.

: Business Analysis: Analysis of requests for automation of business process that have a financial implication. Conduct business requirements needs analysis. Reviewal of and reengineering of business processes related to financial systems that require process improvement. Define reporting and alerting requirements of stakeholders as well as key reporting points and metrics to be tracked. Analysis of requests for financial systems data to identify common areas that require standardised reporting - Provide input into the enhancement of the financial information systems data warehouse standard operating procedures. Support In Identifying Relevant Data Sources and Extract Transform and Load Data For The Financial Information Systems Data Warehouse; Assist in identifying relevant data sources for the financial information systems data warehouse. Integrate data from various sources into the financial information systems data warehouse, ensuring consistency and accuracy. Develop and manage ETL (Extract, Transform, Load) processes to move and transform data between systems. Cleanse, import, and store data into the financial information systems data warehouse. - Implement and maintain mechanisms to ensure the quality and accuracy of data within the financial information systems data warehouse. Implement and manage data security measures to protect sensitive data. Analyse the data in the Financial Information Systems Data Warehouse; Optimize financial information systems data warehouse performance to ensure fast and efficient data retrieval. Monitor and analyse data using Business Intelligence tools and techniques. Design data models to accurately represent business processes and support data analysis. Collaborate with the relevant internal and external stakeholders to ensure the financial information systems data warehouse meets these needs. Manage data requests to ensure prioritisation of stakeholders and timeous responses. Work as a member of the financial information systems data warehouse team to deliver business intelligence information to the stakeholders in a timeous manner. Assist in the analysis of the data in the financial information systems data warehouse to determine trends / patters and potential anomalies that require further review. Development and maintenance of standardised reports based on identified trends and patterns. Project Management and Functional Support (Training); Providing project management support to FIS and related project and data initiatives. Provide project administration. Ensuring that all project activities are accurately documented. Monitoring project implementation against planned targets. Escalation of project delays. Supporting project implementation and Change Management initiatives. Development of required training material related to project implementation and data initiatives. Provision of Functional support and training of users. Training of users on the data provided in response to requests for information and how to use available tools e.g. MS Excel and PowerBI etc. Administration; Communication of plans and unit performance to critical stakeholders. Maintain knowledge systems by keeping updated records of all critical business processes. Annual Performance Plan (APP) and Operational Plans are developed and implemented within the set standards. Work from the unit (letters, memos, plans, reports) is of acceptable levels of quality and within the timeframes agreed in the service standards. Provide input into the quarterly reporting of the performance of the financial information systems data warehouse unit. Comply with standard administrative responsibilities.

ENQUIRIES

: Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No CVs)

NOTE

: EE Target: African Male / Indian Male / Female

POST 09/161

: **ASSISTANT DIRECTOR: MUNICIPAL BUDGET REF NO: PT 13/02/2025**
Purpose: To ensure optimal and sustainable budget management.

SALARY
CENTRE
REQUIREMENTS

: R444 036 per annum (Level 09)
: Amathole District
: A Degree (NQF level 7 as recognised by SAQA) In Financial Management / Financial Accounting / Management Accounting coupled with Minimum of 3 years'

work experience in budget or financial reporting environment at an Officer level (Level 7 or higher). Previous experience in budget or financial reporting in local government environment is essential. Skills And Competencies: In-depth understanding of legislative framework that governs the Public Service, Risk Management policies and practices, Asset Management policies and practices, Departmental policies and procedures, Understanding local government budgeting, monitoring and reporting system, Understanding of local government financial regulatory framework ,Proven knowledge on local government legislation, Knowledge of Policy analysis and developments, monitoring systems and processes, accounting principles, strategic capability and leadership, programme and project management, budget and financial management, planning and organising, technical report writing, negotiation and facilitation, numeracy, change management, knowledge management, information management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication (verbal & written), computer literacy, extensive strategic planning.

DUTIES

: Provide Assistance in Monitoring the Implementation of The Budgeting Framework By Municipalities And Provide Technical Support To Delegated Municipalities: Provide assistance in monitoring the preparation of the budgets for compliance with the MFMA, Municipal Budget Reporting Regulations (MBRR), relevant NT circulars and on best practices (incl. advice to Council on its oversight role over the budget process). Coordinate the Facilitation of technical support and training via interactive working sessions/ site visits and report on outcome of the site visits. Provide Assistance and Support on The Provision of Guidance On Budget Planning: Provide assistance in the evaluation of the budgets and budget supporting documents for designated municipalities and coordinate the advice/written comments to the municipality. Ensure that the designated municipalities receive a copy of the detailed schedules of allocations and transfers (Provincial Transfers Gazette). Provide assistance in the budget verification process to validate budgets on the NT database. Provide assistance in monitor the submission and publication (municipal web-site) of municipalities' budget and other relevant documents. Provide Assistance and Support in Monitoring, Evaluating & Reporting On In-Year Budget Performance: Provide assistance to monitor and ensure the submission MFMA returns to National Treasury (report from NT confirming the receipt of all returns). Provide assistance in the analysis of the monthly outcome of municipalities' budgets and financial performance through the IYM process and provide feedback to designated municipalities. Also provide input into the monthly 'Municipal Finance Consolidated Finance Performance Report (MFCFPR)' in the prescribed format for designated municipalities, ensuring accuracy of numbers and quality of report. Provide assistance in the analysis the quarterly outcome of municipalities' budgets and financial performance including Section 72 report and provide input into the quarterly 'Municipal Finance Quarterly Review (MFQR)', in the prescribed format for designated municipalities, ensuring accuracy of numbers and quality of report. Assist with the monitoring of grants spending of designated municipalities and submit report to the relevant supervisor. Provide assistance in the preparation of ad hoc reports and presentations on budget performance in prescribed format for designated municipalities. Provide Assistance and Support in Monitoring Compliance by Delegated Municipalities With Respect To MFMA, Dora And Other Applicable Legislations And Regulations: Coordinate reports on non-compliance with relevant legislations, regulations, and other initiatives by designated municipalities to the relevant supervisor. Follow up with the designated municipalities on non-compliance issues and assist to provide technical support. Coordinate the feedback/report to the relevant supervisor on steps taken by the municipality to address non-compliance. Manage Area of Responsibility; Prepare progress reports on compliance matters and submit to PT. Delegate functions to subordinate, provide the necessary guidance and support. Manage employee performance daily and ensure timely submission of performance assessments. Manage the budget, financial resources and physical assets.

ENQUIRIES

: Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No CVs).

<u>NOTE</u>	:	EE Target: African Male / Indian Male / Female
<u>POST 09/162</u>	:	<u>OD PRACTITIONER REF NO: PT 14/02/2025</u> Purpose: To facilitate and provide support in the implementation of Organisational Development Interventions, JE, process design and productivity improvement.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 per annum (Level 08)
	:	Bisho
	:	A Degree (NQF level 7 or National Diploma NQF level 6 as recognised by SAQA) in Organisational Development / Industrial Psychology / Management Services coupled with Minimum of 3 years' experience in Organisational Development environment. Skills and Competencies: In-depth understanding interpretation and application of Public Service Legislation, Regulations and Policies that governs the Public Service. Knowledge and application of OD policies and procedures. Knowledge and understanding of Public Finance Management Act. Understanding of Departmental strategies. Interpretation of Legislation, Regulations, Policies and DPSA Circulars. Technical Skills on Organisational Design, post budgeting and establishment. Change Management, Diversity Management. Job Evaluation process & policy. Visio, Web-enabled system. Business Process Modelling / Management. Organisational Development Models, Strategic Planning as an OD Intervention. Team Building as an OD Intervention. Knowledge of statistical methods and HR Metrics and workforce data analysis. Personnel Administration and Establishment. Policy Analysis, Project Management, Analytical thinking, Interpersonal Relations, Knowledge Management, Diagnosis Skill, Good Planning & Organising, Good Research Skills, Problem Solving, Facilitation, Consultation Skills, Influencing, Good Communication Skills (verbal & written). Computer Literate.
<u>DUTIES</u>	:	Provide Technical Input in The Reviewal and Re-Design Organizational Structure in Line With Imperatives Set By The Strategic Plan; Render support in the development of organisational review and functional structure. Provide technical input on the alignment of the organisational structure with departmental strategy. Provide the development and consultation on functional organisational structure with internal and external stakeholders in the department, Provide administrative assistance in the analysis and compilation diagnostic report. Render the development and maintaining of functional organisational structure. Render administrative assistance in the formulation and compilation of Service delivery model. Provide administrative assistance in the compilation of organisational climate survey to be in line with change management imperatives. Provide Technical Input In The Reviewal And Re-Design Organizational Structure In Line With Imperatives Set By The Strategic Plan; Provide technical support on the review job descriptions and ensure alignment to the approved organisational structure. Render guidance to all stakeholders on the development of job descriptions. Ensure the development of job description database. Ensure maintenance of the job description database. Identify all positions that are due for job evaluation processing. Coordinate implementation of job analysis and capturing of data in the Job Evaluation system. Present evaluated positions to relevant JE Structures. Draft report requesting approval of JE results and implementation of results. Conduct Business Process Management Service, Sop's, OFA, SDM and Facilitate the Implementation of Operations Management Framework (OMF). Identification and initiation of process improvement. Render administrative assistance in conducting business process analysis (AS- IS) and business process improvement (TO- BE). Render administrative assistance in the development of Standard Operating Procedures for the department in line with DPSA prescripts. Render admin services in the implementation strategy for change processes. Render administrative services in the development and implementation of organisational functionality assessment. Provide support in the facilitation of Productivity / Business Process Improvement Initiatives; Render assistance in the analysis of business processes. Assist in identifying and defining opportunities for automation using relevant tools such Business Activity Monitoring, Workflows, and BPM solutions. Arrange engagement meetings with Business Analysts and Software Developers where process automation options are identified. Render support services in productivity measurement studies in line with DPSA guidelines.

ENQUIRIES

: Provide support in the analysis and documentation of the realization of business benefits. Assist in the implementation of the Operations Management Framework. Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No CVs).

NOTE

: EE Target: African Male / Indian Male / Female. This post is earmarked for a person with disability.

DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE

APPLICATIONS

: Applications must be submitted on via one of the options: (1) the provincial e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>. The e-recruitment system closes at 23: 59 on the closing date. To report technical glitches, or for assistance regarding any system related issues, send an email with your ID Number, your profile email address, details of the issue to erecruitment@ecsrac.gov.za (NB: NOT CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fridays). Should you submit your applications/CVs to erecruitment@ecsrac.gov.za and not as specified, your application will be regarded as lost and will not be considered, OR submit via one of the following options: directing to a specific relevant centre:

Head Office: Qonce Enquiries – Mr. Y. Dlamkile Tel: 043 492 1386 / Mrs. R. E. Swartbooi Tel: 043 492 0949 / 1400 / Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwazi Building, Qonce, 5605

Amathole Museum: Qonce Enquiries. F. Kigozi – 043 642 4506 – Amathole Museum (Qonce) Hand deliver to Corner of Alexandra & Albert Road, Qonce

Amathole District: Enquiries Mr. B. Mbangatha Tel: 043 492 1838/1839. Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201

Alfred Nzo District: Attention Mr M.B. Gugwana: 039 492 0297 Hand deliver to: No 67 Church Street Mt Ayliff.

OR Tambo District: Attention Mr. S. Stuma Tel: 047 495 0853 Hand deliver to: Human Resource Management, 6th Floor, Botha Sigcau Building, corner Leeds and Owen Street, Umtata.

Bayworld Museum: Gqeberha Enquiries. Mr. L. Mini Mr. V. Ketelo – 041 584 0650 – Bayworld Museum: Hand deliver to 23 Beach Road, Humewood, Gqeberha

JOE Gqabi District: Attention Mr P. Masepe / Ms. Ninifie: 051 492 4806 Hand deliver to: No. 02 Cole Street, Maletswai

Sarah Baartman District: Attention Ms. S. Mpafa: 046 492 0223 Hand deliver to: Registry, 1st floor, Corner African and Milner Street, Makanda.

Chris Hani District: Attention Mr. X. Kwanini / Mr. T. Thomas: 045 492 0030 / 0054 Hand deliver to: Bathandwa Ndongdo Building, Komani Hospital.

CLOSING DATE

: 24 March 2025. No Late/ No Faxed/ No e-mailed/ No Posted/ No Hand delivered applications will be accepted.

NOTE

: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be

subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). NB Please Note: It is the department's objective to address the Employment Equity Affirmative Action Measures to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). Enquiries must be directed to the specified contact person. For e-Recruitment Enquiries, Email: erecruitment@ecsrac.gov.za People with disabilities who meet the requirements will be given preference.

OTHER POSTS

POST 09/163

: **MUSEUM HEAD REF NO: DSRAC 13/03/2025**

SALARY
CENTRE
REQUIREMENTS

: R1 003 890 – R1 182 534 per annum (Level 12), (an all-inclusive remuneration)
: Amathole Museum (Qonce)
: National Senior Certificate plus a National Diploma (NQF level 6/7 as recognised by SAQA) in in Social Science or any relevant qualifications coupled with at least 3 years at Assistant Director /Jnr Management Level in the field of Cultural Affairs. Knowledge of Public Service Legislation / Policies / Prescripts and Procedures. Extensive high-level knowledge of Cultural Affairs and interpretation of policies and programs. analytical and an innovative thinker. Events and Project Management. Basic knowledge of Financial Administration. Public Service Regulatory Framework. Information and Performance Management. Knowledge of Batho Pele Principles. Computer Literacy. Good Communication Skills. Planning Skills. Financial Management and Reporting. Sound Organisational Skills. Project Management Skills. Communication Skills. Report Writing Skills. Presentation Skills. People Management Skills. Strategic Management. Customer / Client orientated approach. Monitoring and Evaluation Expert. Time Management. Self-discipline. Ability to work under pressure. A valid driving licence.

DUTIES

: Management of humanities and natural science collection services. Manage curation of anthropology history and mammalogy collection. Manage research and publication of collection. Management of education, exhibition and taxidermist services. Manage and facilitate education and exhibition services. Manage public outreach programmes. Management of communication, marketing, visitor and library services. Manage marketing and promotion of museum services. Manage public programmes and visits at the museum. Manage provision of library services. Management of auxiliary and corporate services. Ensure provision of building and grounds maintenance. Ensure provision and disposal of waste collection. Manage safety and security of museum and its affiliate missionary museum. Manage fundraising initiatives for the museum. Provide and manage human resource services. Provide and manage supply chain services. Provide and manage finance services. Management of the Board of Trustees. Engage with stakeholders (donors and supporters). Manage agreements of the Board of Trustees. Manage and report on financial matters of the Board. Conduct meetings for the Board of Trustees. Report on Board of Trustees matters. Management of general administration support. Give input in the development of strategic, operational / business and procurement plans. Compile and submit reports. Manage allocation of resources. Manage attendance register and leave records. Manage financial resources

		(procurement of goods and services). Manage EPMSD and staff development training needs.
<u>ENQUIRIES</u>	:	F Kigozi Tel No: (043) 642 4506 e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	This post is earmarked for persons with disabilities.
<u>POST 09/164</u>	:	<u>DEPUTY DIRECTOR: RESEARCH & POLICY DEVELOPMENT REF NO: DSRAC 02/03/2025</u>
<u>SALARY</u>	:	R849 702 – R1 000 908 per annum (Level 11), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE</u>	:	Head Office - Qonce
<u>REQUIREMENTS</u>	:	A National Senior Certificate plus a National Diploma NQF 6 / Preferably bachelor's degree NQF Level 7 as recognized by in Public/Business Administration, Social Sciences or any relevant qualification coupled with 3 years' experience in the field of developing, implementing policy and overseeing research and or in related field of which 3 years must be at an Assistant Manager level. Strong business acumen. Experience in analysing various types of information and identifying operational direction. Policy development and implementation. Experience of managing a team. Experience of testing and prototyping. Distinguished record of creativity and innovation. A valid driving license. Key Competencies: Extensive high-level knowledge of Research and Policy Development as well as the interpretation of policies. Analytical and an Innovative Thinker. Events and Project Management. Financial Management.
<u>DUTIES</u>	:	Conduct varying internal and external quantitative and qualitative research and ensure accurate interpretation. Undertake and oversee qualitative research to benefit DSRAC's policy development. Oversee research interpretation and disseminate information to leadership and appropriate stakeholders. Work with provincial government counterparts and tertiary institutions in aspects of the delivery of the annual surveys including participating in various research projects and or committees. Oversee and collaborate in the development, administration, delivery of interpretation and analysis of external and internal surveys to inform DSRAC operational and strategy development outcomes. Lead the development of DSRAC's annual research plan. Stay abreast of market and industry trends in research and public policy as it relates to DSRAC. Developing and monitoring implementation of Policy Development and Management Framework in line with provincial and/or national policy frameworks. Developing, monitoring and implementation of departmental Innovation and Knowledge Management Strategy. Identifying policy issues in collaboration with operational areas/business units and horizontal policy coordination working groups; Providing policy advice and recommending policy priorities to senior management and operational areas, where appropriate. Managing, overseeing, coordinating and monitoring policy development, including the initial determination of the type of policy to be developed (strategic and or operational); Providing tools and guidance, including an inventory, for policy development; Ensuring alignment and validating conformity of policy instruments with DSRAC policy requirements and architecture; Convening and coordinating policy review processes; Communicating policy culture and policy management to DSRAC staff; Making editorial and/or administrative changes to policy instruments, as required; Conduct feasibility studies as may be required by the department and report progress to senior management. Manage and submit monthly, quarterly and reports. Manage human and financial resources. Manage EPMSD and staff development training needs. Manage attendance register and leave records.
<u>ENQUIRIES</u>	:	R. Swartbool Tel No: (043) 492 0949 Head Office – (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	This post is earmarked for persons with disabilities

<u>POST 09/165</u>	:	<u>DEPUTY DIRECTOR: HR ADMINISTRATION AND PRACTICE REF NO: DSRAC 03/03/2025</u>
<u>SALARY</u>	:	R849 702 – R1 000 908 per annum (Level 11), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Qonce) A National Senior Certificate plus a National Diploma NQF 6 / Preferably bachelor's degree NQF Level 7 as recognized by SAQA in Human Resource Management or Public Administration or Public Management or any relevant tertiary qualifications coupled with a minimum 3 years relevant experience at AD/ junior management level in the field of Human Resource Management. A valid driving licence. Key Competencies: Knowledge of HR Policies. Knowledge of PERSAL. LOGIS and BAS. Basic knowledge of Financial Administration. Public Service Regulatory Framework. Information and Performance Management. Knowledge of Batho Pele Principles.
<u>DUTIES</u>	:	Manage recruitment and selection processes within the Department. Co-ordinate constitution of recruitment panel. Co-ordinate submissions to PCMT. Manage conditions of service and remuneration. Co-ordinate the appointment, remuneration and staff mobility. Monitor allowance benefits payments. Co-ordinate auditing of service records. Co-ordinate auditing of capped leave. Monitor leave trends and PILIR compliance. Monitor service benefits implementation. Coordinate finalisation HROPT project. Provide advice to the departmental institutions on HRA matters. Coordinate HRM forums. Advise departmental employees on remuneration matters. Coordinate pension awareness sessions. Give guidance and interpretation of prescripts on HRA issues. Analyse reports, determine trends and advise management on corrective measures. Analyse PERSAL reports. NMIR biographical data capturing. Co-ordinate audited financial statements. Oversee management of personnel records. Ensure the HR registry compiles with archiving and disposal of files. Facilitate HR records management. Management of administration support. Give input in the development of strategic, operational, business and procurement plans. Attend to all audit queries. Manage staff discipline. Compile and manage monthly reports. Manage EPMDS and training needs for the staff. Manage staff coaching and mentoring. Manage leave management. Manage Procurement processes. Manage component assets. Manage staff meetings.
<u>ENQUIRIES</u>	:	R. Swartbooi Tel No: (043) 492 0949 Head Office – (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	This post is earmarked for persons with disabilities.
<u>POST 09/166</u>	:	<u>SENIOR LEGAL ADMIN OFFICER (MR 6) REF NO: DSRAC 01/03/2025</u>
<u>SALARY</u>	:	R556 356 – R625 059 per annum, (OSD), (an all-inclusive remuneration)
<u>CENTRE REQUIREMENTS</u>	:	Qonce A National Senior Certificate plus a Degree / Diploma (NQF 7) as recognised by SAQA LLB or recognised four-year legal degree or any relevant qualification. A post graduate qualification and Public-Sector Experience in Constitutional Law / Administrative Law/ Labour Law / Contracts Management will be an added advantage. At least 8 years' appropriate post qualification legal experience advisory / civil high court litigation experience. Proof of admission as an Attorney / Advocate. Computer literacy and proficiency is essential. A valid code 08 driving licence.
<u>DUTIES</u>	:	To render legal advisory services to the Department of Sport, Recreation, Arts and Culture (Eastern Cape Province) related to public sector legal claims, litigation, labour law practice, drafting and vetting of contracts and agreements and legislative drafting services. Sound professional and ethical liaison must be fostered with various stakeholders including the Office of the State Attorney. The management of Public Sector Civil litigation. The drafting of legal opinions and documents. Conduct, analyse, interpret, advise on research that will provide information and case law relevant to the legal matter at hand. Constitutional compliance. Present and advise on motivation/proposals how specific cases should be approached to

obtain a desirable/justifiable outcome. Draft and advise on the drafting of legal documents that provide clear motivation / justification for a particular position pertaining to a case / matter, also proposing the approach to be followed to ensure success in this regard. Provide preliminary opinions and advice on legislative drafting; Prepare draft bills and scrutinize subordinate legislation. Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the unit. Manage financial resources. Manage human resources. Consolidate and submit monthly and quarterly reports. Manage EPMDs and ensure staff development training needs. Manage attendance register, leave records and discipline.

ENQUIRIES : Y. Dlamkile Tel No: (043) 492 1386 Head Office (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : This post is earmarked for persons with disabilities.

POST 09/167 : **ASSISTANT DIRECTOR: PERFORMING ARTS REF NO: DSRAC 11/03/2025**

SALARY : R552 081– R650 322 per annum (Level 10), (an all-inclusive remuneration)
CENTRE : Head Office (Qonce)
REQUIREMENTS : National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Social Science or any relevant qualification with at least 3 years' experience at supervisory level (SL 7/8) within an arts and culture environment. Knowledge of public service. Legislation / policies / prescripts and procedures. Departmental management. Knowledge of Batho Pele principles. Knowledge of the visual arts, craft, and design sectors. Knowledge of government strategies to use the arts to grow the economy. Computer literacy. Good communication skills. Sound organisational skills. Project management. Report writing. People management. Customer / client orientated approach Ability to work under pressure and independently. A valid driving licence.

DUTIES : Develop and promote programmes in the institutions. Coordinate preparation of business and project plans in the institutions, music, dance and drama structures. Compile budget expenditure in terms of the business plan in the institutions. Facilitate submission of quarterly, semester and annual reports. Facilitate transfer of funds to the institutions. Facilitate drafting of memoranda of understanding for the institutions. Coordinate and promote events of performing arts. Prepare business plans for the events. Draw project plan for all projects of performing arts. Facilitate tender process for the project. Coordinate the running of the festivals. Facilitate the rolling out of drama, music, films and sector plans. Coordinate development of drama, music and film policy. Coordinate signing of agreements between the (parties) department and the institutions. Coordinate registration of the centre as a non-profit entity. Facilitate registration of record label with music industries. Coordinate collation of reports. Provide administrative support for the component. Give input in the development of strategic, operational and procurement plans for the component. Compile monthly and quarterly reports. Allocation of resources for staff. Manage human resources (attendance register and leave records). Ensure financial resources (procurement of goods and services). Attend to EPMDs and staff development training needs. Perform any other duties related to the work of the Assistant Director: Performing Arts that may arise or tasked by the supervisor and management.

ENQUIRIES : M Cezula Tel No: (043) 492 1400 e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : This post is earmarked for persons with disabilities.

POST 09/168 : **ASSISTANT DIRECTOR: VISUAL ARTS, CRAFT & CULTURE REF NO: DSRAC 12/03/2025**

SALARY : R552 081– R650 322 per annum (Level 10), (an all-inclusive remuneration)
CENTRE : Alfred Nzo District (Mount Ayliff)
REQUIREMENTS : National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Social Science or any relevant qualification with at least 3 years' experience at supervisory level (SL 7/8) within an arts and culture environment. Knowledge of public service. Legislation / policies / prescripts and procedures. Departmental management. Knowledge of Batho Pele principles. Knowledge of

		the visual arts, craft, and design sectors. Knowledge of government strategies to use the arts to grow the economy. Computer literacy. Good communication skills. Sound organisational skills. Project management. Report writing. People management. Customer / client orientated approach Ability to work under pressure and independently. A valid driving licence.
<u>DUTIES</u>	:	Develop and promote programmes in the institutions. Coordinate preparation of business and project plans in the institutions for visual arts, crafts and cultural structures. Compile budget expenditure in terms of the business plan in the institutions. Facilitate submission of quarterly, semester and annual reports. Facilitate transfer of funds to the institutions. Facilitate drafting of memoranda of understanding for the institutions. Facilitate the rolling out of visual arts, craft and culture services. Coordinate development of visual arts, craft and culture policies. Coordinate signing of agreements between the (parties) department and the institutions. Coordinate registration of the artists as a non-profit entity. Coordinate collation of reports. Management of administration support. Give input in the development of strategic, business and procurement plans. Compile monthly and quarterly reports. Facilitate financial resources (procurement of goods and services). Facilitate all administrative related issues for the core business of the unit.
<u>ENQUIRIES</u>	:	M Gugwana Tel No: Alfred Nzo District (Mount Ayliff), e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	This post is earmarked for persons with disabilities.
<u>POST 09/169</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: DSRAC 04/03/2025</u>
<u>SALARY</u>	:	R444 036 – R532 602 per annum (Level 09), (an all-inclusive remuneration)
<u>CENTRE</u>	:	OR Tambo District (Mthatha)
<u>REQUIREMENTS</u>	:	A National Senior Certificate plus a National Diploma (NQF 6) as recognised by SAQA in Financial Management, Accounting and Economics Management or any relevant qualification coupled with 3 years relevant work experience in the field of Finance, of which at least 2 years must be at supervisory (SL 7/8) level. Overall understanding of Financial Management database/s. Strong financial modelling skills. Excellent problem-solving and analytical skills. Strong communication and interpersonal skills. Knowledge of financial regulations, laws and policies. Proficiency with Advance MS Excel and PowerPoint Presentation skills. Ability to work under pressure and manage multiple priorities. Leadership and management experience. Ability to give expenditure analysis during the multi-year budget submission and analysis. Customer / Client Orientated Approach. Time and Risk Management bound. A valid driver's licence.
<u>DUTIES</u>	:	Coordinate budget planning services. Monitor medium term expenditure framework. Manage and monitor virements and shifting of funds. Monitor expenditure trend against approved budget. Monitor misallocation and inconsistency classification. Ensure capturing of budget on the system. Ensure compliance of financial management system. Coordinate and monitor expenditure management services Facilitate payment of service providers. Monitor accruals and commitments. Authorise payments of service providers. Monitor credit transfer and monthly limits. Monitor disbursements reports and reconciliation of accounts. Coordinate salary administration services. Ensure compliance on applicable prescripts, policies and processes. Manage payment of salaries and allowances. Manage verification and authorization of benefit to be paid. Manage reconciliation of salary related suspense accounts. Ensure authorization of salaries. Manage distribution of payrolls to respective offices. Coordinate internal control services. Monitor pre-audit and financial control operations. Monitor risk and audit process. Monitor finance record services. Monitor irregular, unauthorized, fruitless and wasteful expenditure. Provide administration support. Give input in the development of strategic, operational and procurement plans. Attend and respond to audit matters. Compile and submit monthly and quarterly reports. Supervise financial and human resources. Supervise allocation of resources. Supervise PMDS and ensure staff development training needs. Supervise attendance register and leave records. Maintain staff discipline. Supervise mentoring and coaching of experiential learners and interns.

- ENQUIRIES** : S. Stuma Tel No: (047) 495 0853 – OR Tambo District (Mthatha) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- NOTE** : This post is earmarked for persons with disabilities.
- POST 09/170** : **CHIEF ACCOUNTING CLERK: INTERNAL CONTROL & COMPLIANCE REF NO: DSRAC 05/03/2025**
- SALARY CENTRE REQUIREMENTS** : R308 154 – R362 994 per annum (Level 07), (an all-inclusive remuneration)
: Head Office (Qonce)
: National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Accounting or Cost & Management Accounting or Financial Management or other relevant qualifications with at least 1 to 2 years' experience within the public sector expenditure management field and payment of employee benefits. Public sector finances experience in budgeting and revenue management will be added advantage. Knowledge of financial systems (Logis, PERSAL and BAS) and be able to interpret NERF and Standard Chart of Accounts (SCoA). Knowledge of Public Service Regulations, Legislations / policies / prescripts, and procedures. Knowledge of Treasury Regulations and Division of Revenue Act (DORA), understanding of the Public Finance Management Act (PFMA) and Appropriation Act. Preferential Procurement Policy Framework Act (PPPFA), Financial Regulations Knowledge of Batho Pele principles. Computer literacy (specialising in Advanced EXCEL and PowerPoint Presentation. Good communication skills. Sound organisational skills. Report writing. People management. Customer / client orientated approach and ability to work under pressure and independently. A valid driving licence.
- DUTIES** : Perform Pre-Audit and Financial Control Operations. Implement and issue the internal control certificate of approval to order goods/services and exercise control on effective and efficient implementation of procurement policies, processes and procedures. Implement and pre-audit payment documents/vouchers for sub-programmes/ various sections of the department and ensure compliance with financial prescripts, treasury regulations, and legislative framework. Ensure order of goods and services are in compliance with Procurement Procedures and Financial Delegations. Ensure salary related payments are pre-audited and paid correctly. Ensure that BAS and Logis payment vouchers are pre-audited and comply with Legislative Framework. Verify budget availability and expenditure allocations in all commitments and payment transactions. Render finance record services. Monitor filing of payment vouchers/documents in the finance registry. Provide support to the finance registry officials. Ensure that information can be identified and retrieved when required, by providing well-structured records classification systems and records keeping systems. Ensure that all records are kept in a safe custody. Facilitation of the risk and audit process. Ensure access to the financial records for the Internal Audit Unit and Auditor General. Assist in the compilation of the Audit Intervention Plan for the department. Assist in the consolidation of the progress report on the Audit Intervention Plan and submit to Provincial Treasury. Assist in the facilitation of risk assessment for the finance directorate. Assist in the development of risk register and action plan of the finance directorate. Ensure proper maintenance of irregular, unauthorised, fruitless & wasteful expenditure. Identify and record irregular, unauthorised, fruitless & wasteful expenditure. Report and compile the register of irregular, unauthorised, fruitless & wasteful expenditure to the accounting officer and provincial treasury. Provide inputs on the preparation of interim and annual financial statements.
- ENQUIRIES** : M. Cezula –Tel No: (043) 492 1400 - Head Office (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- NOTE** : This post is earmarked for persons with disabilities.
- POST 09/171** : **PRINCIPAL PERSONNEL OFFICER REF NO: DSRAC 06/03/2025**
- SALARY CENTRE REQUIREMENTS** : R308 154 – R362 994 per annum (Level 07), (an all-inclusive remuneration)
: Chris Hani District (Komani)
: National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Human Resource Management or Public Administration or Public Management or other relevant qualifications with at least 1 to 2 years' experience

within the public sector human resource management field. Knowledge of PERSAL and Pension Case Management (PCM). Relevant PERSAL Certificates will be an added advantage. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Knowledge of Batho Pele principles. Computer literacy (PowerPoint Presentation) Good communication skills. Sound organisational skills. Report writing. People management. Customer / client orientated approach and ability to work under pressure and independently. A valid driving licence.

DUTIES : Supervise and undertake the more complex implementation and maintenance of human resource administration practices. HR Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, probationary periods etc). Implement conditions of services and service benefits (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR or etc.) Extensive understanding of the Pension Case Management. Termination of service (indicate the steps). Recommend (approve) transactions on PERSAL according to delegations (final authorization should happen on a higher level preferable at AD or higher level). Prepare reports on human resource administration issues and statistics.

ENQUIRIES : XT Kwanini/T Thomas Tel No: (045) 492 0030/0054 – (Komani) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : This post is earmarked for persons with disabilities.

POST 09/172 : **IT TECHNOLOGIST REF NO: DSRAC 07/03/2025**

SALARY : R308 154 – R362 994 per annum (Level 07), (an all-inclusive remuneration)

CENTRE : Joe Gqabi District (Maletswai)

REQUIREMENTS : National Senior Certificate plus a National Diploma/B-Degree (NQF level 6 as recognised by SAQA) in IT; Communications Networks; Desktop Support; Computer Science or other relevant & equivalent qualification. A minimum of 2 years work experience in the ICT environment for server/network infrastructure or ICT Helpdesk/Service support or ICT systems management. Competencies: Proven computer literacy; Planning and coordination skills; Communication (verbal and written) skills; Planning and organizing skills. A valid code 08 driving licence.

DUTIES : Providing ICT related first-line support (desktops/computers, printer support & LAN connectivity) and serving as a contact point for IT related issues for the users at the designated libraries and district office. Provide call management on Information Technology Service Management System (ITSM). Applying technical standards/procedures, end user support procedures, operating systems, Active Directory, backup technologies and processes. Manage, monitor network connectivity, servers, network security and performance. Log and troubleshoot all ICT related issues and resolution. Liaise with internal & external including third parties towards resolution of technical issues at the designated libraries and district office. Ensure computer security and anti-virus updates. Control and approve access to server rooms. Monitor servers, racks and cooling systems. Provide administrative support to all ICT related issues. Keep inventory of hardware and maintenance records. Ensure all software are properly licensed. Valid driver's license would be adventitious as maybe required to travel to provide ICT support to other district offices & related institutions (e.g. library, museums, art centres, etc P Masepe Tel No: (051) 492 4806 e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : This post is earmarked for persons with disabilities.

POST 09/173 : **HERITAGE OFFICER REF NO: DSRAC 14/03/2025**

SALARY : R308 154 – R362 994 per annum (Level 07), (an all-inclusive remuneration)

CENTRE : Chris Hani District (Komani)

REQUIREMENTS : National Senior Certificate plus a Diploma (NQF Level 6) in Social Science, Museum & Heritage Studies, Tourism Management, Anthropology, Museology or any relevant qualification with 1 to 2 years relevant experience at production

level. Knowledge of museum and heritage and interpretation of policies. Excellent knowledge about museums and heritage. Programs. Financial management. People management and empowerment. Financial and knowledge management. Client orientation. Further knowledge of Local authorities, Departmental management and officials, General public / community, Academic institutions and learners, Private Sectors, Executing authority (Political Bearers), Municipalities (local and districts), Parks and tourism board. South African museums association. The candidate must possess good interpersonal relations and ability to work as a team. Must have written and verbal communication skills. Candidate must be able to work independently, under pressure, and after hours. Be willing to drive to various districts for stakeholder engagement. A valid driving licence.

- DUTIES** : Coordinate and implement museums and heritage projects and events. Promote awareness campaign programmes. Coordinate the process of standardization of name change. Coordinate use of national symbols and orders. Organise preparatory meetings. Organise participation of the stakeholders. Provide secretarial support services to the committee. Provide operational support to the district museum. Maintain working relations with the stakeholders. Craft rooster for activities. Render administrative functions in relation to programmes that are implemented. Collect, analyse, compile and update data in all museums and heritage activities. Provide administrative and technical support with regard to museums and heritage facilities. Coordinate financial resources. Coordinate approval of the submissions. Compile, consolidate and submit monthly and quarterly reports.
- ENQUIRES** : X.T Kwanini/T Thomas Tel No: (045) 492 0030/0054 (Komani), e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- NOTE** : This post is earmarked for persons with disabilities.

- POST 09/174** : **LIBRARIAN (X13 POSTS)**
- SALARY CENTRE** : R308 154 – R362 994 per annum (Level 07), (an all-inclusive remuneration)
 : **OR Tambo District** (Mthatha) Njiveni (Marhubeni) modular Lib. (X4 Posts)
 Ncise Modular Lib
 Tombo Modular Lib
 Ndimakude Modular Lib Ref No: DSRAC 16/03/2025
Amathole District (East London) Nomaka Mbeki Modular Lib Ref No: DSRAC 17/03/2025 (X1 Post)
Joe Gqabi District (Maletswai) Venterstad Public. Lib (X3 Posts)
 Aliwal North Public Lib. Martin Luther Public Lib: Ref No: DSRAC 18/03/2025
Chris Hani District (Komani) Tsomo Public Lib: Ref No: DSRAC 19/03/2025 (X1 Post)
Alfred Nzo District (Mount Ayliff) Mount Frere Public Lib: Ref No: DSRAC 20/03/2025 (X1 Post)
Sarah Baartman District (Makanda) Humansdorp Public Lib (X3 Posts)
 Jeffrey's Bay Public Lib
 Michael Mcebisi Msizi Public Lib Ref No: DSRAC 21/03/2025

- REQUIREMENTS** : National Senior Certificate plus a National Diploma or Bibl. Degree/ B Tech (NQF Level 6) in Library Information Studies or any relevant qualification with at least 1 to 2 years working experience in a Library and Information Service field. Knowledge of public service legislation, policies, and prescripts. Basic knowledge of library and information science procedures and processes. Good computer, organising, communication, and report writing skills, excellent human, and interpersonal relations. Sound knowledge of stakeholders. A valid driving license.

- DUTIES** : Implement awareness campaigns, reading programmes and promotion of library use to all communities. Implement stock control of all library material. Manage, receive & reconcile library material from the district office. Attend to user needs. Compilation of monthly user statistics and report writing. Participate in crafting of the business plan. Management of library assets. Implement annual recovery of monies. Establish & sustainment of library structures including book clubs. Management of library resources, mini-lib services & ICT equipment. Supervision of staff.

- ENQUIRIES** : X. T. Kwanini / T. Thomas Tel No: (045) 492 0030 / 0054 - (Komani)

M. Gugwana Tel No: (039) 492 0297 – Alfred Nzo District (Mount Ayliff)
P. Masepe Tel No: (051) 492 4806 – (Maletswai)
S. Stuma Tel No: (047) 495 0853 – OR Tambo District (Mthatha)
S. MpafA Tel No: (046) 492 0223 – Sarah Baartman District (Makanda)
B. Mbangatha Tel No: (043) 492 1838 / 1839 – Amathole District (East London) XT
Kwanini/ T T
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE

: These posts are earmarked for persons with disabilities.

POST 09/175

: **HR OFFICER REF NO: DSRAC 08/03/2025**

SALARY
CENTRE
REQUIREMENTS

: R216 417 – R 254 928 per annum (Level 05), (an all-inclusive remuneration)
: Alfred Nzo District – Mouny Ayliff
: National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6/7) in Human Resource Management or any relevant qualification will be an added advantage. Knowledge of PERSAL and Pension Case Management (PCM) will be an added advantage. Sound knowledge of Conditions of Service and other HR-related prescripts. Good written and verbal communication. Computer literacy. Ability to ensure maximum level of confidentiality. A valid driving license will be an added advantage.

DUTIES

: Monitor leave management in districts and at administration. Control leave books and leave registers. Assist with the implementation of Recruitment and Selection. Assist on confirmation of probationary appointment. Assist to implement services termination and process the benefits. Capture appointments and promotion of employees on PERSAL. Assist in the implementation of HR policies. Assist in implementation of service benefits (Housing and personnel provisioning. Must be able to capture personnel information on PERSAL and on PCM. Provide good administration. Ensure that personnel files meet the required standard. Monitor leaves in the office and at institutions (i.e. libraries and museums). Control leave books and leave registers. Reconcile and capture all leaves.

ENQUIRIES

: M Gugwana Tel No: Alfred Nzo District (Mount Ayliff) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE

: This post is earmarked for persons with disabilities.

POST 09/176

: **ACCOUNTING CLERK: SALARIES ADMINISTRATION REF NO: DSRAC 09/03/2025**

SALARY
CENTRE
REQUIREMENTS

: R216 417 – R254 928 per annum (Level 05), (an all-inclusive remuneration)
: Head Office (Qonce)
: National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6) in Internal Audit or Accounting or Cost & Management Accountant or Financial Management or other relevant qualifications will be an added advantage. Knowledge of financial systems (PERSAL & BAS). Knowledge of public service. Legislation / policies / prescripts and procedures. Knowledge of Batho Pele principles. Knowledge of Provincial Treasury Guidelines / Regulations and Public Finance Management Act (PFMA) will be an added advantage. Computer literacy. Good communication skills. Sound organisational skills. Report writing. People management. Customer / client orientated approach Ability to work under pressure and independently. A valid driving license will be an added advantage.

DUTIES

: Check and capture all salary related transactions on PERSAL system. Receive and check to ensure correctness of all required documents from HR department and other stakeholders. Prepare and capture gratuities on PERSAL. Submit documents to internal control for compliance checking. Prepare BAS payments and journals. Recall and Reverse official's salaries where applicable. Changing of official's banking details. Capturing of fuel reimbursement claims for official's salaries where it is applicable. Check compliance on salary payments. Ensure record keeping and filing of salary related documents.

ENQUIRIES

: M Cezula Tel No: (043) 492 1400, e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE

: This post is earmarked for persons with disabilities.

- POST 09/177** : **REGISTRY CLERK: HOD OFFICE MANAGEMENT SERVICES REF NO: DSRAC 10/03/2025**
- SALARY CENTRE REQUIREMENTS** : R216 417 – R254 928 per annum (Level 05), (an all-inclusive remuneration)
: Head Office (Qonce)
: National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6/7) in Record Management will be an added advantage. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in Good written and verbal communication. Acceptable report writing skills. Computer literacy. Ability to ensure maximum level of confidentiality. A valid driving license will be an added advantage.
- DUTIES** : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management services. Opening and close files according to record classification system. Filing / storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain franking machine register. Frank post, record money and update register daily. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and / disposal. Electronic scanning files. Sort and packages files for archives and distribution. Compile list of all documents to be archived and submit to the supervisor. Keep records for archived documents.
- ENQUIRIES** : M Cezula Tel No: (043) 492 1400, e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- NOTE** : This post is earmarked for persons with disabilities.
- POST 09/178** : **RESEARCH ASSISTANT: BAYWORLD MUSEUM REF NO: DSRAC 15/03/2025**
- SALARY CENTRE REQUIREMENTS** : R216 417 – R254 928 per annum (Level 05), (an all-inclusive remuneration)
: Bayworld Museum (Gqeberha)
: National Senior Certificate or NQF level 4 with no work experience. A National Diploma (NQF level 6 as recognised by SAQA)/ B.Sc. degree in Zoology or related field; computer literacy; good communication and research skills. Registration with South African Council of Natural Scientific Professionals will be an added advantage. A valid driving licence.
- DUTIES** : Support the Research staff in data collection and processing. Collection of specimens. Assist in Sampling and managing research collections. Field trip preparation and participation. Respond to strandings. Conduct educational outreach work.
- ENQUIRIES** : V Ketelo Tel No: (041) 584 0650 (Bayworld Museum), e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- NOTE** : This post is earmarked for persons with disabilities.
- POST 09/179** : **LIBRARY ASSISTANT (X9 POSTS)**
- SALARY CENTRE** : R216 417 – R254 928 per annum (Level 05), (an all-inclusive remuneration)
: **OR Tambo District** (Mthatha) Nkosimtshazi Comm Lib. Mpatisi Nonk Comm Lib Ref No: DSRAC 22/03/2025 (X2 Posts)
: **Amathole District** (East London) Ngqushwa Library Ref No: DSRAC 23/03/2025 (X1 Post)
: **Joe Gqabi District** (Maletswai) Chief Sejosengoe - Lower Tsitsana modular Lib Burgersdorp Public Lib: Ref No: DSRAC 24/03/2025 (X2 Posts)

Chris Hani District (Komani) Sabalele Public Library Ref No: DSRAC 25/03/2025 (X1 Post)

Alfred Nzo District (Mount Ayliff) Mango Public Library Ref No: DSRAC 26/03/2025 (X1 Post)

Sarah Baartman District (Makanda) Kenton - on - Sea Library: Michael Mcebisi Public Lib Ref No: DSRAC 27/03/2025 (X2 Posts)

- REQUIREMENTS** : National Senior Certificate plus a Diploma (NQF Level 6) in library and information studies will be an added advantage. Good command of at least two (2) official languages will be an added advantage. Knowledge of library systems and relevant government prescripts. Computer literacy. Good verbal and written skills. A valid driving licence will be an added advantage.
- DUTIES** : Perform all circulations duties in the library. Join and renew library membership. Shelving & shelve reading of all library material. Attend reference queries brought by users. Maintain good public relations with stakeholders. Attend meetings where and when necessary. Compile statistics of the library. Assist in organising and/ or be involved in awareness programmes (Advocacy and Marketing). Assist in the formation / establishment of a library structure & book clubs. Responsible for orientation and children's programmes. Assist in the management of library donations, and other programmes in the library including ICT and mini-lib services.
- ENQUIRIES** : X. T. Kwanini / T. Thomas Tel No: (045) 492 0030 / 0054 - (Komani)
M. Gugwana Tel No: 039 492 0297 – Alfred Nzo District (Mount Ayliff)
P. Masepe Tel No: (051) 492 4806 – (Maletswai)
S. Stuma Tel No: (047) 495 0853 – OR Tambo District (Mthatha)
S. MpafA Tel No: (046) 492 0223 – Sarah Baartman District (Makanda)
B. Mbangatha Tel No: (043) 492 1838 / 1839 – Amathole District (East London) XT Kwanini/ T T
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

**DEPARTMENT OF TRANSPORT
GFMS**

OTHER POSTS

- POST 09/180** : **DEPUTY DIRECTOR: INFORMATION, COMMUNICATION AND TECHNOLOGY
REF NO: DOT GFMS 01/02/2025**
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), (all-inclusive remuneration package)
East London
- DUTIES** : National Senior Certificate, National Diploma (NQF Level 6) and or Preferably B Degree (NQF level 7) in Computer Science / Information Technology with at least five (5) years' relevant experience in Information Technology Management of which three (3) years must be at an Assistant Director Level/ Junior Management (Salary Level 9). International recognised certificates such as ITIL, COBIT5 and Prince2 will be an added advantage. A valid code 08 driving license is essential. Skills And Competencies: Knowledge of Communication Strategies, Public Relations, Research and Government systems. Good knowledge and understanding of the Corporate Governance of ICT, and Information Communication and Technology system areas such as Infrastructure, ICT solutions, Information Management, ICT Planning and Alignment to business.
- ENQUIRIES** : Facilitate the systems analysis process to GFMS needs and to map functionality requirements. Manage the provision and maintenance of the GFMS ICT infrastructure. User support management: Manage and maintain ICT assets, Manage the ICT sub-unit and Manage area of responsibility. Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives
- NOTE** : Ms. S. Nomnganga Tel No: (043) 731 1249 / Ms. U. Ntshoko or Tel No: (043) 731 1081. For e-Recruitment technical support email to: Khayaletu.Nunu@ectransport.gov.za.
In terms of Departmental EE targets, African, Coloured, Indian, White males and Coloured, Indian & White females including People with Disabilities are all encouraged to apply.

POST 09/181 : **DEPUTY DIRECTOR: CORPORATE SUPPORT SERVICES REF NO: DOT GFMS 02/02/2025**

SALARY : R849 702 per annum (Level 11), (all-inclusive remuneration package)
CENTRE: : East London

REQUIREMENTS : National Senior Certificate (NQF 4), National Diploma (NQF 6) and or preferably B Degree (NQF Level 7) in Human Resource Management/ Bachelor of Administration in Human Resource Management / Industrial Psychology and Social Science in Human Resource Management. At least 5 years' relevant experience in Human Resource Management of which three (3) years must be at an Assistant Director level or Junior Management (Salary Level 9). Extensive knowledge of HR legislation and policies applicable to the Public Service. Good interpersonal and communication skills. Thorough knowledge of HR systems and processes in particular HR Development, HR Administration, Employment Relations, PERSAL, Performance Management and Employee Wellness. Ability to perform at both strategic and operational level. A valid code 08 driving license is essential. Skills And Competencies: Creative Thinking. Decision Making. Diversity Citizenship. Organisational Communication. Effectiveness. Problem Analysis. Self-Management. Team Membership. Technical Proficiency.

DUTIES : Manage recruitment and selection processes. Management and administration of service benefits. Management of PERSAL. Responsible for the facilitation of HR Development and Performance Management. Management of Employment Relations, Employee Health & Wellness and Personnel Practice. Financial planning and management. Manage, direct and account for the provisioning of Facility and Security Management Services. Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.

ENQUIRIES : Ms. S. Nomnganga Tel No: (043) 731 1249 / Ms. U. Ntshoko or Tel No: (043) 731 1081. For e-Recruitment technical support email to: Khayaletu.Nunu@ectransport.gov.za.

NOTE : In terms of Departmental EE targets, African, Coloured, Indian, White males and Coloured, Indian & White females including People with Disabilities are all encouraged to apply.

POST 09/182 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DOT GFMS 03/02/2025**

SALARY : R444 036 per annum (Level 09)
CENTRE : East London

REQUIREMENTS : National Senior Certificate (NQF Level 4) and B Degree (NQF Level 7) in Finance/ Auditing / Logistics / Purchasing/ Inventory/ Supply Chain Management/ Public Management with at least 3 years' working experience in Supply Chain Management environment at supervisory level or salary level 7/8. Knowledge of Legislation- PFMA, PPPFA, Public Procurement Act, Treasury Regulations, Systems- Central Supplier Database, CIDB, E-Tender Portal. A valid code 08 driving license is essential. Knowledge of SAGE system will be an added advantage Skills and Competencies: Good communication skills verbal and written. Technical Proficiency. Client orientation and customer focus. Analytical thinking and attention to detail. Problem solving and decision making skills. Continuous Improvement, Planning and Organizing, Project Management. Accountability and Ethical Conduct. Ability to work under pressure. Facilitation and Innovative skills. Flexibility and ability to work under pressure and as a team player. Ability to interpret prescripts and an in-depth understanding of legislative framework that governs the Public Sector Procurement.

DUTIES : Manage Demand, Acquisition, Contract and Compliance Management, perform managerial tasks. Support End Users when conducting market research during planning for procurement needs, Consolidate procurement needs into the annual procurement plan. Facilitate implementation of the Procurement Plan. Monitor and report implementation of the procurement plan. Provide guidance in the development of specifications and the selection of appropriate sourcing strategies. Quality assure specifications prior advertising and advertise at prescribed publication platforms. Perform bid administration and facilitate an effective and

efficient bid committee system. Ensure that procurement procedures are adhered to before orders are authorised. Perform contract administration. Manage signing of contracts and facilitate contract amendments. Manage supplier performance. Reconcile supplier invoices. Maintain SCM registers. Manage SAGE transactions. Issue purchase orders. Compile reports monthly, quarterly and annually. Prepare submissions for audits. Manage filing of SCM documents. Supervise employees to ensure a seamless supply chain management function. Manage the allocated resources of the sub-unit.

ENQUIRIES : Ms. S. Nomnganga Tel No: (043) 731 1249 / Ms. U. Ntshoko or Tel No: (043) 731 1081. For e-Recruitment technical support email to: Khayaletu.Nunu@ectransport.gov.za.

NOTE : In terms of Departmental EE targets, African, Coloured, Indian, White males and Coloured, Indian & White females including People with Disabilities are all encouraged to apply.

POST 09/183 : **ASSISTANT DIRECTOR: CLIENT RELATIONS MANAGEMENT REF NO: DOT GFMS 04/02/2025**

SALARY : R444 036 per annum (Level 09)

CENTRE : East London

REQUIREMENTS : National Senior Certificate and National Diploma (NQF Level 6) in Marketing/ Public Relations/ Business Administration/ Business Management/ Management/Public Administration/ Public Management and Communication with at least 3 years' working experience in a Client Relations Management environment at supervisory level or salary level 7/8. A valid code 8 driving license is essential. Skills And Competencies: Proficient knowledge and skills of communication practices including good knowledge of the public service management framework. Good verbal and written communication. Resolving Conflict. Good listening skills. Multi-tasking. Customer Service. Promoting Process Improvement. Problem Solving. Technical Proficiency. Self-driven. Excellent people skills & team player. Practice sound business ethics. Excellent Presentation skills. Time Management and advanced Computer Literacy with proficiency in Microsoft Office package.

DUTIES : Responsible for managing, developing and penetrating the existing customer base. Operate as the lead point of contact for any and all matters specific to customer management. Build and maintain strong, long-lasting customer relationships. Develop a trusted advisor relationship with key accounts, external & internal stakeholders regarding the fleet e.g. fleet analysis, updated fleet registers, account statement, management of traffic fines, service projections. Ensure the timely and successful delivery of services according to customer needs and objectives. Assist with high severity requests or issue escalations as needed. Ensure timeous payment of client invoices. Prepare and communicate reports on account status to internal and external stakeholders. Identify potential new clients and grow opportunities. Computer competency will be tested.

ENQUIRIES : Ms. S. Nomnganga Tel No: (043) 731 1249 / Ms. U. Ntshoko or Tel No: (043) 731 1081. For e-Recruitment technical support email to: Khayaletu.Nunu@ectransport.gov.za.

NOTE : In terms of Departmental EE targets, African, Coloured, Indian, White males and Coloured, Indian & White females including People with Disabilities are all encouraged to apply.

POST 09/184 : **NETWORK CONTROLLER REF NO: DOT GFMS 05/02/2025**

SALARY : R376 413 per annum (Level 08)

CENTRE : East London

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) in Computer Science or Information Technology plus at least 1-2 years' relevant working experience in ICT Enterprise environment. A+, N+ or CCNA will be an added advantage. A valid Code 8 driving license is essential. Skills And Competencies: Good knowledge of ICT user requirement. Microsoft Office Suit. Desktop operation Systems. Good communication skills verbal and written. Technical Proficiency. WAN and LAN infrastructure is essential. Flexibility and ability to work under pressure and as a

		team player. Hands on experience and knowledge of troubleshooting and resolving hardware and software related problems is required. Knowledge of Department transversal systems will be an added advantage.
<u>DUTIES</u>	:	Overseeing local and wide area networks (WANs) linked to various computer platforms, operating systems, network capabilities, and topologies. Monitoring network issues and troubleshooting when necessary. Configure and manage network devices such as routers, switches, and access points ensuring consistent security policies and optimal network functionality. Maintain comprehensive network documentation, including network topology diagrams, configuration details, and troubleshooting guides. Reviewing daily tickets and ensuring assigned cases are resolved in a timely fashion. Ensure helpdesk calls are logged and assigned on the Helpdesk call logging system. Provide 1st and 2nd line support services. Escalate unresolved calls to the next level of support personnel. Collaborate with vendor support to resolve technical issues where necessary. Install, configure, and update software for computer systems. Facilitate network installations, upgrades or enhancements and assist in evaluation of new products. Service, maintain, and repair desktop hardware and other IT equipment such as printers. Maintain a register for ICT equipment upgrades/repairs. User training on systems, hardware and software implemented in the department. Ensure compliance with supply chain policies and procedures.
<u>ENQUIRIES</u>	:	Ms. S. Nomnganga Tel No: (043)1249 / Ms. U. Ntshoko or Tel No: (043) 731 1081. For e-Recruitment technical support email to: Khayaletu.Nunu@ectransport.gov.za .
<u>NOTE</u>	:	In terms of Departmental EE targets, African, Coloured, Indian, White males and Coloured, Indian & White females including People with Disabilities are all encouraged to apply.
<u>POST 09/185</u>	:	<u>ARTISAN FOREMAN GRADE A: FLEET MAINTENANCE REF NO: DOT GFMS 07/02/2025</u>
<u>SALARY</u>	:	R362 130 per annum, (OSD)
<u>CENTRE</u>	:	Joe Gqabi (Maletswai)
<u>REQUIREMENTS</u>	:	Trade Test Certificate in Motor Mechanics (Diesel/Petrol) plus at least 3 years' experience in a technical workshop/ field in a motor industry. Original Equipment Manufacturer (OEM) or Fleet management experience will be an added advantage. Skills And Competencies: Computer Literacy. Communication Skills (verbal and non-verbal). Report Writing Skills. Customer Care. Records Management.
<u>DUTIES</u>	:	Managing GFMS Supplier-Merchants (authentication of supplier/merchant services). Administer Maintenance process (Provide specialist and technical design and advisory services). Administer insurance processes.
<u>ENQUIRIES</u>	:	Ms. S. Nomnganga Tel No: (043) 731 1249 / Ms. U. Ntshoko or Tel No: (043) 731 1081. For e-Recruitment technical support email to: Khayaletu.Nunu@ectransport.gov.za .
<u>NOTE</u>	:	In terms of Departmental EE targets, African, Coloured, Indian, White males and Coloured, Indian & White females including People with Disabilities are all encouraged to apply.
<u>POST 09/186</u>	:	<u>STATE ACCOUNTANT: ASSET MANAGEMENT REF NO: DOT GFMS DOT GFMS 06/02/2025</u>
<u>SALARY</u>	:	R308 154 per annum (Level 07)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Senior Certificate (NQF level 4), National Diploma (NQF Level 6) and/or B Degree (NQF Level 7) in Finance majoring in Accounting plus at least 1-2 years' working experience in asset management, in an accrual environment. Knowledge of Pastel or a financial system in an accrual environment is advantageous. A valid code 8 driving license is essential. Applicants must attach academic transcripts. Skills And Competencies: Creative thinking. Decision Making. Problem Solving. Team Player. Technical Proficiency. Practical Knowledge of Accounting Standards.

<u>DUTIES</u>	:	Maintain the asset registers for fleet assets under finance and operating leases. Maintenance of inventory registers. Manager maintenance of fixed asset register and ordering of assets (office furniture, equipment, computers, vehicle tracker etc.) Preparing reconciliation for all categories for PPE, Leases and Inventory. Other asset management administration.
<u>ENQUIRIES</u>	:	Ms. S. Nomnganga Tel No: (043) 731 1249 / Ms. U. Ntshoko or Tel No: (043) 731 1081. For e-Recruitment technical support email to: Khayaletu.Nunu@ectransport.gov.za .
<u>NOTE</u>	:	In terms of Departmental EE targets, African, Coloured, Indian, White males and Coloured, Indian & White females including People with Disabilities are all encouraged to apply.
<u>POST 09/187</u>	:	<u>ADMINISTRATION OFFICER: SHORT TERM RENTALS REF NO: DOT GFMS 08/02/2025</u> (One year contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 per annum (Level 07), plus 37% in lieu of benefits East London National Senior Certificate (NQF Level 4) and National Diploma (NQF Level 6) in Transport Economics/Transport Management/ Fleet Management/ Logistics Management/Management/Public Management/Business Management / Public Transport & Fleet Management plus at least 1-2 years' relevant working experience in Short-term rentals or Fleet Management. A valid Code 8 driving license is essential. Skills And Competencies: Decision Making, Communication, Problem Analysis, Self-management, Team Membership and Technical Proficiency.
<u>DUTIES</u>	:	Maintaining the short-term rentals vehicles register, Facilitating the procurement and disposal of short-term rental vehicles, Issuing and receiving of short-term rental vehicles to client departments, Facilitating the licensing and servicing of vehicles, Accident management of vehicles, Preparation of documentation for billing of vehicles and fuel usage, Maintaining accurate records of transactions on the short-term rental desk and Compiling performance reports on short-term rental desk activities.
<u>ENQUIRIES</u>	:	Ms. S. Nomnganga Tel No: (043) 731 1249 / Ms. U. Ntshoko or Tel No: (043) 731 1081. For e-Recruitment technical support email to: Khayaletu.Nunu@ectransport.gov.za .
<u>NOTE</u>	:	In terms of Departmental EE targets, African, Coloured, Indian, White males and Coloured, Indian & White females including People with Disabilities are all encouraged to apply.
<u>POST 09/188</u>	:	<u>ADMINISTRATION OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: DOT GFMS 09/02/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 per annum (Level 07) East London National Senior Certificate (NQF Level 4) and National Diploma (NQF 6) in Supply Chain Management/ Logistics Management/ Public Administration/ Finance plus at least 1- 2 years' relevant working experience in Supply Chain Management. Knowledge of Supply Chain functions and PFMA, PPPFA, Public Procurement Act, Treasury Regulations, Systems- Central Supplier Database, CIDB, E-Tender Portal. A valid code 08 driving license is essential. Knowledge of SAGE system will be an added advantage. Skills And Competencies: Attention to detail, problem solving, client orientation and customer care. Good Communication skills both verbal and written. Report writing skills, accountability and ethical conduct. Flexibility, ability to work under pressure and as part of a team.
<u>DUTIES</u>	:	Perform Demand, Acquisition, Contract and Compliance Management duties. Facilitate implementation of procurement and demand management plans. Provide secretariat duties during Bid Committee meetings and perform bid administration duties. Ensure completeness of bid process files. Invite quotations, advertise bids. Ensure transactions comply with legislation when processing. Reconcile purchase orders and invoices. Submit purchase orders to finance for payment. Perform contract administration: Maintain SCM registers. Keep a record of all signed contracts, monitor supplier performance, issue contract expiry notices, filing.

Service internal and external stakeholders. Supervise staff and monitor staff performance. Reporting: Submit monthly reports to management. Compile and maintain SCM registers, Implement SCM audit plan, prepare submission of audit information requested, ensure deadlines are met.

ENQUIRIES : Ms. S. Nomnganga Tel No: (043) 731 1249 / Ms. U. Ntshoko or Tel No: (043) 731 1081. For e-Recruitment technical support email to: Khayaletu.Nunu@ectransport.gov.za.

NOTE : In terms of Departmental EE targets, African, Coloured, Indian, White males and Coloured, Indian & White females including People with Disabilities are all encouraged to apply.

POST 09/189 : **ADMINISTRATION CLERK: FLEET LOGISTICS MANAGEMENT REF NO: 10/02/2025**

SALARY CENTRE REQUIREMENTS : R216 417 per annum (Level 05)
: East London
: National Senior Certificate (NQF Level 4). Relevant working experience in fleet management environment will be an added advantage. A valid code 08 driving license is essential. Computer Literacy in Microsoft Office. Skills And Competencies: Good Communication Skills. Good Self-Management. Detail Orientated and work well in a team environment. Creative thinking.

DUTIES : Provide clerical support services within fleet logistics. Receiving of vehicles (new, awaiting repairs, rental, relief and returned non-compliant vehicles). Coordinate and monitor the installation of accessories as per specification with the various accessory suppliers (e.g. decals, e-fuel, tracking system, number plates, sirens, lights, etc.). Dispatching of vehicles to the different users. Stock reconciliation and reporting. Key management of all vehicles. Perform any other duties assigned sby your supervisor.

ENQUIRIES : Ms. S. Nomnganga Tel No: (043) 731 1249 / Ms. U. Ntshoko or Tel No: (043) 731 1081. For e-Recruitment technical support email to: Khayaletu.Nunu@ectransport.gov.za

NOTE : In terms of Departmental EE targets, African, Coloured, Indian, White males and Coloured, Indian & White females including People with Disabilities are all encouraged to apply.

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
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. Alternatively, applications can be delivered to 191 Prince Alfred Street, Pietermaritzburg or online via kznpw.jobs.headoffice@kznworks.gov.za
- FOR ATTENTION** : Mrs ZJ Hlongwane
- CLOSING DATE** : 28 March 2025
- NOTE** : Directions to candidates note to applicants: 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. 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. 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. 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

<u>POST 09/190</u>	:	<u>DIRECTOR: LEGAL SERVICES REF NO: DLS/HO/03/2025</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (all-inclusive package to be structured in accordance with the rules for SMS)
<u>CENTRE</u>	:	Head Office - Pietermaritzburg
<u>REQUIREMENTS</u>	:	Grade 12 plus a Bachelor of Laws (LLB) Degree or a relevant Legal qualification at a NQF level 7 as recognized by SAQA. Admittance as an Attorney / Advocate. A Valid driver's license. A minimum of 5 years' middle/senior management experience in a legal environment. Computer literacy in the office software packages. A valid driver's licence. The recommended candidate will also be required to produce a SMS Pre-entry (Nyukela) certificate prior to appointment.
<u>DUTIES</u>	:	Manage and facilitate civil litigations. Manage the drafting of legal documents, contracts and agreements. Manage the provision of legal opinions and advice within the Department. Manage the development and implementation of policies. Manage the resources of the Directorate. Skills, Knowledge & Competencies: Knowledge of relevant prescripts. Strategic capacity, leadership, legal, financial management, problem solving, analytical and communication skills. Programme and Project Management. People management, client orientation and customer focus. Proven extensive practical experience within a legal environment and theoretical knowledge of legal prescripts.
<u>ENQUIRIES</u>	:	Ms A Khan – Chief Director: Corporate Services Tel No: (033) 355 5666
<u>NOTE</u>	:	NB. 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.

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF SOCIAL DEVELOPMENT**

Limpopo Department of Social Development is an equal opportunity and Affirmative Action Employer. Designed race groups, females and People with disabilities remain our target and are encouraged to apply. Applicants are hereby invited to apply for the funded vacant posts and Learnership/Internship as advertised per the attached "Annexure A", including those previously advertised on the Departmental Circular 24 of 2023 and 31 of 2023. Applicants who previously applied are requested to re-apply if still interested.



<u>APPLICATIONS</u>	: are encouraged to apply through the Department website at https://www.dsd.limpopo.gov.za/?q=node/12 , however, hand delivery applications are acceptable and must be submitted on the new Z83 application form obtained from all Government Departments or can be downloaded from www.gov.za / www.dpsa.gov.za / www.labour.gov.za . Applications should be addressed to various institution as per the applicant's need, Head Office, Seshego Treatment Centre and Mavambe Secure Care Centre: Applications should be directed to Acting Head of Department, Private Bag X9710, Polokwane, 0700 or submitted at: 21 Biccard Street, Olympic Towers Building, Ground Floor, Office no 30, Polokwane Welfare Complex. Applications should be directed Head of Institution, Private Bag X9713, Polokwane, 0700 or hand delivered at Plot 303 Strekloop, Polokwane. Capricorn District/Sekutupu Old Age Home: The District Director, Private Bag X9709, Polokwane, 0700 or hand delivered at 34 Hans Van Rensburg Polokwane. Sekhukhune District: The District Director, Private Bag X80, Lebowakgomo, 0737 or hand delivered at Old Parliament Building Lebowakgomo. Vhembe/Thohoyandou CYCC: The District Director, Private Bag X5040, Thohoyandou, 0950 or hand delivered at Thohoyandou Child and Youth Care Centre, Thohoyandou Block F Punda Maria Road, Thohoyandou. Waterberg District: The District Director, Private Bag X1051, Modimolle, 0510 or hand delivered at Cnr Elias Motswaledi & Thabo Mbeki Street, Modimolle. Mopani District: The Acting District Director, Private Bag X 9689, Giyani, 0826 or should be hand delivered at Department of Social Development Unigaza Road Giyani Section A, 0826.
<u>CLOSING DATE</u>	: 24 March 2025
<u>NOTE</u>	: The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall among other determination be informed by the Employment Equity Plan of the Department. The closing date for applications is 20 March 2025 at 12h00. The Limpopo Department of Social Development is an equal opportunity and Affirmative Action Employer. Designed race groups, females and People with disabilities remain our target and are encouraged to apply. Correspondence will be entered into with short-listed candidates only due to a large number of applications we envisage to receive, if you have not heard from the Department within ninety (90) day from the closing date, consider your application unsuccessful. However, Faxed applications will not be considered. Please note: Due to austerity measure, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews. The contents of this circular will also be posted on the following websites www.dsd.limpopo.gov.za / www.limpopo.gov.za / www.dpsa.gov.za . Please note: Due to austerity measure, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews. 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 must 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? Then it is acceptable for an applicant to indicate not applicable or leave blank to the question. If yes (provide detail), "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. 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. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Applicants are not required to submit certified copies of educational qualifications, academic records, current registration with the relevant statutory body, Identity documents and a valid motor vehicle driver’s license (where required) but must submit a duly completed Z83 application for employment form, and a detailed CV. Shortlisted candidates will be required to come for an interview, at which time, certified copies of all relevant qualifications, current registration with the relevant statutory body, copy of ID and a valid motor vehicle driver’s license (where required) must be submitted. Applicants apply for SMS positions. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competency using the mandated DPSA SMS competency assessment tools. 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. The course is available at the NSG under the name Certificate for entry for SMS and the full details can be obtained by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates shall undertake two pre-entry assessments. One shall be a practical exercise and the other shall be an Integrity [Ethical Conduct], an Assessment as per Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024. Applicants apply for learnership/Internship who previously participated in the programme are discourage from applying, if found you will be disqualified or terminated with immediate effects. The successful candidate will be subjected to security clearance [Vetting] as per the Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024.

MANAGEMENT ECHELON

POST 09/191 : **CHIEF DIRECTOR: DEVELOPMENT & RESEARCH SERVICES REF NO: DSD/2025/01 (X1 POST)**
 Re-advertisement

SALARY CENTRE REQUIREMENTS : R1 436 022 per annum (Level 14)
 : Head Office
 : An undergraduate qualification (NQF level 7) in Development Studies/Social Science or equivalent qualification as recognized by SAQA. A minimum of Five (05) years of proven experience at Senior Management level within the environment. Pre-entry Nyukela Certificate for SMS will be requested upon the appointment. A valid motor vehicle driver’s license (with the exception of persons with disabilities). Core And Process 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. Knowledge And Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Leadership & Management skills. Communication skills. Conflict management. Policy analysis and interpretation skills. Report writing skills. Project Management. Problem analysis and analytical thinking.

- DUTIES** : Provide leadership and strategic direction in the sub-branch. Design and implement integrated development programmes that facilitate empowerment of communities towards sustainable livelihood. To provide community-based research, planning and mobilisation. To provide youth and women development services. To provide population and research services. Manage financial, administrative and related functions.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
- POST 09/192** : **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: DSD/2025/02 (X1 POST)**
Re-advertisement
- SALARY** : R1 436 022 per annum (Level 14)
CENTRE : Head Office
REQUIREMENTS : An undergraduate relevant qualification at NQF level 7 as recognised by SAQA. A minimum of Five (05) years of proven experience at Senior Management level. Experience in a Corporate Services environment, e.g., Legal, HRM&D, Auxiliary Services, ICT, Records Management will be an added advantage. Pre-entry Nyukela Certificate for SMS will be requested upon the appointment. A valid motor vehicle driver's license (with the exception of persons with disabilities). Core And Process 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. Knowledge And Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Leadership & Management skills. Communication skills. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Project Management. Problem analysis and analytical thinking.
- DUTIES** : Provide leadership and high-level strategic direction and policy in the Department. Guide and provide effective managerial and strategic co-ordination in Corporate Services. Overall management of the Strategic Management, Communication Services, Transformation and transversal services, Information Technology Services, Human Resource Management and Development. Coordinate legal strategies to obtain maximum impact on the Department's services delivery. Manage and utilize resources in accordance with the relevant directive and legislation.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
- POST 09/193** : **DIRECTOR: INFRASTRUCTURE MANAGEMENT REF NO: DSD/2025/03 (X1 POST)**
Re-advertisement
- SALARY** : R1 216 824 per annum (Level 13)
CENTRE : Head Office
REQUIREMENTS : An undergraduate qualification (NQF level 7) in Architecture, Structural Engineering, Quantity Surveying: Built Environment or equivalent as recognised by SAQA. A minimum of Five (05) years of proven experience in Infrastructure Management at Middle / Senior Management level. Pre-entry Nyukela Certificate for SMS will be requested upon the appointment. A valid motor vehicle driver's license (with the exception of persons with disabilities). Core And Process 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. Knowledge And Skills: Knowledge and understanding of government policies, acts and regulations related to facilities, planning and development. Knowledge of Public Finance Management Act (PFMA). Report writing, facilitation, co-ordination, project management, procurement administration, policy analysis and development skills. People Management, Time management, Financial Management Skills. Problem solving, organising and Strategic Planning. Strategic capacities and leadership.

- DUTIES** : Provide leadership and high-level strategic direction in the division. Co-ordinate and manage the preparation and execution of building projects and the implementation of priority list planning program. Develop, implement and monitor the maintenance plan of physical facilities. Develop advice and monitor the implementation of policies dealing with the management of physical facilities. Manage and monitor the implementation of capital works program. Manage and utilize human resource in accordance with relevant directive and legislation. Formulate and manage the component's budget against its strategic objectives. Manage financial, administrative and related functions.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
- POST 09/194** : **DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT REF NO: DSD/2025/04 (X1 POST)**
Re-Advertisement
- SALARY** : R1 216 824 per annum (Level 13)
CENTRE : Head Office
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA. A minimum of Five (05) years of proven experience in one of the units under Human Resource Management & Development e.g., Human Resource Practice & Administration, PMDS, Employee Relations, Human Resource Development & Training, Human Resource Planning & Information at Middle / Senior Management level. Pre-entry Nyukela Certificate for SMS will be requested upon the appointment. A valid motor vehicle driver's license (with the exception of persons with disabilities). Core and Process 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. Knowledge And Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Leadership & Management skills. Communication skills. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Project Management. Problem analysis and analytical thinking.
- DUTIES** : Provide leadership and strategic direction in the division. Co-ordinate and oversee the implementation of learnerships, internship, & coaching programs. Manage and effectively implement Human Resource Practice and Administration. Manage Human Resource Planning and Information. Manage Performance Management and Development. Manage Employee Relations. Manage financial, administrative and related functions.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
- POST 09/195** : **DIRECTOR: COMMUNICATION SERVICES REF NO: DSD/2025/05 (X1 POST)**
(Re-Advertisement),
- SALARY** : R1 216 824 per annum (Level 13)
CENTRE : Head Office
REQUIREMENTS : An undergraduate qualification (NQF level 7) or equivalent qualification as recognised by SAQA. A minimum of Five (05) years of proven experience at Middle / Senior Management level. Pre-entry Nyukela Certificate for SMS will be requested upon the appointment. A valid motor vehicle driver's license (with the exception of persons with disabilities). Core And Process 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. Knowledge And Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Leadership & Management skills. Communication skills. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Project Management. Problem analysis and analytical thinking. Leadership & Management skills. Communications. Conflict management.

		Policy analyzing and interpretation skills. Report writing skills. Project Management. Problem analysis and analytical thinking.
<u>DUTIES</u>	:	Provide leadership and strategic direction in the division. Develop the business plan in line with the strategic objectives of the department. Provide corporate, liaison service and internal communication. Management of website and intranet. Manage financial, administrative and related functions.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
<u>POST 09/196</u>	:	<u>DIRECTOR: STRATEGY, MONITORING & EVALUATION REF NO: DSD/2025/06 (X1 POST)</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) or equivalent qualification as recognised by SAQA. A minimum of Five (05) years of proven experience at Middle / Senior Management level in Strategic Management and/or Monitoring and Evaluation. Pre-entry Nyukela Certificate for SMS will be requested upon the appointment. A valid motor vehicle driver's license (with the exception of persons with disabilities). Core And Process 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. Knowledge And Skills: Sound knowledge of the Constitution of the Republic of South Africa, Public Service and Administration legislation. Government Legislation including Strategic Frameworks for Monitoring and Evaluation and Strategic Management. A self-driven individual in possession of the following technical skills and competencies: Policy Development, Strategic Management, Monitoring and Evaluation, Research skills, Analytical skills, 102 Problem Solving (conceptual thinking), Report Writing, Strategic Communication, Information Management, and Computer Literacy.
<u>DUTIES</u>	:	Manage the development of internal prescripts for Strategic Management and Internal Monitoring and Evaluation as guided by national policies/frameworks. Coordinate the conducting of evaluation and impact studies. Develop electronic systems for data collection, M&E and reporting. Implement M&E governance Structures and related systems and processes. Conduct research to inform the development of the department's strategic plans. Coordinate and Compile all related documents related to Strategic Planning and M&E which include, Strategic, Annual and Operational Plans. Compile related reports for submission to the different control points and presentation to the management structures. Coordinate the Strategic and Operational Planning and Review Sessions. Conduct assessments of the department's effectiveness and efficiency in supporting the attainment of its service delivery which include institutional and productivity measurement assessments as prescribed in the Public Service Regulations. Conduct training and capacity building for managers and staff and provide technical assistance and support. Manage the operations, systems and processes of the directorate.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
<u>POST 09/197</u>	:	<u>DIRECTOR: GOVERNMENT INFORMATION TECHNOLOGY OFFICE REF NO: DSD/2025/07 (X1 POST)</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Information Management / Information Technology / Information Science / Computer Science or equivalent qualification as recognised by SAQA. A minimum of Five (05) years of proven experience at Middle / Senior Management level in Government Information Technology Office. Pre-entry Nyukela Certificate for SMS will be requested upon the appointment. A valid motor vehicle driver's license (with the exception of persons with disabilities). Core And Process 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. Knowledge And Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Leadership & Management skills. Communications. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Project Management. Problem analysis and analytical thinking. Leadership & Management skills. Communications. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Project Management. Problem analysis and analytical thinking.

DUTIES : Align the department's information management (information management systems included) and information technology (as enabler) strategy with the strategic direction, management plans and the business processes of the department, with due consideration of the strategic direction of the Government. Develop departmental supporting information management and information technology enabler policies and strategies, regulations, standards, norms, guidelines, best practices and procedures, derived from the national information management and information technology policy and strategy, standards and norms developed by the GITO Council and DPSA, but focussed on the specific requirements of the department. Represent the relevant department at the GITO Council. Promote effective management of information and information technology as enabler as a strategic resource. Manage the SITA relationship: This entails control of the Business Agreement (BA) and Service Level Agreements (SLA's) with SITA and/or other suppliers of information management and information technology goods and services. Utilization of security mechanisms and ensure compliance to the relevant regulatory framework. Responsible for ensuring development and training of the members in the department in relevant information technology matters. Manage Auxiliary Services. Manage Records Management. Manage Financial, Administrative and related functions.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.

OTHER POSTS

POST 09/198 : **DEPUTY DIRECTOR: AUXILIARY SERVICES REF NO: DSD/2025/08 (X1 POST)**

SALARY : R849 702 per annum (Level 11)
CENTRE : Head Office
REQUIREMENTS : An undergraduate qualification (NQF level 6) in Logistics / Public Administration / Public Management or equivalent qualification as recognised by SAQA. A minimum of five (5) years experience within the environment of which three (03) years must be at Junior Management (Level 9/10) / Middle Management level. A valid motor vehicle driver's license (with the exception of persons with disabilities). Core And Process 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. Knowledge And Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills.

DUTIES : Develop the operational plan in line with the strategic objective of the Department. Provide telecommunication services in the province. Manage TV licenses and DSTV in the province. To manage parking services, Helpdesk, cleaning services and landscaping. To manage lease equipment, lease building and state housing accommodation. Manage key accounts and budget for the section. Manage financial, administrative and related functions.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.

<u>POST 09/199</u>	:	<u>SOCIAL WORK SUPERVISOR GRADE 1 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R452 667 per annum (Level: Sw-A4) Capricorn District: Care & Support to Families Ref No: DSD/2025/09 (X1 Post) Vhembe District: Rabale Ref No: DSD/2025/10 (X1 Post)
<u>REQUIREMENTS</u>	:	Recognized Bachelor's degree (NQF 7) in Social Work or equivalent as recognised by SAQA. Current registration with the South African Council for Social Service Professions (SACSSP). A minimum experience of seven (07) years in social work after registration with the SACSSP. A valid motor vehicle driver's licence. (with the exception of persons with disabilities). Knowledge And Skills: Computer Skills. Interpersonal Skills. Communication Skills. Report Writing Skills. Management and Evaluation Skills. Knowledge of supervision model within the sector. Knowledge of relevant programmes in Social Work. In-depth knowledge of social work service delivery model. People management and empowerment. Knowledge of NPO Governance.
<u>DUTIES</u>	:	Ensure that social work services are rendered with regard to the care, support, protection and development of vulnerable individual, groups, families and communities through the relevant programmes. Ensure service compliance to norms and standards. Ensure social worker's compliance with South African Council for Social Service Professions [SACSSP] projects. Supervise and advise social workers and social auxiliary workers. Coordinate and manage all programmes including transformation of social welfare services. Rendering support and mentoring social workers. Rendering counselling to clients. Monitoring and evaluation of non-profit organisations.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
<u>POST 09/200</u>	:	<u>ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM REF NO: DSD/2025/11 (X1 POST)</u>
<u>SALARY CENTRE</u>	:	R444 036 per annum (Level 09) Head Office
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) in Human Resource Management / Human Resource Development / Public Management / Administration or equivalent qualification as recognised by SAQA. PERSAL certificate/results. A minimum of three (03) years' experience in Performance Management and Development System at a Supervisory (Level 7/8) / Junior managerial level. A valid motor vehicle driver's licence. (with the exception of persons with disabilities). Knowledge And Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills.
<u>DUTIES</u>	:	Manage the implementation of the Performance Management and Development System (PMDS). Provide reports on performance agreements, mid-year reviews and annual assessments submitted by all staff. Facilitate the awarding of performance incentives. Facilitate the issuing of memoranda reminding staff to submit PMDS documents. Manage non-compliance with the submission of PMDS documents. Facilitate the submission of PMDS reports. Manage the PMDS database. Communicate determinations and directives on the implementation of the PMDS policy. Develop/review the departmental PMDS. Conduct information sessions. Implement the probation instrument for assessing the performance of SMS and non-SMS employees whose appointments have not yet been confirmed. Facilitate remedial actions/enhancement plans to address underperformance. Facilitate PMDS disputes and appeals. Manage human and financial resources.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.

POST 09/201 : **SOCIAL WORK POLICY DEVELOPER GRADE 1: CHILD CARE & PROTECTION REF NO: DSD/2025/12 (X1 POST)**

SALARY : R429 573 per annum (Level: SW-B1)
CENTRE : Head Office
REQUIREMENTS : Recognized Bachelor's degree (NQF 7) in Social Work or equivalent as recognised by SAQA. Current registration with the South African Council for Social Service Professions (SACSSP). A minimum experience of eight (08) years in social work after registration with the SACSSP. A valid motor vehicle driver's licence. (with exception of persons with disabilities). Knowledge And Skills: Knowledge of Children's Act 38 Of 2005, White Paper for Social Welfare Services and Social Service Professions Act, Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA).

DUTIES : Develop and ensure the implementation of policies, strategic plan and operational plan. Facilitate implementation of the Children's Act 38 of 2005. Facilitate compliance to child protection services norms and standards. Manage and coordinate provision of Child Protection Services. Manage and implement the Child Protection Register Facilitate capacity building of officials and stakeholders on child protection services. Facilitate development of Child and Youth Care Centre policies. Manage registration of Child and Youth Care Centres. Facilitate development and implementation of programmes in Child and Youth Care Centres. Facilitate compliance of Child and Youth Care Centres to norms and standards. Facilitate and manage intersectoral collaboration with key stakeholders. Facilitate monitoring of child protection services and Child and Youth Care Centres. and coordination for provision of child protection services. Manage financial, administrative and related functions.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.

POST 09/202 : **SENIOR ADMINISTRATIVE OFFICER: ASSET MANAGEMENT REF NO: DSD/2025/13 (X1 POST)**

SALARY : R376 413 per annum, (Level 08)
CENTRE : Vhembe District
REQUIREMENTS : An appropriate undergraduate qualification at NQF level 6 in Supply Chain Management / Public Management / Administration / Finance or equivalent qualification as recognised by SAQA. A minimum of two (02) to three (03) years appropriate experience in Supply Chain Management. Experience in Asset Management will be an add advantage. A valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge And Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of the PFMA, Asset Management Framework and Treasury Regulations and other relevant legislation. Knowledge of Basic Accounting System (BAS) and LOGIS. Computer literacy with sound knowledge of the MS Office suite preferably Excel. Demonstrate leadership/ interpersonal relationship and asset management skills. Good client service orientation skills. Ability to monitor and check information as well as set up and maintain information system. Willingness to work cooperatively with others as a team and good communication skills.

DUTIES : Ensure that assets are properly accounted for in the Asset Register and complies with National Treasury Guidelines. Update new additions, movements, transfers and disposals. Reconcile BAS with the Asset Register on monthly basis. Monitor all entries made on the Asset Register as per minimum requirements. Retiring of all losses and disposed assets in the register. Update inventory lists. Ensure that asset policies and procedures guidelines are implemented and ensure compliance thereof. Ensure that the Department's asset requirements are included in the budget. Perform quarterly asset count. Conduct Bi –annual physical verification of movable assets and reconcile against the Asset Register. Implement and manage registers for Finance Leases. Verify the existence of Finance Leases and prepare monthly reconciliation between Bas and amortization tables versus the Finance Leases register. Ensure reconciling items are cleared. Ensure proper annual

- reporting and reconciliations. Quality assurance of asset management processes. Supervise the subordinates.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
- POST 09/203** : **SOCIAL WORKER GRADE 1 (X5 POSTS)**
- SALARY CENTRE** : R308 247 per annum (Level: SW-A4)
: Polokwane Welfare Complex Ref No: DSD/2025/14 (X1 Post)
: Capricorn District: Mankweng Ref No: DSD/2025/15 (X1 Post)
: Vhembe District: Makwarela Ref No: DSD/2025/16 (X1 Post)
: Sekhukhune District: Schoonoord Ref No: DSD/2025/17 (X1 Post)
: Nebo Ref No: DSD/2025/18 (X1 Post)
- REQUIREMENTS** : An appropriate Bachelor's Degree in Social Work or equivalent qualification as recognised by SAQA. Current registration with the South African Council for Social Service Professions (SACSSP). A valid motor vehicle driver's license (with exception of persons with disabilities) Knowledge: Skills and Competencies: knowledge and understanding of human behaviour, social system and skills to intervene at a point where people interact with their environmental environment in order to promote their well-being. Knowledge of programme and project management skills. Information and knowledge management skills. People management and empowerment skills. Communication and coordination skills. Computer literacy.
- DUTIES** : Render an advanced and specialized social work services with regard to care, protection and development of children and youth in the centre. Provide individual and group counselling. Conduct advance and specialized assessment aimed at identifying condition and justify relevant intervention. Implement the recommendations on the appropriate intervention required to address the needs and provide continuous support. Produce and maintain records of social work interventions, processes and outcomes. Undertake social work research and development, contribute to and assist with the development of policies. Perform all the administrative functions required of the job. Management of child and youth care information management system (CYCA)
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.
- POST 09/204** : **PROVISIONING ADMINISTRATIVE OFFICER: DEMAND & ACQUISITION REF NO: DSD/2025/19 (X1 POST)**
- SALARY CENTRE** : R308 154.per annum, (Level 07)
: Capricorn District
- REQUIREMENTS** : An undergraduate qualification at NQF level 6 in Financial Management / Business Management / Supply Chain Management or equivalent qualification at NQF level 6 as recognized by SAQA. A minimum of one (01) to two (02) years experience in Supply Chain Management. Experience in Demand and/or Acquisition will be an added advantage. A valid motor vehicle driver's license (with exception of persons with disabilities). Knowledge And Skills: Knowledge of the Supply Chain Management framework, Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), Treasury Regulation, Broad Based Black Economic Empowerment Act (B-BBEE) and other relevant prescripts.
- DUTIES** : Maintain demand management plans to address possible future needs. Ensure acquisition management services. Ensure that the procurement of goods and services is in line with approved procurement plans. Coordinate the integration of the procurement plans. Ensure that the procurement processes are fully compliant with the SCM prescribed policies and prescripts. Ensure that conducting and benchmarking with best practice. Conduct market research to establish new technologies. Receive requisitions/Log2 and check correctness of the specifications and advise accordingly. Supervise the subordinates.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.

POST 09/205 : **PROVISIONING ADMINISTRATIVE OFFICER: PURCHASING & STORES MANAGEMENT REF NO: DSD/2025/20 (X1 POST)**

SALARY : R308 154 per annum, (Level 07)

CENTRE : Mopani District

REQUIREMENTS : An appropriate undergraduate qualification at NQF level 6 or equivalent qualification as recognised by SAQA. A minimum of one (01) to two (02) years experience in Supply Chain Management. Experience in Purchasing and/or Stores will be an added advantage. A valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge And Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. Logis literacy.

DUTIES : Perform purchasing management services. Provide stores management services. Maintain record keeping in issuing and receiving of stock. Monitor stock-taking.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.

POST 09/206 : **STATE ACCOUNTANT: FINANCIAL BUDGETING & DEBT MANAGEMENT REF NO: DSD/2025/21 (X1 POST)**

SALARY : R308 154 per annum (Level 07)

CENTRE : Waterberg District

REQUIREMENTS : An appropriate undergraduate qualification at NQF level 6 as recognised by SAQA with Accounting as a major subject. A minimum of one (01) to two (02) years appropriate experience in Financial Accounting and/or Budgeting. Experience in Financial Budgeting and/or Debt Management will be an added advantage. A valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. Logis and BAS literacy.

DUTIES : Assist in providing proper financial budgeting. Ensure the management of conditional grants and donor funding through the appropriate processes. Ensure effective revenue and debt management in the District. Advise on virement of funds in terms of PFMA.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.

POST 09/207 : **CHIEF REGISTRY CLERK (SUPERVISOR) REF NO: DSD/2025/22 (X1 POST)**

SALARY : R308 154 per annum (Level 07)

CENTRE : Mopani District

REQUIREMENTS : An appropriate undergraduate qualification at NQF level 6 in Records / Archives / Information Science / Public Administration / Public Management or equivalent qualification as recognised by SAQA. A minimum of one (01) to two (02) years appropriate experience in Registry / Record Management. A valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge And Skills: National Archives and Records Services Act (no 43 of 1996), Minimum Information and Security Standard Act. Protection of Private Information Act of 2013, Knowledge of Batho Pele Principles. Computer literacy, Communication skills, Interpersonal relations skills, People Management skills, Excellent customer care services, Performance Management skills.

DUTIES : Monitor and control Departmental Correspondence. Supervise the overall use of file plan in registry. Develop, implement and maintain the file tracking schedule. Records Classification in Central Registry. Supervise the subordinates.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.

POST 09/208 : **INFORMATION TECHNOLOGY TECHNICIAN REF NO: DSD/2025/23 (X1 POST)**

SALARY : R308 154 per annum, (Level 07)

CENTRE : Vhembe District

REQUIREMENTS : An appropriate undergraduate qualification at NQF level 6 in Computer Science / Information Science / Information Technology or equivalent qualification as recognised by SAQA. A minimum of one (01) to two (02) years appropriate experience in Information Technology. A valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge And Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills.

DUTIES : Monitor information system. Monitor information technology with SITA. Implement National legislation of Information Technology. Maintenance and updating of IT systems and network. Monitor and advise on the appropriate Information Technology infrastructure.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.

POST 09/209 : **COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 REF NO: DSD/2025/24 (X1 POST)**

SALARY : R263 667 per annum (Level CD-A4)

CENTRE : Capricorn District: Polokwane

REQUIREMENTS : Recognized Bachelor's degree (NQF 6) in Social Science or equivalent qualification as recognised by SAQA. A valid motor vehicle driver's licence. (with the exception of persons with disabilities). Knowledge And Skills: Knowledge of community development work, skills, attitudes and values of communities. Knowledge and understanding of human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment. The ability and competence to co-ordinate community development structures and ability to manage projects. The ability to influence individuals and group to participate in their own self-empowerment ventures. The understanding of social dynamics of communities. Presentation skills. Computer literacy. Written and verbal communication skills. Facilitation skills. Research skills. Knowledge and understanding of basic financial management.

DUTIES : Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Liaise and co-ordinate with all relevant role players, internal and external and stakeholders (e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community. Support communities and perform administrative support on community development and related activities. Keep up to date with new developments in the community development field to enhance service delivery.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.

POST 09/210 : **CHILD & YOUTH CARE SUPERVISOR GRADE 1 REF NO: DSD/2025/25 (X1 POST)**

SALARY : R242 211 per annum (Level: CYC-A5)

CENTRE : Mavambe Secure Care Centre

REQUIREMENTS : An appropriate recognised NQF level 4 (Grade 12) or equivalent qualification and a FET Certificate in child and youth care equivalent to an NQF Level 4 qualification registered with SAQA. A minimum of ten (10) years appropriate experience in the

child and youth care after obtaining the Child & youth care qualification. Current registration with the South African Council for Social Service Professions (SACSSP) Knowledge and Skills: Knowledge of minimum standards, performance management system, Knowledge and understanding of the legislative framework, the Child Care Act, Child Justice Act, Children Act, Batho Pele Principles, governing the secure Care Centres, administrative procedures, and new development and methodologies in child and youth care work. Good communication skills. Conflict management and problem-solving skills. The ability to interpret policies and legislation. Planning and organising skills. Basic research and analytical skills. Presentation and facilitation skills. Monitoring and evaluation skills. People management and empowerment skills. Understanding, Non-judgemental, Respectful, caring, Assertive and Tolerant. The ability to motivate.

DUTIES : Facilitate and supervise (secure) the caring for and life space interventions of children and young people. Participate in the multidisciplinary team. Supervise staff to ensure an effective care service. Perform clerical/ administrative function. Keep up to date with new developments in the child and youth care field. Management of Child & Youth Care information management system (CYCA).

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.

POST 09/211 : **ADMINISTRATION CLERK (X2 POSTS)**

SALARY : R216 417 per annum (Level 05)
CENTRE : Sekhukhune District Moroke Ref No: DSD/2025/26 (X1 Post)
 Mopani District Gawula Ref No: DSD/2025/27 (X1 Post)

REQUIREMENTS : An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. Knowledge And Skills: Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. Logis literacy.

DUTIES : Rendering a variety of administrative duties. Assist in collecting statistics. Intake client information. Filling of records. Distribute food parcel. Updating client register.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.

POST 09/212 : **ADMINISTRATIVE CLERK: TRANSPORT MANAGEMENT REF NO: DSD/2025/28 (X1 POST)**

SALARY : R216 417 per annum (Level 05)
CENTRE : Mopani District

REQUIREMENTS : An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. Knowledge And Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills.

DUTIES : Allocate vehicles on daily basis. Check the vehicle conditions. Ensure utilization of provided registers. Ensure cleaning of vehicles.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.

POST 09/213 : **SOCIAL AUXILIARY WORKER REF NO: DSD/2025/29 (X1 POST)**

SALARY : R182 913 per annum (Level: SW-A1)
CENTRE : Waterberg District: Lephalale (Ga-Shongwane)

REQUIREMENTS : An appropriate recognised NQF level 4 (Grade 12) or equivalent qualification and Social Auxiliary Certificate. Current registration with the South African Council for Social Service Professions (SACSSP) Knowledge and Skills: Demonstrate basic understanding of the South African social welfare context, the policy and practice

of developmental social welfare services and the role of social auxiliary worker within this context. Define and demonstrate understanding of the purpose of social auxiliary work and the role and functions of a social auxiliary worker in relation to a social worker within the South African context. Consistently reflect the values and principles contained in the Bill of Rights and the social work profession's Code of Ethics in service delivery as a social auxiliary worker. Demonstrate a basic understanding of the South African judicial system and the legislation governing and impacting on social auxiliary work and social work. Demonstrate a basic understanding of human behaviour, relationship system and social issues. Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems. Use appropriate resources in service delivery to client systems. Work effectively with social workers and members of multi-sectoral teams in social service delivery. Work effectively as a social auxiliary worker to address the special needs and problems experienced by at least 3 of the priority focus groups in the social welfare. Keep precise records and compile accurate reports on social needs and social auxiliary work activities and file them appropriately. Provide an efficient research and administrative support service to the social worker. Demonstrate basic knowledge of financial matters related to social auxiliary work. Demonstrate self-awareness regarding personal capacities, attitudes and skills and a willingness to develop them further under the supervision of a social worker.

DUTIES : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes. Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form. Keep abreast with new developments in the social work and social services field. Perform administrative support functions in support of social workers as required of the job.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.

POST 09/214 : **PHOTOCOPY OPERATOR REF NO: DSD/2025/30 (X1 POST)**

SALARY : R131 265 per annum (Level 02)

CENTRE : Waterberg District

REQUIREMENTS : Junior Certificate or STD 08/Grade 10/ AET / ABET or equivalent qualification. Ability to read and write. Knowledge And Skills: Writing and Communication Skills, Listening skills, Creative and innovative, Multitasking, Customer focused, Confidentiality, Continuous improvement, Interpersonal relations. Telephone etiquette, Computer literacy, Organisational awareness, Knowledge of black, white and colour copiers, scanners within the mid & high-volume production.

DUTIES : Reproduce official documentation according to the Employees' request. Ensure that all photocopy machines, binding machines etc. are in good condition. Make requisition for photocopying materials, and work with office machine and equipment providers to schedule routine service appointments with their technicians in order to ensure continuous optimal operations and efficiency.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr QLM Mogotlane Tel No: (015) 230 4422 / 4315 / 4375.

PROVINCIAL TREASURY

The Limpopo Provincial Treasury is an equal opportunity and affirmative action Employer. Designated groups are encouraged to apply.

APPLICATIONS : Applicants are encouraged to apply through the following website: <https://erecruitment.limpopo.gov.za> OR forwarded to: Director: Human Resource Management, Private Bag X9486, Polokwane, 0700 or Hand delivered to: Ismini Towers Building, Office No. GOO2 (Ground Floor) Registry, 46 Hans van Ransburg Street, Polokwane, 0700.

CLOSING DATE : 28 March 2025 at 16H00. Late applications or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.

NOTE

: Applications must be submitted on new Z83 form obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za. 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 to provide passport numbers. If an applicant responds “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?” then the answer to the next question “In the event that you are employed in the Public Service, you immediately relinquish such business interests?” can be left blank or indicated as not applicable. A “not applicable” or blank response will be allowed on the question “If your profession or occupation requires official registration, provide date and particulars of registration”; if you are not in possession of such 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. 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. The declaration should be completed and signed. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae also showing all information as required by the advert. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form. Shortlisted applicants will be required to provide their original qualification certificates and ID on the day of the interview for verification purposes. A specific reference number for the post applied for must be quoted in the space provided on the new form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. The recommended candidates for appointments will be subjected to Personnel Suitability Checks. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, subsection 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000.

**INTERNSHIP PROGRAMMES AT THE LIMPOPO PROVINCIAL TREASURY THIRTY (30)
FOR 24 MONTHS FROM 1 JULY 2025 TO 30 JUNE 2027**

Unemployed South African youth (Graduates requiring workplace experience), who have never participated in any Public Service Graduate Internship programme in any government department are invited to apply. Conditions: Applicants should be South African citizens and residents of Limpopo, aged 18-35. Applicants who have not yet received their qualifications must provide academic transcripts or letters confirming that they have completed their studies. Successful candidates will be subjected to security vetting.

OTHER POSTS

POST 09/215

: **HRM & EUCB INTERN REF NO: LPT/INT/01 (X1 POST)**
Branch: Corporate Management Services
Directorates: Human Resource Management / EUCB

STIPEND

: R7 450.62 per month

CENTRE REQUIREMENTS : Polokwane
: National Diploma / Degree in Human Resource Management / Public Management
Public Administration/ Human Resource Development

ENQUIRIES APPLICATIONS : Kgadima Conny Tel No: (015) 298 7013
: Candidates must quote name of the post for the abovementioned position on the
subject line when applying i.e. "HRM & EUCB Intern". You are encouraged to apply
through the following website: <https://erecruitment.limpopo.gov.za>

NOTE : EE Target: African Male.

POST 09/216 : **ENTERPRISE RISK MANAGEMENT INTERN REF NO: LPT/INT/02 (X1 POST)**
Branch: Corporate Management Services
Directorate: Enterprise Risk Management

STIPEND : R7 450.62 per month
CENTRE : Polokwane
REQUIREMENTS : National Diploma / Degree in Internal Auditing / Risk Management
ENQUIRIES : Kgadima Conny Tel No: (015) 298 7013
APPLICATIONS : Candidates must quote name of the post for the abovementioned position on the
subject line when applying i.e. "Enterprise Risk Management Intern". You are
encouraged to apply through the following website:
<https://erecruitment.limpopo.gov.za>

POST 09/217 : **COMMUNICATION SERVICES REF NO: LPT/INT/03 (X1 POST)**
Branch: Corporate Management Services
Directorate: Communication Services

STIPEND : R7 450.62 per month
CENTRE : Polokwane
REQUIREMENTS : National Diploma / Degree in Public Relations / Communications / Media Studies
ENQUIRIES : Kgadima Conny Tel No: (015) 298 7013
APPLICATIONS : Candidates must quote name of the post for the abovementioned position on the
subject line when applying i.e. "Communication Intern" You are encouraged to
apply through the following website: <https://erecruitment.limpopo.gov.za>

POST 09/218 : **COMMUNICATION SERVICES INTERN REF NO: LPT/INT/04 (X1 POST)**
Branch: Corporate Management Services
Directorate: Communication Services

STIPEND : R7 450.62 per month
CENTRE : Polokwane
REQUIREMENTS : National Diploma / Degree in Marketing / Communications / Media Studies
ENQUIRIES : Kgadima Conny Tel No: (015) 298 7013
APPLICATIONS : Candidates must quote name of the post for the abovementioned position on the
subject line when applying i.e. "Communication Intern". You are encouraged to
apply through the following website: <https://erecruitment.limpopo.gov.za>

NOTE : EE Target: African Male.

POST 09/219 : **AUXILIARY SERVICES INTERN REF NO: LPT/INT/05 (X1 POST)**
Branch: Corporate Management Services
Directorate: Records Management & Auxiliary Services

STIPEND : R7 450.62 per month
CENTRE : Polokwane
REQUIREMENTS : National Diploma / Degree in Public Management / Facilities Management
ENQUIRIES : Kgadima Conny Tel No: (015) 298 7013
APPLICATIONS : Candidates must quote name of the post for the abovementioned position on the
subject line when applying i.e. "Auxiliary Services Intern". You are encouraged to
apply through the following website: <https://erecruitment.limpopo.gov.za>

- POST 09/220** : **RECORDS MANAGEMENT INTERN REF NO: LPT/INT/06 (X1 POST)**
Branch: Corporate Management Services
Directorate: Records Management & Auxiliary Services
- STIPEND** : R7 450.62 per month
CENTRE : Polokwane
REQUIREMENTS : National Diploma / Degree in Information Management / Library Science / Records Management.
- ENQUIRIES** : Kgadima Conny Tel No: (015) 298 7013
APPLICATIONS : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Records Management Intern". You are encouraged to apply through the following website: <https://erecruitment.limpopo.gov.za>
- POST 09/221** : **INFORMATION COMMUNICATION TECHNOLOGY INTERN REF NO: LPT/INT/07 (X1 POST)**
Branch: Corporate Management Services
Directorate: Information Communication Technology
- STIPEND** : R7 450.62 per month
CENTRE : Polokwane
REQUIREMENTS : National Diploma / Degree in Computer Science / Information Technology / Information Systems
- ENQUIRIES** : Kgadima Conny Tel No: (015) 298 7013
APPLICATIONS : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Information & Communication Technology Intern". You are encouraged to apply through the following website: <https://erecruitment.limpopo.gov.za>
- POST 09/222** : **STRATEGIC MANAGEMENT INTERN REF NO: LPT/INT/08 (X1 POST)**
Branch: Corporate Management Services
Directorate: Strategic Management
- STIPEND** : R7 450.62 per month
CENTRE : Polokwane
REQUIREMENTS : National Diploma / Degree in Public Administration / Public Management / Business Management
- ENQUIRIES** : Kgadima Conny Tel No: (015) 298 7013
APPLICATIONS : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Strategic Management Intern". You are encouraged to apply through the following website: <https://erecruitment.limpopo.gov.za>
- POST 09/223** : **SUPPLY CHAIN MANAGEMENT INTERN REF NO: LPT/INT/09 (X1 POST)**
Chief Directorate: Financial Management
Directorate: Supply Chain Management
- STIPEND** : R7 450.62 per month
CENTRE : Polokwane
REQUIREMENTS : National Diploma / Degree in Supply Chain Management / Logistics / Purchasing Management / Financial Management / Accounting
- ENQUIRIES** : Kgadima Conny Tel No: (015) 298 7013
NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Supply Chain Management Intern". You are encouraged to apply through the following website: <https://erecruitment.limpopo.gov.za>
- POST 09/224** : **MANAGEMENT ACCOUNTING INTERN REF NO: LPT/INT/10 (X1 POST)**
Chief Directorate: Financial Management
Directorate: Management Accounting
- STIPEND** : R7 450.62 per month
CENTRE : Polokwane
REQUIREMENTS : National Diploma / Degree in Accounting / Cost & Management Accounting

ENQUIRIES : Kgadima Conny Tel No: (015) 298 7013
APPLICATIONS : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Management Accounting Intern". You are encouraged to apply through the following website: <https://erecruitment.limpopo.gov.za>

NOTE : EE Target: African Male Disabled.

POST 09/225 : **FINANCIAL ACCOUNTING INTERN REF NO: LPT/INT/11 (X1 POST)**
Chief Directorate: Financial Management
Directorate: Financial Accounting

STIPEND : R7 450.62 per month
CENTRE : Polokwane
REQUIREMENTS : National Diploma / Degree in Accounting / Financial Management
ENQUIRIES : Kgadima Conny Tel No: (015) 298 7013
APPLICATIONS : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Financial Accounting Intern". You are encouraged to apply through the following website: <https://erecruitment.limpopo.gov.za>

POST 09/226 : **INTERNAL CONTROL & COMPLIANCE INTERN REF NO: LPT/INT/12 (X1 POST)**
Chief Directorate: Financial Management
Directorate: Internal Control & Compliance

STIPEND : R7 450. 62 per month
CENTRE : Polokwane
REQUIREMENTS : National Diploma / Degree in Internal Auditing
ENQUIRIES : Kgadima Conny Tel No: (015) 298 7013
APPLICATIONS : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Internal Control & Compliance Intern". You are encouraged to apply through the following website: <https://erecruitment.limpopo.gov.za>

POST 09/227 : **BUDGET MANAGEMENT INTERN REF NO: LPT/INT/13 (X1 POST)**
Branch: Sustainable Resource Management
Directorate: Budget Management

STIPEND : R7 450. 62 per month
CENTRE : Polokwane
REQUIREMENTS : National Diploma / Degree in Accounting / Cost & Management Accounting
ENQUIRIES : Kgadima Conny Tel No: (015) 298 7013
APPLICATIONS : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Budget Management Intern". You are encouraged to apply through the following website: <https://erecruitment.limpopo.gov.za>

POST 09/228 : **FISCAL POLICY ANALYSIS INTERN REF NO: LPT/INT/14 (X1 POST)**
Branch: Sustainable Resource Management
Directorate: Fiscal Policy Analysis

STIPEND : R7 450. 62 per month
CENTRE : Polokwane
REQUIREMENTS : National Diploma / Degree in Accounting / Cost & Management Accounting
ENQUIRIES : Kgadima Conny Tel No: (015) 298 7013
APPLICATIONS : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Fiscal Policy Analysis Intern". You are encouraged to apply through the following website: <https://erecruitment.limpopo.gov.za>

POST 09/229 : **PUBLIC FINANCE INTERN REF NO: LPT/INT/15 (X1 POST)**
Branch: Sustainable Resource Management
Directorate: Public Finance

STIPEND : R7 450. 62 per month

CENTRE : Polokwane
REQUIREMENTS : National Diploma / Degree in Financial Management
ENQUIRIES : Kgadima Conny Tel No: (015) 298 7013
APPLICATIONS : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Public Finance Intern". You are encouraged to apply through the following website: <https://erecruitment.limpopo.gov.za>

POST 09/230 : **MACRO-ECONOMIC ANALYSIS INTERN REF NO: LPT/INT/16 (X1 POST)**
Branch: Sustainable Resource Management
Directorate: Macro-Economic Analysis

STIPEND : R7 450. 62 per month
CENTRE : Polokwane
REQUIREMENTS : National Diploma / Degree in Economics / Econometrics
ENQUIRIES : Kgadima Conny Tel No: (015) 298 7013
APPLICATIONS : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Macro-Economic Analysis Intern". You are encouraged to apply through the following website: <https://erecruitment.limpopo.gov.za>

POST 09/231 : **MUNICIPAL FINANCE INTERN REF NO: LPT/INT/17 (X1 POST)**
Branch: Sustainable Resource Management
Chief Directorate: Municipal Finance & Governance

STIPEND : R7 450. 62 per month
CENTRE : Polokwane
REQUIREMENTS : National Diploma / Degree in Accounting / Internal Auditing / Cost & Management Accounting / Supply Chain Management / Operations Management / Risk Management
ENQUIRIES : Kgadima Conny Tel No: (015) 298 7013
APPLICATIONS : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Municipal Finance Intern". You are encouraged to apply through the following website: <https://erecruitment.limpopo.gov.za>

POST 09/232 : **FINANCIAL MANAGEMENT & CAPACITY BUILDING INTERN REF NO: LPT/INT/18 (X1 POST)**
Branch: Financial Governance
Directorate: Financial Management & Capacity Building

STIPEND : R7 450. 632 per month
CENTRE : Polokwane
REQUIREMENTS : National Diploma / Degree in Financial Information Systems / Financial Management
ENQUIRIES : Kgadima Conny Tel No: (015) 298 7013
APPLICATIONS : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Financial Management & Capacity Building Intern". You are encouraged to apply through the following website: <https://erecruitment.limpopo.gov.za>

POST 09/233 : **FINANCIAL MANAGEMENT & CAPACITY BUILDING INTERN REF NO: LPT/INT/19 (X1 POST)**
Branch: Financial Governance
Directorate: Financial Management & Capacity Building

STIPEND : R7 450. 62 per month
CENTRE : Polokwane
REQUIREMENTS : National Diploma / Degree in Public Administration / Business Administration
ENQUIRIES : Kgadima Conny Tel No: (015) 298 7013
APPLICATIONS : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Financial Management & Capacity Building Intern". You are encouraged to apply through the following website: <https://erecruitment.limpopo.gov.za>

POST 09/234 : **TRANSVERSAL RISK MANAGEMENT INTERN REF NO: LPT/INT/20 (X1 POST)**
Branch: Financial Governance
Directorate: Transversal Risk Management

STIPEND : R7 450. 62 per month
CENTRE : Polokwane
REQUIREMENTS : National Diploma / Degree in Risk Management / Internal Auditing
ENQUIRIES : Kgadima Conny Tel No: (015) 298 7013
APPLICATIONS : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Transversal Risk Management Intern". You are encouraged to apply through the following website: <https://erecruitment.limpopo.gov.za>

POST 09/235 : **FINANCIAL ACCOUNTING & REPORTING INTERN REF NO: LPT/INT/21 (X1 POST)**
Branch: Financial Governance
Directorate: Financial Accounting & Reporting

STIPEND : R7 450. 62 per month
CENTRE : Polokwane
REQUIREMENTS : National Diploma / Degree in Accounting / Financial Accounting
ENQUIRIES : Kgadima Conny Tel No: (015) 298 7013
APPLICATIONS : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Financial Accounting & Reporting Intern". You are encouraged to apply through the following website: <https://erecruitment.limpopo.gov.za>

POST 09/236 : **GOVERNANCE, MONITORING & COMPLIANCE INTERN REF NO: LPT/INT/22 (X1 POST)**
Branch: Financial Governance
Directorate: Governance, Monitoring & Compliance

STIPEND : R7 450. 62 per month
CENTRE : Polokwane
REQUIREMENTS : National Diploma / Degree in Internal Auditing
ENQUIRIES : Kgadima Conny Tel No: (015) 298 7013
APPLICATIONS : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e "GMC Intern". You are encouraged to apply through the following website: <https://erecruitment.limpopo.gov.za>

POST 09/237 : **FINANCIAL SYSTEMS IMPLEMENTATION INTERN REF NO: LPT/INT/23 (X1 POST)**
Branch: Financial Governance
Directorate: Financial Systems Implementation

STIPEND : R7 450. 62 per month
CENTRE : Polokwane
REQUIREMENTS : National Diploma / Degree in Financial Information Systems / Information Systems / Information Technology
ENQUIRIES : Kgadima Conny Tel No: (015) 298 7013
APPLICATIONS : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Financial Systems Implementation Intern". You are encouraged to apply through the following website: <https://erecruitment.limpopo.gov.za>

POST 09/238 : **SCM GOVERNANCE & COMPLIANCE INTERN REF NO: LPT/INT/24 (X1 POST)**
Branch: Assets, Liabilities & Supply Chain Management
Directorate: SCM Governance & Compliance

STIPEND : R7 450. 62 per month
CENTRE : Polokwane

REQUIREMENTS : National Diploma / Degree in Supply Chain Management / Financial Management.
ENQUIRIES : Kgadima Conny Tel No: (015) 298 7013
APPLICATIONS : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "SCM Governance & Compliance Intern". You are encouraged to apply through the following website: <https://erecruitment.limpopo.gov.za>

POST 09/239 : **BANKING, CASH & LIABILITIES MANAGEMENT INTERN REF NO: LPT/INT/25 (X1 POST)**
Branch: Assets, Liabilities & Supply Chain Management
Directorate: Banking, Cash & Liabilities Management

STIPEND : R7 450. 62 per month
CENTRE : Polokwane
REQUIREMENTS : National Diploma / Degree in Accounting / Cost & Management Accounting
ENQUIRIES : Kgadima Conny Tel No: (015) 298 7013
APPLICATIONS : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Banking, Cash & Liabilities Management Intern". You are encouraged to apply through the following website: <https://erecruitment.limpopo.gov.za>

POST 09/240 : **SCM CLIENT SUPPORT INTERN: CAPRICORN REF NO: LPT/INT/26 (X1 POST)**
Branch: Assets, Liabilities & Supply Chain Management
Directorate: SCM Client Support

STIPEND : R7 450. 62 per month
CENTRE : Polokwane
REQUIREMENTS : National Diploma / Degree in Supply Chain Management / Logistics / Purchasing Management / Financial Management
ENQUIRIES : Kgadima Conny Tel No: (015) 298 7013
APPLICATIONS : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "SCM Client Support Capricorn Intern". You are encouraged to apply through the following website: <https://erecruitment.limpopo.gov.za>

POST 09/241 : **SCM CLIENT SUPPORT INTERN: WATERBERG REF NO: LPT/INT/27 (X1 POST)**
Branch: Assets, Liabilities & Supply Chain Management
Directorate: SCM Client Support

STIPEND : R7 450. 62 per month
CENTRE : Polokwane
REQUIREMENTS : National Diploma / Degree in Supply Chain Management / Logistics / Purchasing Management / Financial Management
ENQUIRIES : Kgadima Conny Tel No: (015) 298 7013
APPLICATIONS : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "SCM Client Support Waterberg Intern". You are encouraged to apply through the following website: <https://erecruitment.limpopo.gov.za>

POST 09/242 : **SCM CLIENT SUPPORT INTERN: SEKHUKHUNE REF NO: LPT/INT/28 (X1 POST)**
Branch: Assets, Liabilities & Supply Chain Management
Directorate: SCM Client Support

STIPEND : R7 450. 62 per month
CENTRE : Polokwane
REQUIREMENTS : National Diploma / Degree in Supply Chain Management / Logistics / Purchasing Management / Financial Management
ENQUIRIES : Kgadima Conny Tel No: (015) 298 7013

APPLICATIONS : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "SCM Client Support Sekhukhune Intern". You are encouraged to apply through the following website: <https://erecruitment.limpopo.gov.za>

POST 09/243 : **SCM CLIENT SUPPORT INTERN: MOPANI REF NO: LPT/INT/29 (X1 POST)**
Branch: Assets, Liabilities & Supply Chain Management
Directorate: SCM Client Support

STIPEND : R7 450. 62 per month
CENTRE : Polokwane
REQUIREMENTS : National Diploma / Degree in Supply Chain Management / Logistics / Purchasing Management / Financial Management

ENQUIRIES : Kgadima Conny Tel No: (015) 298 7013
APPLICATIONS : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "SCM Client Support Mopani Intern". You are encouraged to apply through the following website: <https://erecruitment.limpopo.gov.za>

POST 09/244 : **SCM CLIENT SUPPORT INTERN: VHEMBE REF NO: LPT/INT/30 (X1 POST)**
Branch: Assets, Liabilities & Supply Chain Management
Directorate: SCM Client Support

STIPEND : R7 450. 62 per month
CENTRE : Polokwane
REQUIREMENTS : National Diploma / Degree in Supply Chain Management / Logistics / Purchasing Management / Financial Management

ENQUIRIES : Kgadima Conny Tel No: (015) 298 7013
APPLICATIONS : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "SCM Client Support Vhembe Intern". You are encouraged to apply through the following website: <https://erecruitment.limpopo.gov.za>

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.

- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za
- CLOSING DATE** : 24 March 2025
- NOTE** : N.B. Applicants are advised to apply as early as possible to avoid disappointments. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the Correct references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please Note the Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications)
- ERRATUM:** Kindly note that the posts were posted Public Service Vacancy Circular 07 dated 21 February 2025, the post of an Operational Manager (PN-A5): Female Ward (Mapulaneng Hospital, Ehlanzeni District) with Ref No: MPDoH/Feb/25/826, post of an Assistant Director: Property Administration (Infrastructure) (Provincial Office, Mbombela (Nelspruit) with Ref No: MPDoH/Feb/25/835 and the posts of Clinical Nurse Practitioner Grade 1 (PN-B1): PHC (Ms. Msimanga Clinic, Pixley Ka Seme Mobile Clinic, Gert Sibande District) with Ref No: MPDoH/Feb/25/830 with the closing date of 07 March 2025, have been withdrawn.

OTHER POSTS

- POST 09/245** : **CHIEF MECHANICAL ENGINEER GRADE A: INFRASTRUCTURE PLANNING
REF NO: MPDOH/MAR/25/**
- SALARY** : R1 200 426 - R1 371 489 per annum
- CENTRE** : Provincial Office, Mbombela (Nelspruit)
- REQUIREMENTS** : Senior Certificate / Grade 12 plus (NQF Level 7) in Engineer or relevant qualification as recognized by SAQA. Six years post qualification experience required as a registered professional Engineer. Compulsory Six (6) years' experience as a registered professional. Current registration with Engineering Council of South Africa (ECSA) as a Professional Engineering. A valid driver's

licence. Computer literacy. Knowledge: Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000.Engineering Profession Act of 2000.Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000.Health Act and Regulations. National Environmental Management Act of 1998.Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Construction Procurement Standard as Issued by CIDB.

DUTIES : Infrastructure Programme and Project Planning in line with IDMS. Infrastructure Programme and Project Implementation and Monitoring. Infrastructure Project Commissioning. Infrastructure Programme and Project Evaluation. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Effective and efficient resources management. Effective and efficient financial management.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 09/246 : **CHIEF MECHANICAL ENGINEER GRADE A: PROGRAMME DELIVERY REF NO: MPDOH/MAR/25/**

SALARY : R1 200 426-R1 371 489 per annum, (Depending of years of experience as a registered profession in terms of OSD).

CENTRE : Provincial Office, Mbombela (Nelspruit)

REQUIREMENTS : Senior Certificate / Grade 12 plus (NQF Level 7) in Engineer or relevant qualification as recognized by SAQA. Six years post qualification experience required as a registered professional Engineer. Compulsory Six (6) years' experience as a registered professional with Engineering Council of South Africa (ECSA) as a Professional Engineering. Current registration with Engineering Council of South Africa (ECSA) as a Professional Engineering (2024). A valid driver's licence. Computer literacy. Knowledge: Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000.Engineering Profession Act of 2000.Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000.Health Act and Regulations. National Environmental Management Act of 1998.Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Construction Procurement Standard as Issued by CIDB.

DUTIES : Infrastructure Programme and Project Planning in line with IDMS. Infrastructure Programme and Project Implementation and Monitoring. Infrastructure Project Commissioning. Infrastructure Programme and Project Evaluation. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.

		Effective and efficient resources management. Effective and efficient financial management.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 09/247</u>	:	<u>CHIEF MECHANICAL ENGINEER GRADE A: ENGINEERING & MAINTENANCE REF NO: MPDOH/MAR/25/</u>
<u>SALARY</u>	:	R1 200 426 - R1 371 489 per annum, (Depending of years of experience as a registered profession in terms of OSD).
<u>CENTRE</u>	:	Provincial Office, Mbombela (Nelspruit)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus (NQF Level 7) in Engineer or relevant qualification as recognized by SAQA. Six years post qualification experience required as a registered professional Engineer. Compulsory Six (6) years' experience as a registered professional with Engineering Council of South Africa (ECSA) as a Professional Engineering. Current registration with Engineering Council of South Africa (ECSA) as a Professional Engineering (2024). A valid driver's licence. Computer literacy. Knowledge: Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000.Engineering Profession Act of 2000.Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000.Health Act and Regulations. National Environmental Management Act of 1998.Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Construction Procurement Standard as Issued by CIDB.
<u>DUTIES</u>	:	Infrastructure Programme and Project Planning in line with IDMS. Infrastructure Programme and Project Implementation and Monitoring. Infrastructure Project Commissioning. Infrastructure Programme and Project Evaluation. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Effective and efficient resources management. Effective and efficient financial management.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 09/248</u>	:	<u>CHIEF CIVIL / STRUCTURAL ENGINEER GRADE A REF NO: MPDOH/MAR/25/ (X2 POSTS)</u>
<u>SALARY</u>	:	R1 200 426 - R1 371 489 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Provincial Office, Mbombela (Nelspruit)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus (NQF Level 7) in Engineer or relevant qualification as recognized by SAQA. Six years post qualification experience required as a registered professional Engineer. Compulsory Six (6) years' experience as a registered professional with Engineering Council of South Africa (ECSA) as a Professional Engineering. Current registration with Engineering Council of South Africa (ECSA) as a Professional Engineering (2024). A valid driver's licence. Computer literacy. Knowledge: PFMA/Treasury

		Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations. Engineering Profession Act of 2000.
<u>DUTIES</u>	:	Functional and Technical norms and standards from an engineering perspective. Innovative service delivery mechanisms and feasibility studies. Strategic Briefing Documentation. Infrastructure Plans. Strategies, policies and procedures. Research/literature studies and interaction with relevant professional development boards/councils. Effective and efficient resources management.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 09/249</u>	:	<u>CHIEF ARCHITECT GRADE A: PROGRAMME DELIVERY REF NO: MPDOH/MAR/25/</u>
<u>SALARY</u>	:	R1 042 170 - R1 185 893 per annum, (Depending of years of experience as a registered profession in terms of OSD)
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office, Mbombela (Nelspruit)
	:	Senior Certificate / Grade 12 plus (NQF Level 7) in Architecture or relevant qualification as recognized by SAQA. Six (6) years' experience post qualification plus Compulsory Six (6) years' experience as a registered professional. Post requires specific understanding and experience of the Architectural design process from Project inception to close out (minimum 3 years). Current registration with the South African Council for Architectural Profession (SACAP) as an Architect (2024). A valid driver's licence. Computer literacy. Knowledge: Health Act and Regulations. Construction Industry Development Board Act of 2000 and Regulations. National Building Standards Act of 1977 and Regulations. Architectural Profession Act of 2000. PFMA, Treasury Regulations, Treasury Practice Notes and Circulars. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations.
<u>DUTIES</u>	:	Architectural functional and technical norms and standards. Architectural policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects. Master Planning, Project Briefs, Business Cases, Accommodation Schedules and Operational Narratives. Preparation of architectural inputs to the development of the User Asset Management Plan and Project List. Manage facility planning. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Effective and efficient resources management.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 09/250</u>	:	<u>CHIEF QUANTITY SURVEYOR GRADE A: ENGINEERING & TECHNICAL SERVICES REF NO: MPDOH/MAR/25/ (X2 POSTS)</u>
<u>SALARY</u>	:	R1 042 170 - R1 185 893 per annum, (Depending of years of experience as a registered profession in terms of OSD). D)
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office, Mbombela (Nelspruit)
	:	Senior Certificate / Grade 12 plus (NQF Level 7) in Quantity Surveying or relevant qualification as recognized by SAQA. Six (6) years' experience post qualification plus Compulsory Six (6) years' experience as a registered professional. Current registration with the South African Council for the Quantity Surveying Profession (SACQSP) as Quantity Surveyor (2024). A valid driver's licence. Computer literacy. Knowledge: Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice

		Notes/Instructions/Circulars/Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000.Engineering Profession Act of 2000.Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000.Health Act and Regulations. National Environmental Management Act of 1998.Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Construction Procurement Standard as Issued by CIDB.
<u>DUTIES</u>	:	Infrastructure Programme and Project Planning in line with IDMS. Infrastructure Programme and Project Implementation and Monitoring. Infrastructure Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Project Commissioning. Infrastructure Programme and Project Evaluation. Effective and efficient resources management. Effective and efficient financial management.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 09/251</u>	:	<u>ELECTRICAL ENGINEER (PRODUCTION) GRADE A, B AND C REF NO: MPDOH/MAR/25/</u>
<u>SALARY</u>	:	Grade A: R833 499 - R889 158 per annum, (Depending of years of experience as a registered profession in terms of OSD). Grade B: R939 024 - R1 011 597 per annum, (Depending of years of experience as a registered profession in terms of OSD). Grade C: R1 068 342 - R1 254 282 per annum, (Depending of years of experience as a registered profession in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office, Mbombela (Nelspruit)
	:	Senior Certificate / Grade 12 plus (NQF Level 7) in Engineering as recognized by SAQA. Three (3) years' experience post qualification. Current registration with Engineering Council of South Africa (ECSA) as a Professional Engineer as Electrical Engineer (2024). A valid driver's licence. Computer literacy. Knowledge: PFMA/Treasury Regulations/Practice Notes/Instructions/Circulars. Provincial/ Departmental Supply Chain Management Policies.National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations. Engineering Profession Act of 2000.
<u>DUTIES</u>	:	Development, interpretation and customisation of functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Investigate electronic and electrical engineering installations and equipment, undertake design work and implement corrective measures. Oversee implementation [construction] and commissioning of electrical engineering installations. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 09/252 : **MECHANICAL ENGINEER (PRODUCTION) GRADE A: REF NO: MPDOH/MAR/25/ (X2 POSTS)**

SALARY : R833 499 - R889 158 per annum, Depending of years of experience as a registered profession in terms of OSD)

CENTRE REQUIREMENTS : Provincial Office, Mbombela (Nelspruit)
: Senior Certificate / Grade 12 plus (NQF Level 7) in Engineering as recognized by SAQA. Three (3) years' experience post qualification. Current registration with Engineering Council of South Africa (ECSA) as a Professional Engineer as Mechanical Engineer (2024). A valid driver's licence. Computer literacy. Knowledge: PFMA/Treasury Regulations/Practice Notes/Instructions/Circulars. Provincial/ Departmental Supply Chain Management Policies.National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations. Engineering Profession Act of 2000.

DUTIES : Development, interpretation and customisation of functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Investigate electronic and electrical engineering installations and equipment, undertake design work and implement corrective measures. Oversee implementation [construction] and commissioning of mechanical engineering installations. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 09/253 : **QUANTITY SURVEYOR (PRODUCTION) GRADE A, B AND C: ENGINEERING & TECHNICAL SERVICES REF NO: MPDOH/MAR/25/ (X2 POSTS)**

SALARY : Grade A: R721 476 - R774 267 per annum, (Depending of years of experience as a registered profession in terms of OSD).
Grade B: R821 142 - R876 018 per annum, (Depending of years of experience as a registered profession in terms of OSD).
Grade C: R925 146 - R1 084 368 per annum, (Depending of years of experience as a registered profession in terms of OSD).

CENTRE REQUIREMENTS : Provincial Office, Mbombela (Nelspruit)
: Senior Certificate / Grade 12 plus (NQF Level 7) in Quantity Surveying as recognized by SAQA. Three (3) years' experience post qualification. Current registration with the South African Council for the Quantity Surveying Profession (SACQSP) as Quantity Surveyor (2024). A valid driver's licence. Computer literacy. Knowledge: Health Act and Regulations. Quantity Surveying Profession Act of 2000. Construction Industry Development Board Act of 2000 and Regulations. National Building Standards Act of 1977 and Regulations. PFMA, Treasury Regulations, Treasury Practice Notes and Circulars. Government Immovable Asset Management Act of 2007.Occupational Health and Safety Act of 1993 and Regulations.

DUTIES : Development, interpretation and customisation of quantity surveying planning and cost norms and standards. Policies, strategies, plans, procedures and criteria of all infrastructure projects/programmes. Contribute to Project Briefing documents, costing models and operational narratives. Preparation of quantity surveyor inputs to the preparation of the User Asset Management Plan, the final project lists, the budgets and Infrastructure Programme Management Plan. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 09/254 : **CANDIDATE CIVIL ENGINEER REF NO: MPDOH/MAR/25/**
(Five Year Contract)

SALARY : R721 476 - R765 747 per annum
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus (NQF Level 7) in Engineering or equivalent as recognized by SAQA. Current registration with Engineering Council of South Africa (ECSA) as Candidate Civil / Structural Engineer. A valid driver's licence. Computer literacy. Knowledge: PFMA/ Treasury Regulations/Practice Notes / Instructions / Circulars. Provincial / Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations. Engineering Profession Act of 2000.

DUTIES : Assist with monitoring of wastewater treatment plan, Civil related matters. Assist in monitoring of civil engineering projects. Maintenance of health facilities. Strategic Briefing Documentation. Infrastructure Plans. Strategies, policies and procedures. Research/literature studies and interaction with relevant professional development boards/councils. Effective and efficient resources management.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 09/255 : **ASSISTANT DIRECTOR: CORPORATE SERVICES REF NO: MPDOH/MAR/25/**

SALARY : R552 081 per annum, (plus service benefits)
CENTRE : Amajuba Memorial Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Public Administration / Public Management as recognized by SAQA. At least a minimum 3 - 5 years' relevant experience of which three (3) years' experience must be at supervisory / managerial (Level 7/8). Knowledge of Human Resources and Administrative support services. Sound financial management, facility management and supervision. Valid driver's licence. Willingness to work extra hours and be on standby when need arises. Advanced computer literacy (MS Word, Excel). Good written and communication skills. Good planning and organizational skills. Knowledge of the PFMA / Labour Relations and other relevant prescripts. Good interpersonal, problem – solving and dispute resolution, communication, analytical and writing skills. Computer literacy. Valid driver's license. Ability to work under pressure with minimum supervision. Ability to conduct seminars or workshops and presentation of budget. Strong leadership, managerial, organizational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills. Knowledge of the Public Service Regulations 2001, Public Service Act 1994, Employment Equity Act 55 of 1998, Labour Relations Act 66 of 1995 and other related prescripts of the Department of Health.

DUTIES : Overall management of hospital administration include facility management and security. Efficient and effective implement the Departmental strategic planning of the corporate services. Management of personnel administration, human resource development and training, disciplinary procedures, labour relations, recruitment and selection processes and staff performance assessment. Management of hospital fees, admissions and medical records. Effectively manages all facility-based support services and oversees maintenance requirements. Support the Medical Manager and management team. Effectively and efficiently run the Corporate Services within the hospital and give full support to other services and programmes within the Hospital. Ensure high level of administration and improve

cleanliness within the hospital environment. Promotion of equity when it comes to resource distribution to ensure that the targets are achieved. Effectively manage and develop human resources, including sound employment relations. Support Employee Assistance Programme, departmental health information and communication technology functions in the hospital. Exercise and regulate, control over institutional activities. Monitor implementation of the plans. Represent the district / hospital in various forums at the district level and report to senior structures of the department. Provide subordinates with the overall policy framework and provide strategic leadership. Develop and maintain constructive working relationships within administration and support and other Professional structures. Monitor and ensure proper utilization of financial and physical resources. Be responsible for the supervision and evaluation of the staff performance. Manage the office budget. Coordinate proper staffing of hospital.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 09/256 : **OPERATIONAL MANAGER (PN-A5): MALE WARD REF NO: MPDOH/MAR/25/**

SALARY : R520 560 - R596 322 per annum
CENTRE : Amajuba Memorial Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2025). A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.

DUTIES : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal Nursing Services as an Operational Manager in General Surgery. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter- Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify develops and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 09/257 : **CLINICAL NURSE PRACTITIONER GRADE 1 (PN-B1): PHC REF NO: MPDOH/MAR/25/ (X2 POSTS)**

SALARY : R451 533 – R530 376 per annum
CENTRE : Matsulu CHC (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2025), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Primary Health Care Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Primary Health Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 09/258 : **ASSISTANT DIRECTOR: PROPERTY ADMINISTRATION (INFRASTRUCTURE) REF NO: MPDOH/MAR/25/**
Re-Advertisement

SALARY : R444 036 per annum, (plus service benefits)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Real Estate Management / Property Management / Property Studies as recognized by SAQA. At least a minimum of 3-5 years relevant experience of which three (3) years' experience must be at supervisory / managerial (Level 7/8). Valid driver's licence. Computer literacy. Knowledge, Skills and Competencies: Knowledge of prescripts applicable in the Public Service and Property studies and facilities Management environment. Good communication skills both verbal and written. Problem solving and report writing. Contract Management. Ability to work under pressure, individually and in groups.

DUTIES : Coordinate the implementation of property administration functions. Coordinate and administer lease and use of all state facilities. Facilitate acquiring of land for construction of land for acquiring of new facilities. Facilitate the compilation of User Asset Management Plan (U-AMP) and asset register of the Department in line with GIAMA act, act 19 of 2007. Liaise with facilities housing committees for proper allocation of accommodation. Ensure timeous payments of service providers.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr.

Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 09/259 : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A REF NO: MPDOH/MAR/25/**

SALARY : R371 253 - R396 522 per annum
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus National Diploma in in Engineering or equivalent qualification as recognized by SAQA. Current registration with Engineering Council of South Africa (ECSA) as Engineering Technician. Three (3) years' experience post qualification. A valid driver's licence. Computer literacy. Knowledge: Hazardous Substances Act 15 of 1973.Occupational Health and Safety Act of 1993. Health Act and Regulations. Engineering Profession Act of 2000.

DUTIES : Technical Services. Engineering services and management methods. Use of Utilities. Effective. Engineering Services for Projects and Programmes. Administrative Functions. People Management. Research.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 09/260 : **PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING REF NO: MPDOH/MAR/25/ (X11 POSTS)**

SALARY : R307 473 – R362 187 per annum
CENTRE : Ethandukukhanya CHC (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice (I.E. Diploma/ Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse (2025). Grade 1: A minimum of 1-10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices.

DUTIES : Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

- APPLICATIONS** : Quoting the relevant reference number for the positions of Engineers Production, must be hand deliver to The District Director, Ngaka Modiri Molema District Services, Training Centre Building, Coner Onkgopotse Tiro Road Mmabatho, or e-mail to Dardrecruitment-NMM@nwpg.gov.za
- FOR ATTENTION** : Ms. K. Mangwegape
- CLOSING DATE** : 28 March 2025 at 15h00
- NOTE** : This Departmental is an equal opportunity, Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications. Applications must be submitted on the prescribed form Z83 (fully completed), obtainable from any Public Service Department or on the Internet at <http://www.info.gov.za/documents/forms/employ.pdf> and should be accompanied by a recently updated, comprehensive CV and ID document, and names of three referees. Non-RSA citizens /permanent resident permit holders and those who possess a foreign qualification need not attach the copies of their permanent residence permits an evaluation certificate from the South African qualifications Authority SAQA) to their applications. Only shortlisted candidates for the posts will be required to submit certified copies of qualifications and all other related documents on or before the day of the interviews. All qualifications will be verified. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Applicants must indicate the reference number of the vacancy in their applications. Should an applicant wish to apply for more than one post, separate applications must be submitted, i.e. all the documentation must be submitted for each post applied for. Candidates requiring additional information regarding advertised posts should direct their enquiries to the relevant person as indicated in the advertisement. Applications received after the closing date will not be considered. All appointments will be subjected to security clearance and reference checking. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification / study verification and previous employment verification). The Department reserves the right not to make appointments to the advertised posts. Late applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POST

- POST 09/261** : **ENGINEER PRODUCTION REF NO: NWDARD 01/02/2025 (X3 POSTS)**
- SALARY CENTRE** : R833 499 per annum, (all-inclusive package), as determined by OSD prescripts
Bojanala (Rustenburg)
Ngaka Midri Molema (Mahikeng)
Dr Ruth Segomotsi Mompati (Vryburg) Offices
- REQUIREMENTS** : Bachelor's degree in Engineering/ BSc (Eng) Agricultural Engineering or Civil Engineering A minimum of 3 years' post-qualification experience in engineering A valid Driver's License Compulsory registration with the Engineering Council of South Africa (ECSA) as Professional Engineer Knowledge of engineering design and analysis Knowledge of project planning and implementation processes Good technical report writing skills Computer Literacy Good verbal and written communication skills Good interpersonal relationship skills Planning and organizing skills.
- DUTIES** : Conduct preliminary inspections for compiling of terms of reference and prescripts
Prepare physical designs and drawings Develop tender specifications Provide

ENQUIRIES

technical / engineering support and advice to clients of the department Develop
engineering plans/ reports to answer enquiries as made by the public Support the
Districts with infrastructure development for different programs as requested
Conduct construction site inspections, monitoring and compiling of relevant reports
Contribution in budget expectations report on service deliverables Submit monthly
project progress reports Maintain Continuous Professional Development
Mr RC du Plessis Tel No: (018) 299 - 6667/9

**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.

MANAGEMENT ECHELON

POST 09/262 : **CHIEF EXECUTIVE OFFICER**
Chief Directorate: Metro Health Services

SALARY : R1 216 824 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : New Somerset Hospital

REQUIREMENTS : Minimum educational qualification: An appropriate tertiary qualification (NQF level 7) in a Health-related field or Managerial field as recognized by SAQA with at least 5 years' experience at a middle/senior managerial level. Pre-entry Certificate for the Senior Management Services is a requirement (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete it as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name "Certificate for entry into the SMS" and the full details can be sourced from the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. All costs associated herewith are the responsibility of the applicant).
Experience: Appropriate experience and proven track record in all major management aspects within a healthcare environment. Inherent requirement of the job: Valid driver's licence and willingness to travel. Competencies (knowledge/skills): Proven leadership and management competencies specific to a healthcare environment. Strong business orientation with proven skills and ability in the financial management of a health service. High level of communication skills. Advanced planning and organising skills. Computer literacy (MS Word, Excel, Access, PowerPoint, Internet and email).

DUTIES : Exercise Values-based leadership and overall governance of Institution with the departmental strategic priorities and framework of a Regional Hospital. Overall responsibility for Clinical Governance of New Somerset Hospital, ensuring the effective and efficient management of all aspects of patient care and ensuring the highest standard of clinical care possible within the available resources. Ensure the development of a comprehensive risk management strategy and develop, implement and maintain a disaster management plan. Overall responsibility for corporate governance, including all aspects of People Management and Development, Financial Management, Information Management, Supply Chain Management, Infrastructure and Facility Management. Ensure effective and efficient engagement with internal and external stakeholders.

ENQUIRIES : Dr G Perez Tel No: (021) 815-8668

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 : 24 March 2025

OTHER POSTS

POST 09/263 : **SENIOR REGISTRAR (MEDICAL) (ADULT CARDIOLOGY)**
(3-Year Contract)

SALARY : Grade 1: R1 271 901 per annum
Grade 2: R1 451 214 per annum

<u>CENTRE REQUIREMENTS</u>	<p>Grade 3: R1 680 780 per annum</p> <p>: Tygerberg Hospital, Parow Valley</p> <p>: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Internal Medicine. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to work after hours. The position will be full-time (40 hours per week). Competencies (knowledge/skills): Good communication skills. Experience in Cardiology or Cardiac Imaging. Previous research experience. Cardiology specific accredited courses attended.</p>
<u>DUTIES</u>	<p>: Successful completion of the MPhil (Cardio). Successful completion of the Cert Cardio Phys (SA) which includes all the logbook requirements of the College of Medicine. Participating fully in all activities of the division. Conducting research into cardiac disease prevalent in South Africa.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>: Prof AJK Pacoraro Tel No: (021) 9384400/ pacoraro@sun.ac.za</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 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 as Medical Specialist in Internal Medicine with the relevant council (including individuals who must apply for change in registration status)". Appointment as Senior Registrar will be for a maximum contract period of 3 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Senior Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Senior Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Senior Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Senior Registrar will be required to resign after completion of their registrarship should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines.</p>
<u>CLOSING DATE</u>	<p>: 24 March 2025</p>
<u>POST 09/264</u>	<p>: <u>MEDICAL SPECIALIST GRADE 1 TO 3 (GENERAL SURGERY)</u> Chief Directorate: Metro Health Services</p>
<u>SALARY</u>	<p>: Grade 1: R1 271 901 per annum Grade 2: R1 451 214 per annum Grade 3: R1 680 780 per annum A portion of the package can be structured according to the individual's personal needs.</p>
<u>CENTRE REQUIREMENTS</u>	<p>: Eerste River Hospital</p> <p>: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Surgery. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Surgery. A letter from the Head of the clinical department stating that all requirements for registration have been met can be</p>

submitted if registration is pending Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Surgery. **Grade 2:** A minimum of 5 years of appropriate experience as a Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Surgery. **Grade 3:** A minimum of 10 years of appropriate experience as a Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Surgery. Inherent requirement of the job: Valid code (B/EB) driver's license. Ability to work after-hours. Competencies (knowledge/skills): Ability to work in a team and under pressure. Ability to function independently.

DUTIES : Provide evidence-based quality patient care. Maintain a safe, efficient, and appropriate environment for quality patient care. Effective and efficient training of clinical staff. Render an efficient and cost-effective Surgery service to patients managed by the institution and District. Health Care Services in the District by balancing throughput with quality. Assist with the effective and efficient administration of the Surgery Department. Ensure the rational use of resources (medical/surgical sundries and equipment). Ability to perform emergency and scheduled surgery, including laparoscopy and endoscopy. Assist the Head of the department with Antibiotic stewardship. Clinical supervision and training of clinical staff.

ENQUIRIES : Dr C Strauss Tel No: (021) 902 8000
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 the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

CLOSING DATE : 24 March 2025

POST 09/265 : **SENIOR REGISTRAR (NEONATOLOGY)**
(2-Year Contract)

SALARY : R1 271 901 per annum, A portion of the package can be structured according to the individual's personal needs.

CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Specialist in Paediatrics. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Paediatrics. Inherent requirement of the job: Commuted overtime is compulsory. Emergency and after hour call cover. Competencies (knowledge/skills): Strong leadership and mentoring abilities to support junior staff. Competent in neonatal resuscitation, stabilization, and management of both well and critically ill newborns. Organisational and time-management skills to function effectively in a high-pressure neonatal. Commitment to patient advocacy and evidence-based neonatal care. Experience in research and quality improvement projects. FCPaed and MMed (Paediatrics)

DUTIES : Achieve clinical competence in the care of critically ill neonates, including term and preterm babies with medical and surgical conditions. Supervise, guide and mentor medical students, interns, medical officers, and paediatric registrars. Lead and participate in neonatal resuscitation, stabilisation, and ongoing intensive care. Teach undergraduate medical students and contribute to training programs. Attend and contribute to the high-risk neurodevelopmental follow-up clinic. Engage in neonatal research under expert mentorship. Collaborate with a multidisciplinary neonatal team to ensure holistic neonatal care. Uphold clinical governance principles, ensuring high-quality, risk-mitigated patient care.

ENQUIRIES : Dr S Pillay Tel No: (021) 404 6025 or shakti.pillay@uct.ac.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. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post-graduates with Stellenbosch University/ University of Cape Town according to the yearbook and guidelines. Please ensure that you attach an updated CV. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. "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 with the relevant council (including individuals who must apply for change in registration status)". Appointment as Senior Registrar will be for a maximum contract period of 2 years. Senior Registrars will function across health facilities, as per an agreed programme. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Senior Registrar will be on contract.
- CLOSING DATE** : 24 March 2025
- POST 09/266** : **SENIOR REGISTRAR (CARDIOLOGY)**
(2-Year Contract)
- SALARY** : R1 271 901 per annum, A portion of the package can be structured according to the individual's personal needs.
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Medicine. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Medicine. Inherent requirement of the job: A valid (code B/EB/C1) driver's licence. Commuted overtime is compulsory. Competencies (knowledge/skills): Effective and efficient administration. Facilitation of management system. Communication including report generation, letter writing, consultation. Clinical Skills required of a Medical Specialist Physician (e.g. Assessment, diagnosis and treatment in inpatient, outpatient, and emergency contexts) MMED and FCP (SA) qualifications. Technical skills appropriate for investigation.
- DUTIES** : Clinical Service Provision. Clinical Governance and Administration. Teaching and Training/Supervision of Junior Staff.
- ENQUIRIES** : Prof N Wearne Tel No: (021) 404 2024 or nicola.wearne@uct.ac.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. Please ensure that you attach an updated CV. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an

indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post-graduates with Stellenbosch University/ University of Cape Town according to the yearbook and guidelines. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. 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 with the relevant council (including individuals who must apply for change in registration status) Appointment as Senior Registrar will be for a maximum contract period of 2 years. Senior Registrars will function across health facilities, as per an agreed programme. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Senior Registrar will be on contract.

CLOSING DATE : 24 March 2025

POST 09/267 : **ASSISTANT MANAGER: MEDICAL PHYSICS**

SALARY : R1 065 894 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Experience: A minimum of 3 years appropriate experience after registration with the Health Professions Council of South Africa as a Medical Physicist. Registration with a Professional Council: Registration with the Health Professions Council of South Africa as a Medical Physicist. Competencies (knowledge/skills): Skills pertaining to the scope of the profession of Medical Physicist. Manage the medical physics service to the nuclear medicine division. Must be able to work independently and have skills to complete projects on time. Good communication and interpersonal relationship skills. Thorough knowledge of nuclear medicine physics and techniques, including internal dosimetry. Understand the physics of nuclear medicine equipment. Knowledge of computers and software used in radiotherapy, radiology and nuclear medicine. Knowledge of the statutory regulations regarding the medical use of ionizing radiation, as well as radionuclides. Thorough understanding of physics concepts and their link to medical applications.

DUTIES : Responsibility for the management of the dosimetry, quality assurance and radiation protection functions of Medical Physics in the Division of Nuclear Medicine, including regulatory compliance. Active participation in the routine execution of clinically related medical physics tasks Supply physics support in the Division of Radiation Oncology. Assistance with equipment tender preparation, evaluation and commissioning. -Understand and use software packages for gamma cameras and PET reconstruction, responsible for QA on the divisional network between imaging systems Assisting with management of staff and departmental administration, participation in the management team of the Division of Nuclear Medicine. Assistance with the lecturing in the teaching and training programme of the Medical Physics and Nuclear Medicine Divisions. Active participation and assistance with the management of the research and development programme of the Medical Physics Division. Collaboration/cooperation with the Stellenbosch University Node for Infection Imaging (NII) medical physicist. This may include limited, non-remunerated support on a reciprocal basis, as allowed for under existing agreements between the hospital/province and Stellenbosch University around joint staff and the TBH-NII interface.

ENQUIRIES APPLICATIONS : Mr C Trauernicht Tel No: (021) 938 6027, email: cjt@sun.ac.za
 : 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 : 24 March 2025

POST 09/268 : **REGISTRAR (MEDICAL) (FAMILY MEDICINE)**
 Cape Winelands Health District
 (4 Year Contract)

SALARY : R949 146 per annum, A portion of the package can be structured according to the individual's personal needs

CENTRE REQUIREMENTS : Cape Winelands Health District based at Stellenbosch Sub-district
 : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Inherent requirement of the job: Willingness to work overtime. Commuted overtime is compulsory. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy (e.g., MS Word, Excel, PowerPoint and internet research). Excellent verbal and written communication skills.

DUTIES : Clinical service provision. Participate in the Teaching program. Research and Professional Development (incl. completion of MMED). Effective Clinical Administration in patient records and patient reports.

ENQUIRIES APPLICATIONS : Dr L Eksteen Tel No: (021) 808-6100
 : 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. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be for a maximum contract period of 4 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. *Preference will be given to SA citizens/permanent residents with a valid identity document*. 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 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 a change in registration status). ii) Other: Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines."

CLOSING DATE : 24 March 2025

POST 09/269 : **REGISTRAR (DENTAL PERIODONTICS AND ORAL HYGIENE)**
 Chief Directorate: Metro Health Services
 (4-Year Contract)

SALARY : R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Oral Health Centre, Tygerberg/Mitchell's Plain
 : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Dentist Registrar (Dentist). Registration with a Professional Council: Registration with the HPCSA as a Dentist Registrar (Dentist).

<u>DUTIES</u>	:	Rendering of service and research on combined platform as determined by the Head of department. Undergraduate teaching and training on the platform of Oral Health Centre (includes satellite clinics) as required by the Head of department. Completion of the 4 years (48 months) academic requirements for MChD Degree at UWC. Administration duties as determined by the Head of Department.
<u>ENQUIRIES</u>	:	Prof A Jeftha Tel No: (021) 937-3158
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. Appointment as Registrar will be for a maximum contract period of 4 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as a Registrar, will be required to resign after completion of the -The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of the Western Cape according to the yearbook and guidelines.
<u>CLOSING DATE</u>	:	24 March 2025
<u>POST 09/270</u>	:	<u>MEDICAL OFFICER: GRADE 1 TO 3 (UROLOGY)</u> (1-Year Contract)
<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</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized 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: Commuted overtime is compulsory. Competencies (knowledge/skills): Be prepared to support medical student teaching. Ability to deal with issues of diversity, transformation and equity. Ability to perform some basic urologic procedures. Strong moral and ethical record in medical practice.

- DUTIES** : Manage day surgery, surgical clinics and surgical emergencies. Contribute to the administration and management of the department. Outreach and support to referring institutions. Performance of basic urology procedures. The management of urological patients within the Division of Urology and at related hospitals to Groote Schuur Hospital. Human Resource, Financial and Information Management. Participate in research.
- ENQUIRIES** : Ms Shene Isaacs at Shene.Isaacs@uct.ac.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. Please ensure that you attach an updated CV. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. 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 change in registration status)".
- CLOSING DATE** : 24 March 2025
- POST 09/271** : **PHARMACIST: GRADE 1 TO 3**
(Chief Directorate: Metro Health Services)
- SALARY** : Grade 1: R804 609 per annum
Grade 2: R869796 per annum
Grade 3: R 949 146 per annum
A portion of the package can be structured according to the individual's personal needs.
- CENTRE** : Southern/Western Sub-structure Office
- REQUIREMENTS** : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a Professional Council: Registration with the SAPC as Pharmacist. Experience: **Grade 1:** None after registration as a pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as pharmacist with a recognised foreign Health Professional council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 6 years 'relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 3:** A minimum of 13 years relevant experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as Pharmacist 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: Valid (Code B/EB) driver's license. Willingness to perform regular after-hours duties. Willingness to travel between PHC facilities in the SWSS. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook), JAC, Medsas. Ability to work accurately under pressure and maintain a high standard of professionalism. Ability to work in a multi-disciplinary team with excellent interpersonal and communication skills. Capable of adapting to seamlessly fit into changing working environments. Appropriate knowledge of National and Provincial Health Policies, Medicines Act 101 of 1965, the Pharmacy Act 53 of 1974 and Public Finance Management Act. Appropriate clinical and pharmaceutical knowledge. Innovative analytical thinking and the ability to initiate, co-ordinate, manage and sustain programs.

- DUTIES** : Pharmaceutical service delivery including improving continuity of care within the Metro Health Ecosystem. Filling in as production pharmacist/ Responsible Pharmacist or both to cover Facilities/Hospitals during periods of absences, ensuring workflow continues as per norm. Effective medicine supply management (procurement, storage, control and distribution of pharmaceuticals) including cold chain management in all areas where medications are kept. Quality assurance and clinical governance including rational medicine use, antibiotic stewardship and pharmacovigilance. Assist with corporate governance functions including financial control, implementation and evaluation of budgetary control measures, human resource management and development and information management. Ensure compliance with policy and legislative requirements and Good Pharmacy Practice Guidelines. Supporting the Chronic Dispensing Unit (CDU) and Community Orientated Primary Care (COPC) initiatives in SWSS. Continuation of managerial duties of the Pharmacy Supervisor when required, including attendance of meetings, staff and leave management and delegating duties and managing pharmaceutical services appropriately as per each facility/hospital's own unique dynamics. Mentoring of the roving PBPAs and CSPs.
- ENQUIRIES** : Mrs. E Osmond Tel No: (021) 202 0981
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to do a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. -This concession is only applicable to candidates 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)". The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
- CLOSING DATE** : 24 March 2025
- POST 09/272** : **SCIENTIST PRODUCTION GRADE A**
Chief Directorate: Emergency and Clinical Services Support
- SALARY** : R721 746 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Observatory Forensic Pathology Institute (OFPI)
- REQUIREMENTS** : Minimum educational qualification: An Appropriate Science Degree (Bsc) (Hon) or relevant qualification that allows registration as a Professional Natural Scientist. Experience: 3 years post-qualification natural scientific experience. Registration with a Professional Council: Compulsory registration with the SACNASP as a Professional Natural Scientist. Inherent requirements of the job: Act as SANAS nominated representative. Competencies (knowledge/skills): Appropriate experience in quality management systems (QMS) and ISO 17025:2017 and SANAS standards. Appropriate experience in obtaining and maintaining SANAS accreditation for a laboratory. Appropriate experience in quality assurance, control and managing QA activities. Appropriate experience in root-cause analysis, non-conformance management and performing internal audits. Appropriate document and record development, optimization and management experience. Knowledge of accreditation and regulatory compliance (including SANAS). Scientific methods and data analysis. Technical report writing and presentation skills. Project and program management. Research and development. Mentoring and training. Customer Focus and Responsiveness. Organization, proactivity and accountability. Above-average ability to communicate clearly and discreetly in person and in writing. Above-average computer and software literacy in Microsoft Office.
- DUTIES** : Effective and efficient Quality Management System (QMS) management. Effective and efficient Internal Audits and Management Reviews. Effective and efficient Ensuring Validity of results. Effective and efficient Complaints, Risks and Corrective

		Actions Management. Effective and efficient Administrative Resource Management.
<u>ENQUIRIES</u>	:	Bronwen Davies: Bronwen.davies@uct.ac.za / Tel No: (021) 406 6026.
<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 may be subjected to a practical test. Shortlisted candidates will be subjected to a security clearance prior to appointment. "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 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 a change in registration status)". The pool of applicants will be considered for similar posts within the Observatory Forensic Pathology Institute, Forensic Medicine and Toxicology, University of Cape Town for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	24 March 2025
<u>POST 09/273</u>	:	<u>ASSISTANT MANAGER NURSING (SPECIALTY: PSYCHIATRY) (ACUTE ADULT AREA 2)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R715 977 per annum
<u>CENTRE</u>	:	Stikland Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse in Psychiatry. A post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Advanced Psychiatric Nursing Science. Registration with a Professional Council: Registered with the South African Nursing Council (SANC) as a Professional Nurse and Psychiatry. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the above period must be appropriate/recognisable experience in Psychiatric Nursing after obtaining the 1-year post-basic qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Must work shifts (day and night) including weekends and public holidays for planned periods. Valid driver's licence. Competencies (knowledge/skills): Computer skills in MS Office. Basic financial and statistics management skills.
<u>DUTIES</u>	:	Effective management of the Psychiatric wards and coordination of all activities and communication with the relevant supervisors and stakeholders. Management and monitoring the effective utilisation of human, financial and physical resources. Deliver a quality nursing care throughout the hospital and provide on-going support to the nursing service. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures incorporating the Ideal Hospital Standards. Supervision of the implementation of effective processes and practices with regards to all statistical information needed to render a quality mental health service. Liaising with relevant stakeholders on night shift, i.e. referring hospitals family members, security service and SAPS.
<u>ENQUIRIES</u>	:	Ms S Fredericks Tel No: (021) 940 4416
<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. Short listed candidates will be subjected to a practical, written and oral assessment. No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar other vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	24 March 2025

<u>POST 09/274</u>	:	<u>ASSISTANT MANAGER NURSING (AREA) (DAY DUTY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R656 964 per annum
<u>CENTRE</u>	:	Western Cape Rehabilitation Centre
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent that allows for registration with the South African Nursing Council (SANC) as a Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Registration with a Professional Council: Registered with the SANC as a Professional Nurse. Inherent requirements of the job: Valid driver's licence. Willingness to work shifts, public holidays, after-hours and do standby duties as required. Willingness to do relief duties as needed. Competencies (knowledge/skills): Skilled nurse clinician able to lead and manage the nursing service within the scope of practice and accepted nursing standards. In-depth knowledge and understanding of legal and ethical legislations and policies related to nursing practices, Health Care and the Public Service. Basic computer literacy (MS Word, Excel and PowerPoint).
<u>DUTIES</u>	:	Provide leadership, guidance, technical and management support to ensure the provision of optimal, holistic, specialised nursing care within set standards and a professional and legal framework. Participate in the analysis, formulation and implementation of nursing guidelines, practises, standards and procedures. Ensure service delivery through assisting with meeting service delivery targets as per Annual Operational plans, patient health education and promotion strategies. Co-ordinate the provision of effective training and research to maintain professional growth, ethical standards and self-development. -Continuously monitor and evaluate nursing service practices and clinical outcomes to ensure the delivery of cost-effective quality health care. Effective resource (human, financial and physical) planning and management in accordance with relevant directives and legislation. Effective utilisation of information technology and information systems to ensure accurate statistical data collection and capturing. Provide effective support to management and establish and maintain constructive working relationships with all other stakeholders.
<u>ENQUIRIES</u>	:	Ms H Brenton Tel No: (021) 370-2314
<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. Shortlisted candidates will be subjected to a practical/written and oral assessment. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	24 March 2025
<u>POST 09/275</u>	:	<u>ASSISTANT MANAGER NURSING (NIGHT DUTY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R656 964 per annum
<u>CENTRE</u>	:	Western Cape Rehabilitation Centre
<u>REQUIREMENTS</u>	:	Minimum educational qualification: 425 qualification (i.e. Diploma or Degree in Nursing) or equivalent that allows for registration with the South African Nursing Council (SANC) as a Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid driver's licence. Willingness to work shifts, public holidays, after-hours and do standby duties as required. Willingness to do relief duties as needed. Registration with a Professional Council: Registered with the SANC as a Professional Nurse. Competencies (knowledge/skills): Skilled nurse clinician able to lead and manage the nursing service within the scope of practice and accepted nursing standards. In-depth knowledge and understanding of legal

<u>DUTIES</u>	:	and ethical legislations and policies related to nursing practices, Health Care and the Public Service. Basic computer literacy (MS Word, Excel and PowerPoint). Provide leadership, guidance, technical and management support to ensure the provision of optimal, holistic, specialised nursing care within set standards and a professional and legal framework. Participate in the analysis, formulation and implementation of nursing guidelines, practises, standards and procedures. Ensure service delivery through assisting with meeting service delivery targets as per Annual Operational Plans, Patient Health education and promotion strategies. Co-ordinate the provision of effective training and research to maintain professional growth, ethical standards and self-development. Continuously monitor and evaluate nursing service practices and clinical outcomes to ensure the delivery of cost-effective quality health care. -Effective resource (human, financial and physical) planning and management in accordance with relevant directives and legislation. Effective utilisation of information technology and information systems to ensure accurate statistical data collection and capturing. Provide effective support to management and establish and maintain constructive working relationships with all other stakeholders.
<u>ENQUIRIES</u>	:	Ms H Brenton Tel No: (021) 370-2314
<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. Shortlisted candidates will be subjected to a practical, written and oral assessment. The pool of applicants will be considered for similar other vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	24 March 2025
<u>POST 09/276</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R656 964 per annum
<u>CENTRE</u>	:	Inzame Zabantu Community Day Centre
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Minimum educational qualification: -Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with a duration of at least one year in Curative Skills in Primary Health Care accredited with the SANC (R48). Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the one-year post-basic qualification in Curative skills in Primary Health Care (R48). Registration with a Professional Council: Registered with the SANC as a Professional Nurse and Midwife. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Knowledge of Human Resource and Financial policies. Computer literacy (MS Word and Excel).
<u>DUTIES</u>	:	Manage, control and act in facet of health, support, security, cleaning, infection control and ground services. Personnel matters including supervision and Performance Management, Finances and Procurement, as well as implementing policies, prescripts and protocols regarding the mentioned facets. Manage planning to practice a holistic Health Service on a short-/medium-/long-term basis. Render Clinical services and organise a cost-effective service on a daily basis. Ensure that all personnel undergo training according to their Individual Development and Performance Plan. Participate in community involvement as well as collect and verify submission of accurate statistics timeously and give continuous positive support to the Assistant Manager: Nursing (Primary Health Care).
<u>ENQUIRIES</u>	:	Ms N Bizo Tel No: (021)830-6944
<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. The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	24 March 2025

- POST 09/277** : **FACILITY PROJECT MANAGER**
Directorate: Infrastructure Programme Delivery
- SALARY** : R552 081 per annum
CENTRE : Head Office, Cape Town (9 Lower Burg Street, Cape Town CBD)
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate experience required in the relevant Built Environment. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Computer literacy (MS Office). Contract documentation and administration experience in and understanding of the design and construction of complex buildings with specific reference to healthcare facilities. Experience in the preparation of reports, submissions and presentations in English. Sound interpersonal and good verbal and written communication skills in programme and project management. Ability to work in a team. Sound interpersonal skills. Ability to work under pressure and meet deadlines. Good verbal and written communication skills. Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. Health Act and Regulations, Act 61 of 2003. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Construction Procurement Standard as Issued by CIDB.
- DUTIES** : Monitoring and Evaluation. Infrastructure Coordination. Management of project deliverables. Project and Client Liaison. Management Contract. Financial Management.
- ENQUIRIES** : Mr A Kumandan Altaaf.Kumandan@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 : 24 March 2025
- POST 09/278** : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)**
West Coast District
- SALARY** : Grade 1: R520 560 per annum
CENTRE : Lapa Munnik Hospital, Bergriver Sub-district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., Degree/Diploma in Nursing) or equivalent qualification that allows registration as a Professional Nurse with the South Africa Nursing Council (SANC) as a General Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts, public holidays, after-hours, and weekend cover for nursing. Competencies (knowledge/skills): Ability to work independently and in a multi-disciplinary team. Good organisational, interpersonal, leadership, decision-making, and conflict resolution skills. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Knowledge and insight of relevant legislation and policies related to nursing within the public sector. Basic computer literacy.
- DUTIES** : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care

plan and evaluation thereof. Maintain constructive working relationships with nursing and other stakeholders (i.e. interprofessional, inter-sectorial and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, standards and procedures. Manage and monitor proper utilization of human, financial resources and physical resources.

**ENQUIRIES
APPLICATIONS**

: Ms TJ Fredericks Tel No: (022) 814-0462 / (022) 913-1180
: 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 will be subjected to practical/competency test. The pool of applicants will be considered for similar vacant posts within the Bergriver Sub-District for a period of 3 months from the date of advert.

CLOSING DATE

: 24 March 2025

POST 09/279

: **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE)**
West Coast District

SALARY

: Grade 1: R451 533 (PN-B1) per annum
Grade 2: R553 545 (PN-B2) per annum

**CENTRE
REQUIREMENTS**

: Vredenburg Hospital, Saldanha Sub-district
: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a Professional Council: Registration with SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing 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 in Operating Theatre after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Good interpersonal skills. Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Sound scientific knowledge of Operating theatre nursing. Computer literacy & report writing skills– able to capture and interpret relevant data. Ability to work independently and in a multi-disciplinary team. Willingness to be on call.

DUTIES

: Effective, supportive and efficient delivery of a curative service to the patient under the direct or indirect supervision of the Nursing Management Team and within the Scope of Practice. Effective, supportive and efficient delivery of a peri-operative nursing service to the patient under the direct or indirect supervision of the Nursing Management Team and within the Scope of Practice. Implement, identify and maintain standards, practices, criteria and indicators of quality nursing care. Effective and efficient utilization of human, material and physical resources. Maintain a constructive working relationship with nursing and other stakeholders. Maintain professional and ethical standards.

**ENQUIRIES
APPLICATIONS**

: Ms JJ de Nobrega Tel No: (022) 709 7214
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

: No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within the predetermined period of time. Candidates who are not in possession of stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Medical and Surgical Nursing Science: Operating Theatre Nursing.

CLOSING DATE : 24 March 2025

POST 09/280 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ANTINATAL AND FIRST STAGE WARDS)**
(Chief Directorate: Metro Health Services)

SALARY : Grade 1: R451 533 (PN-B1) per annum
Grade 2: R553 545 (PN-B2) per annum

CENTRE : Mowbray Maternity Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. Post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing and at least 10 years of the period referred to above must be appropriate/recognisable experience in Midwifery after obtaining the 1-year post-basic qualification in the specialty. Inherent requirement of the job: Work within a shift system. Willing to work public holidays, after-hours, night duty and weekend cover for nursing. Assist with relief duties and partake in overall specialised area functions, i.e. team building, supervision, training, workshops and updates. Competencies (knowledge/skills): Computer literacy. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making and conflict resolution and organisational skills.

DUTIES : Provide optimal, holistic specialised nursing care with set standards and within a professional/legal framework. Assist in managing the utilization and supervision of all resources effectively. Assist in effective management and utilisation of human and financial resources to ensure optimal operational functions. To assist in the planning and co-ordination of training and research effectively Assist to organise a cost-effective service daily and provide support to supervisor and management.

ENQUIRIES : Ms B Buckton Tel No: (021) 659 5570

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

CLOSING DATE : 24 March 2025

POST 09/281 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE)**
(Chief Directorate: Metro Health Services)

SALARY : Grade 1: R451 533 (PN-B1) per annum
Grade 2: R553 545 (PN-B2) per annum

CENTRE : Victoria Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a Professional Council: Registration with SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing 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 in Operating Theatre after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Willingness to work shifts and week- ends. Competencies (knowledge/skills): Knowledge of relevant legislation

		and policies of the Department of Health Western Cape. Leadership towards realisation of strategic goals and objectives of the theatre with regards to emergency and non-emergency operating nursing, as well as day patient care.
<u>DUTIES</u>	:	Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in an Operating Theatre. Effective utilisation of Human and Material Resources. Participate in training, development and research. Supervise and assist Staff Nurses & Nursing Assistants. Deliver a support service to the Nursing Service and the institution. Practice Nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Order medication and stock control.
<u>ENQUIRIES</u>	:	Mrs MAT Dubru-Shunmugam: email: Mary.Dubru@westerncape.gov.za
<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 required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within the predetermined period of time. Candidates who are not in possession of stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Medical and Surgical Nursing Science: Operating Theatre Nursing. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	24 March 2025
<u>POST 09/282</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2: SPECIALTY (TRAUMA AND EMERGENCY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R451 533 (PN-B1) per annum Grade 2: R553 545 (PN-B2) per annum
<u>CENTRE</u>	:	Elsies River Community Health Centre
<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. Post-basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Experience: Grade 1: A Minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Inherent requirement of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty). Registration with a Professional Council: Registered with the SANC as a Professional Nurse and midwife. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation and policies. Analytical thinking, independent decision-making, problem-solving skills and ability to facilitate and promote training. Computer literacy (MS Word, GroupWise and Excel).
<u>DUTIES</u>	:	Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Effective utilisation of human, financial and physical resources (equipment and consumables). Render support to Nursing Services i.e. relief duties and act as shift leader as required. Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice. Ensure efficient and accurate

documentation, statistical data collection capturing and participation in research activities. Liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care.

ENQUIRIES : Mr L. Makamba Tel No: (021) 819- 9032
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. - This concession is only applicable on health professionals who apply for the first time for registration in a post basic qualification in: Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. The pool of candidates will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Shortlisted candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 24 March 2025

POST 09/283 : **PROFESSIONAL NURSE GRADE 1 TO GRADE 2 (SPECIALTY: MATERNITY)**
West Coast District

SALARY : Grade 1: R451 533 (PN-B1) per annum

Grade 2: R553 545 (PN-B2) per annum

CENTRE : Clanwilliam Hospital, Cederberg Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least one year, accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a Professional Council: Registration with SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A Minimum of 4 years appropriate/recognisable experience in Nursing after registration with SANC as a Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of this period referred to above must be appropriate / recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Must be prepared to work shifts, weekends, and public holidays as well as overtime. Must be willing to rotate within the hospital. Competencies (knowledge/skills): Computer literate (MS Word and Excel) and knowledge of recordkeeping procedures. Ability to accept accountability and responsibility and to work independently and unsupervised.

DUTIES : Provision of high quality, holistic and specialized Nursing care within set standards and within Professional / legal framework in a specialized maternity section. Effective utilisation of resources. Participation in training and research. Provision of Support to Nursing Services. Maintain Professional and Ethical growth / development. Ensure critical Advanced Midwifery care.

ENQUIRIES : Mr NM Goeieman Tel No: (027) 482 2166
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 test. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to

register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for other similar vacant posts within the Cederberg Sub-district, for a period of three months from date of advert.

- CLOSING DATE** : 24 March 2025
- POST 09/284** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC) (X3 POSTS)**
Cape Winelands Health District
- SALARY** : Grade 1: R451 533 (PN-B1) per annum
Grade 2: R553 545 (PN-B2) per annum
(Plus, a non-pensionable rural allowance of 8% of the basic annual salary)
- CENTRE** : Ceres CDC (X2 Posts)
Wolseley CC (X1 Post)
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a Professional Council: Current registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable 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/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirement of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile and when needed within the community (COPC concept). Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Computer literacy (MS Word and Excel). Ability to promote quality patient care through the implementation of protocols, guidelines and standards.
- DUTIES** : Assist with the management of the burden of disease in accordance with the guidelines and protocols of the western cape. Provide and maintain quality of care to all patients and health services. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Mr. L Wawini Tel No: (023) 316 -9600
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the 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, Treatment Care. The pool of applicants will be considered for similar vacant posts within Witzenberg Sub-district for a period of 3 months from date of advert.
- CLOSING DATE** : 24 March 2025

POST 09/285 : **ASSISTANT DIRECTOR: HUMAN RESOURCE AND FACILITY MANAGEMENT**
West Coast District

SALARY : R444 036 per annum
CENTRE : Swartland Hospital
Swartland SD

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in managing of staff in a health facility. Appropriate experience in all aspects of Personnel Management, Labour relations and staff development, facility management and support services. Appropriate payroll experience. Inherent requirement of the job: Valid driver's licence (Code B/EB). Willingness to travel. Willingness to do standby duties. Competencies (knowledge/skills): Sound and relevant knowledge regarding the Governmental or departmental policies and legislation. Supervisory skills. Good system management, supervisory, numerical skills and computer skills (MS Office, Excel and PowerPoint). Sound and relative knowledge of Human Resource policies and practices with the ability to meet needs and to recognize and respond to problematic matters. Ability to work independently, under pressure and part of a team.

DUTIES : Function as part of management of the Subdistrict. Facilitate, co-ordinate and manage HR Planning, talent sourcing, Human Resource Development and Administration which include performance management and sick leave as well as sound employee relations within the Sub-District. Implement, maintain and training policy directives within the Sub-district. Manage/co-ordinate the implementation of salary structures within the Sub-District. Administer and comply with audits and ensure that action plans are done timeously. Manage the: Food Services, cleaning, porter services, transport, telecom services, pest control, waste transportation, Facility & Support Services of the hospital. Support Primary Health Care management with functions such as facility and equipment repair as well as contract management of outsource services of telecom services, security services, pest control and ground maintenance. Manage and co-ordinate the SPMS system and PILIR processes.

ENQUIRIES : Mr R van Staden Tel No: (022) 814 0331
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 : 24 March 2025

POST 09/286 : **ASSISTANT DIRECTOR: HUMAN RESOURCES AND FACILITY MANAGEMENT**
West Coast District

SALARY : R444 036 per annum
CENTRE : Vredendal Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in managing of staff in a health facility. Appropriate experience in all aspects of personnel management, labour relations and staff development, facility management and support services. Appropriate PERSAL experience. Inherent requirement of the job: Valid driver's licence (Code B/EB/C1). Willingness to travel. Competencies (knowledge/skills): Sound and relevant knowledge regarding the Governmental or departmental policies and legislation. Supervisory skills. Computer skills (MS Office, Excel and PowerPoint). Sound and relative knowledge of Human Resource policies and practices. Ability to meet needs and to recognize and respond to problematic matters. Good system management skills. Ability to work independently and part of a team. Good numerical skills. Ability to work under pressure.

DUTIES : Facilitate, co-ordinate and manage HR Planning, Recruitment and Selection, Human Resource Development, Human Resource Administration and sound Labour Relations within the Sub-district. Implement and maintain policy documents/circulars as well as the provision of training on aspects of conditions of service within the Sub-district. Manage and co-ordinate the implementation of Occupational Specific Dispensations within the Sub-district. Manage the Facility &

Support Services of the hospital which comprise of the following areas: cleaning, porter services, transport, telecom services, security, workshop, laundry and linen services. Administer and ensure that audit investigations and follow-up investigations as well as feedback on Auditor-General and ensure that enquiries and action plans are done timeously. Manage and co-ordinate the SPMS system and PILIR processes.

ENQUIRIES : Mr R van Staden Tel No: (022) 814 0331
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 : 24 March 2025

POST 09/287 : **ADMINISTRATIVE MANAGER (CORPORATE SERVICES)**
West Coast District

SALARY : R444 036 per annum
CENTRE : Citrusdal Hospital
Cederberg Sub-district

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience and knowledge of the management of support services with reference to people management, finance and supply chain management and facility management and supervision. Inherent requirement of the job: A valid driver's (Code B/EB/C1) licence. Willingness to work extra hours and be on standby. Competencies (knowledge/skills): Advanced computer literacy (MS Word, Excel). Good written and communication skills. Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills.

DUTIES : Efficient and effective strategic planning of the corporate services in the Cederberg Sub-district (Citrusdal Hospital, Clanwilliam Hospital with support to PHC Services). Management of personnel administration, human resource development & training, disciplinary procedures, labour relations, recruitment and selection processes and staff performance assessment. Finance and supply chain management. Management of hospital fees, admissions and medical records. Effectively manages all facility-based support services and oversees maintenance requirements. Support to Medical Manager and management team.

ENQUIRIES : Mr R van Staden Tel No: (022) 814 0331
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 : 24 March 2025

POST 09/288 : **ASSISTANT DIRECTOR: COMMUNICATIONS**
Directorate: Communications

SALARY : R444 036 per annum
CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree in Communication, Journalism, Public Relations, or Marketing. Experience: Appropriate public service experience in a communication, public relations or media environment, which include facilitating client and stakeholder collaboration; communication campaign development; people management; external communication; internal communication; and risk and reputation management. Inherent requirement of the job: Valid Code (B/EB) driver's licence. Competencies (knowledge/skills): Facilitating stakeholder collaboration. People management. Developing and implementing communication strategies and campaigns. Conceptualising and implementing internal communication campaigns and communication collateral. Reputation and risk management. Event management and photography support. Excellent verbal and written communication skills. Strong interpersonal skills.

DUTIES : Act as link between the Deputy Director: Operational Communication and Emergency and Clinical Service Support (ECSS). Responsible for supporting ECSS service managers to identify and develop communication needs in line with

Departmental priorities and objectives. Facilitating stakeholder engagement and collaboration. Develop and implement appropriate internal and external communication plans aligned with the Provincial Communication Strategy, including monitoring and evaluation of these campaigns. Responsible for risk identification, media liaison, and reputation management. Align strategic messaging across all communication channels, including obtaining the necessary health data and information timeously to develop communication strategies, plans, and campaigns. People management, including task allocation and performance management.

ENQUIRIES : Mrs M Lesch Tel No: (021) 483- 3245
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 : 24 March 2025

POST 09/289 : **EMS STATION MANAGER GRADE 3 TO 6**
Chief Directorate: Emergency and Clinical Services Support

SALARY : Grade 3: R376 596 per annum
Grade 4: R455 079 per annum
Grade 5: R532 815 per annum
Grade 6: R591 741 per annum

CENTRE : Emergency Medical Services, Cape Winelands – Ceres
REQUIREMENTS : Minimum educational qualification: **Grade 3:** Successful completion of the Intermediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). **Grade 4:** Successful completion of the Emergency Care Technician Course (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). **Grade 5:** Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. **Grade 6:** Successful completion of the B-Tech Degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with a Professional Council: Grade 5: Registration with the Health Professions Council of South Africa as a Paramedic. Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Grade 4: Registration with the Health Professions Council of South Africa as an ECT. Grade 6: Registration with the Health Professions Council of South Africa as an ECP. Experience: Grade 3: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA). Grade 4: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Technician (ECT). Grade 5: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Inherent requirement of the job: Valid code C1 driver's license. Physical and mental fitness as an Emergency Services practitioner. Current registration as an AEA, ECT, Paramedic or ECP. Valid Code 10 Professional driver's permit. Competencies (knowledge/skills): Excellent knowledge of all levels of Emergency Care protocols. Good communication and interpersonal skills. Computer literacy in the MS Office package. Report writing skills.

DUTIES : Manage pre-hospital Emergency Care Services within the geographic area and respond to incidents when required. Ensure that the maintenance of Emergency vehicles and equipment are managed effectively and efficiently. Maintain responsibility for the audit compliance with regards to Supply Chain Management and Human Resource matters, inclusive of the Station's budget allocation and facilitation of account payments for goods and services. Effectively manage and supervise staff in relation to the Human Resource and Labour Relations function. Ensure effective communication with regards to meetings, workshops, debriefs, compiling stats and report writing. Effective support to District Manager and act in management capacity when required.

ENQUIRIES : Mr. IS Naidoo (District Manager) Tel No: (028) 2841900.

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 : 24 March 2025

POST 09/290 : **EMS STATION MANAGER: RESCUE GRADE 3 TO 6**
Chief Directorate: Emergency and Clinical Services Support

SALARY : Grade 3: R376 596 per annum
Grade 4: R455 079 per annum
Grade 5: R532 815 per annum
Grade 6: R591 741 per annum

CENTRE : Emergency Medical Services, Garden Route District George Rescue Base
REQUIREMENTS : Minimum educational qualification: **Grade 3:** Successful completion of the Intermediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). **Grade 4:** Successful completion of the Emergency Care Technician Course (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). **Grade 5:** Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. **Grade 6:** Successful completion of the B-Tech Degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with a Professional Council: Grade 5: Registration with the Health Professions Council of South Africa as a Paramedic. Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Grade 4: Registration with the Health Professions Council of South Africa as an ECT. Grade 6: Registration with the Health Professions Council of South Africa as an ECP. Experience: Grade 4: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Technician (ECT). Grade 5: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Grade 3: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA). Inherent requirement of the job: Valid code C1 driver's license. Physical and mental fitness as an Emergency Services practitioner. Current registration as an AEA, ECT, Paramedic or ECP. Valid Code 10 Professional driver's permit. Competencies (knowledge/skills): Excellent knowledge of all levels of Emergency Care protocols. Good communication and interpersonal skills. Computer literacy in the MS Office package. Report writing skills.

DUTIES : Manage pre-hospital Emergency Care Services within the geographic area and respond to incidents when required. Ensure that the maintenance of Emergency vehicles and equipment are managed effectively and efficiently. Maintain responsibility for the audit compliance with regards to Supply Chain Management and Human Resource matters, inclusive of the Station's budget allocation and facilitation of account payments for goods and services. Effective support to District Manager and act in management capacity when required. Effectively manage and supervise staff in relation to the Human Resource and Labour Relations function. Ensure effective communication with regards to meetings, workshops, debriefs, compiling stats and report writing.

ENQUIRIES : Mr R. Botha Tel No: (044) 8052500
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 : 24 March 2025

POST 09/291 : **ORAL HYGIENIST GRADE 1 TO 3**
West Coast District

SALARY : Grade 1: R376 524 per annum
Grade 2: R439 755 per annum
Grade 3: R514 785 per annum

CENTRE REQUIREMENTS : Cederberg Sub-district
: Minimum educational qualification: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as an Oral Hygienist. Registration with a Professional Council: Registration with HPCSA as an Oral Hygienist Experience: **Grade 1:** None after registration as Oral Hygienist with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Oral Hygienist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years appropriate experience as Oral Hygienist after registration with the HPCSA as Oral Hygienist in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Oral Hygienist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years appropriate experience as Oral Hygienist after registration with the HPCSA as Oral Hygienist in respect of SA qualified employees. A minimum of 21 years relevant experience after registration as Oral Hygienist 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: Computer literacy (MS Word and Excel). Valid (Code B/EB) driver's license and willingness to travel. Good interpersonal and communication skills. Good organizing skills. Competencies (knowledge/skills): Problem solving abilities and analytical thinking. Ability to handle a high work volume and meet strict deadlines.

DUTIES : Health promotion and education. Preventive oral health community based programs. Clinical Services (Patient Care). Planning and administrative functions. Training.

ENQUIRIES APPLICATIONS : Sr M Sandt Tel No: (027) 482 1484
: 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 test. The pool of applicants will be considered for other similar vacant posts within the Cederberg Sub-district, for a period of three months from date of advert. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

CLOSING DATE : 24 March 2025

POST 09/292 : **OCCUPATIONAL THERAPIST GRADE 1 TO 3**
West Coast District

SALARY : Grade 1: R376 524 per annum
Grade 2: R439 755 per annum
Grade 3: R514 785 per annum

CENTRE REQUIREMENTS : Cederberg Sub-district
: Minimum educational qualification: An appropriate qualification that allows for the registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience: **Grade1:** None after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. One-year relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 11 years relevant experience after registration with the Health Professions Council of South Africa as

an Occupational Therapist 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 20 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 21 years relevant experience after registration with the HPCSA as an Occupational Therapist 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: Computer literacy (MS Word, Excel and Outlook). Valid (Code B/EB) driver's license. Willingness to travel. Competencies (knowledge/skills): Knowledge of applicable health legislation, relevant acts, policies and procedures. Understanding evidence-based practice and knowledge of PSR model, mental health, Substance use and TB.

- DUTIES** : Development and implementation of prevention and awareness-raising programmes. Delivery of optimal outcome-based intervention to patients in the community according to occupational therapy principles. Facilitation of training for health personnel, clients, their families, volunteers and interdepartmental personnel. Perform administrative tasks related to patient care and the OT section.
- ENQUIRIES** : Sr. M Sandt Tel No: (027) 482 1484
- 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 test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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 as Occupational Therapist with the relevant council (including individuals who must apply for change in registration status).
- CLOSING DATE** : 24 March 2025
- POST 09/293** : **DIETICIAN: GRADE 1 TO 3 (X2 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R376 524 per annum
Grade 2: R439 755 per annum
Grade 3: R514 785 per annum
- CENTRE** : Khayelitsha District Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dietitian. Registration with a Professional Council: Registration with Health Professions Council of South Africa (HPCSA) as a Dietician. Experience: **Grade 1:** None after registration with the HPCSA in Dietetics in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Dietetics in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA in Dietetics in respect of SA qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Dietetics in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with HPCSA in Dietetics in respect of SA qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years relevant experience after registration with the HPCSA in Dietetics in respect of foreign qualified employees. Inherent requirement of the job: Willingness to conduct outreaches to local clinics, community day/ health centres and communities. Valid Code B/EB driver's license. Willingness to work overtime. Competencies (knowledge/skills): Thorough knowledge and exposure to all aspects relating to Dietetics. Good interpersonal, communication, counselling and organisational skills. Computer literate in Word, Excel, PowerPoint, Outlook and MS Teams. Facilitation, presentation and project coordination skills. Sound knowledge of INP & nutrition policies.

DUTIES : Managing burden of disease by improving nutrition in the early life and late life course to all patients. Provide community outreach, conduct projects and activities by rendering a therapeutic service Capacitated workforce. Provide in-service training and mentoring of all categories of personnel and students on nutrition related topics to. General administration including assisting with planning, reporting activities conducted, and monitoring of nutritional programmes.

ENQUIRIES : Ms. C Steyn (Cheryl.Steyn@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 written practical test and oral assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status. The pool of applicants will be considered for other vacant Dietitian posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

CLOSING DATE : 24 March 2025

POST 09/294 : **CLINICAL TECHNOLOGIST GRADE 1 TO 3: NEUROPHYSIOLOGY**

SALARY :
Grade 1: R376 524 per annum
Grade 2: R439 755 per annum
Grade 3: R514 785 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS :
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist: Neurophysiology. Registration with a Professional Council: Registration with HPCSA as a Clinical Technologist: Neurophysiology. Experience:
Grade 1: None after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.
Grade 2: Minimum of 10 years' relevant experience after registration with HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Clinical Technology 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: Willingness to work overtime when required. Competencies (knowledge/skills): Advanced knowledge of clinical neurology and the skill to work with paediatric, adult and geriatric patients. Relevant experience in all aspects of clinical neurophysiology.

DUTIES : Routine Electroencephalography (EEG) and long term (telemetry) scalp- and subdural electrodevideo EEG monitoring. Evoked Potentials (visual evoked potential and auditory brainstem evoked potentials), Nerve Conduction studies, Polysomnography, Multiple Sleep Latency Tests (MSLT). Must be able to function in all areas of the hospital e.g.: infectious wards, ICU and EC. Provision of specialized neurophysiology diagnostic and investigative services according to GSH protocols within the neurophysiology Unit. Providing accurate interpretation and reporting of the above neurophysiology procedures. Monitoring of and maintaining neurophysiology and other electronic equipment. Infection and stock control as well as ensuring adherence to safety protocols in the neurophysiology laboratory. Expertise and experience in intraoperative monitoring would be a distinct advantage. Assisting with a development teaching plan for clinical

- technology students and neurologists and participating in and/or assisting with research.
- ENQUIRIES** : Ms C Hanekom, email address: Carla.bailey@westerncape.gov.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates 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 change in registration status)".
- CLOSING DATE** : 24 March 2025
- POST 09/295** : **RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R376 524 per annum
Grade 2: R439 755 per annum
Grade 3: R514 785 per annum
- CENTRE** : New Somerset Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Experience: **Grade 1:** None after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **-Grade 3:** A minimum of 20 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Registration with a Professional Council: Registered with the HPCSA as a Diagnostic Radiographer. Inherent requirements of the job: Render a 24-hour service as determined by the department. Competencies (knowledge/skills: Knowledge of protocols, radiation protection, quality assurance and equipment safety. Good interpersonal skills and perform effectively as part of a multidisciplinary team. Knowledge of Patient Archiving and Communication Systems and Radiology Information Systems. Ability to communicate effectively.
- DUTIES** : Produce radiographs of optimum quality with good patient care. Assist with administrative duties in radiology. Support of supervisor and teambuilding. Maintain professional growth/ethical standards and self-development. Participate in continuing professional development activities. Safe use and care of equipment. Assist with training of community service Radiographers and students. Participate in a after hour service of the department.
- ENQUIRIES** : Mrs W Omar Tel No: (021) 40 6246
- 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 written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are

submitted on or before the day of the interview. This concession is only applicable to candidates 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)". The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

- CLOSING DATE** : 24 March 2025
- POST 09/296** : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**
West Coast District
- SALARY** : R376 413 per annum
CENTRE : Bergriver Sub-district
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in Information Management and Systems
Inherent requirement of the job: Valid (code B/EB/C1) driver's licence. Willingness to travel. Competencies (knowledge/skills): Ability to interpret and analyse health information. Good leadership abilities and presentation skills. Knowledge of Clinicom, Sinjani, PHCIS, Tier.net, National and Provincial indicators. Computer Literacy (MS Word, Excel, PowerPoint, Teams and Outlook).
- DUTIES** : Functioning as a member of the Information Management team at Sub-district level and ensure good quality data. Render a supportive function to clinics/ hospitals with regards to information systems. Deliver a supportive role to the MMS and PHC Management team with regards to monitoring and evaluation of health information systems on Sub-district level. Participate and render a supportive function with regards to Human Resource development activities. Effective usage of stock and resources.
- ENQUIRIES** : Dr C Prins Tel No: (022) 931-2140
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 : 24 March 2025
- POST 09/297** : **INDUSTRIAL TECHNICIAN SUPERVISOR: CLINICAL ENGINEERING (X-RAY/IMAGING UNIT)**
- SALARY** : R376 413 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Minimum educational qualification: -A National Diploma, (T, S or N Stream in Light Current Electrical- Engineering Field) or a B-tech degree in Electronic or Mechanical engineering. Experience: Appropriate proven previous repair and maintenance knowledge and experience in Medical Imaging Equipment (including X-rays). Appropriate experience in the installation of medical X-ray equipment and QA assessment. Inherent requirements of the job: Valid Code B (Code 08) driver's license with own reliable transport. Perform standby and after-hour call-out duties. Perform overtime functions when required. Competencies (knowledge/skills): Well-developed electronic, electrical and mechanical technical service and repair skills and knowledge. Ability to carry out basic mechanical repairs. Possess accurate technical ability and insight in order to identify and solve technical problems. Ability to perform fault finding down to component level by means of circuit diagrams and test gear. Ability to make use of various basic and sophisticated hand tools, power tools, machinery and test equipment to carry out functions. Computer literate (MS -Word, -Excel and -Access). Good communicate skills (written and verbal). Ability to perform administrative functions. Ability to work as a team member and on occasions on own initiative with the minimum supervision. Ability to organize and plan tasks and functions. Ability to provide on the job training and monitoring of junior technicians. Ability to perform supervisory functions. -Sound knowledge of medical Imaging equipment. Ability to draft specifications of medical equipment. Have first-hand installation experience. Ability to plan and control budgets.
- DUTIES** : Perform Electro-Mechanical repairs, routine maintenance, inspections, quality assurance testing and evaluation of relevant Medical equipment belonging to

Tygerberg Hospital and any institutions under its control. Perform acceptance inspection and testing for new or donated equipment. Inform on serviceability of equipment. Ensuring that the equipment meets the legal and safety requirements of the manufacturers, users, and statutory bodies. Evaluate, investigate, monitor and advise on suitability of equipment, costs of repairs and running cost of equipment. Perform incident investigations and inform supervisor of any hazards and/or recall and act on notifications. Maintain a detailed and accurate administrative system for example service history, expenditure, and tracking inventory. Responsible for the day-to-day functioning of the human and other resources under the post's control for example work distribution, prioritizing work and other supervisory functions. -Training and monitoring of junior technical staff. Specification drafting. Provide detailed preventative maintenance schedules. Be on call for after hour services and repairs. Administrative functions as required by the Clinical Engineering Department. Ensuring compliance of the OHS Act of 1993. Liaison with hospital personnel and private sector representatives. Responsible to the Unit Manager of the workshop.

ENQUIRIES : Mr J Du Preez Tel No: (021) 938-4634
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 : 24 March 2025

POST 09/298 : **OCCUPATIONAL HEALTH AND SAFETY OFFICER**
 Chief Directorate: Metro Health Services

SALARY : R376 413 per annum
CENTRE : Office of the Chief Director: MHS
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or degree. Experience: Appropriate experience in applying legislation and policies related to Occupational Health and Safety, Health Care Waste Management and Environmental Health. Inherent requirement of the job: A Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Project Management, Research, Policy Development and Practical knowledge of relevant legislation and policies related to Occupational Health and Safety and Health Care Waste Management. Good organizational, interpersonal, leadership, conflict resolution and problem-solving skills and attention to detail and the ability to work independently. Computer literacy and thorough knowledge of computer systems (Word, Excel, PowerPoint, Outlook) and good verbal and written communication skills. Ability to work with a multi-disciplinary team within the parameters of matrix management to ensure good quality Healthcare in the Institution, understanding healthcare legislation and related legal and ethical healthcare practices.

DUTIES : Ensure WCGHW -METRO facilities comply with relevant Occupational Health and Safety and Health Care Waste Management requirements, legislation, codes of practice, standards, and norms. Investigate, report on, and assist with resolving Occupational Health and Safety and Health Care Waste incidents at facilities, manage and facilitate Occupational Health and Safety and Health Care Waste Management training at WCGHW – Metro facilities. Promote Occupational Health and Safety and Health Care Waste awareness at WCGH- Metro facilities and maintain a Health Care Waste Management database and develop reports. - Development of policies, standard operating procedures, norms, and standards. Conducting site visits and inspections. Compilation of reports and reports writing and collating information and maintaining databases.

ENQUIRIES : Mrs N Raymond Tel No: (021) 815 8896
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. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from the date of advert. Candidates will be subjected to a written/practical and oral assessment.
CLOSING DATE : 24 March 2025

- POST 09/299** : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**
Chief Directorate: Metro Health Services
- SALARY** : R376 413 per annum
CENTRE : New Somerset Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/ Degree qualification. Experience: Appropriate experience in all aspects of personnel and salary administration. -Appropriate PERSAL experience. Appropriate supervisory experience. Competencies (knowledge/skills): Knowledge of all HRM aspects, i.e. commuted overtime system, and Circulars prescripts regulating and applicable to professional ranks in the OSD in the Health Sector. Ability to interpret and apply legislation, policies, directives and collective agreements. Computer skills (Excel, MS Word, PowerPoint, Microsoft Outlook and PERSAL).
- DUTIES** : Responsible for co-ordination, supervision and control of component and aspects relating to all administrative personnel matters. Responsible for PERSAL approvals and authorisations. Ensure the correct application of policy, procedures and prescripts of all personnel practises, conditions of service, service terminations, pensions, leave and allowances. Responsible for auditing of files. Render a support and advisory service with regard to personnel administration and human resource management. Identify training areas of need and implement training programmes and information sessions on existing and new policies. Monitor compliance pertaining to the HR CMI.
- ENQUIRIES** : Mrs N Wyngaard Tel No: (021) 402 6552
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 will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar other vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 24 March 2025
- POST 09/300** : **SOCIAL WORKER GRADE 1 TO 4**
West Coast District
- SALARY** : Grade 1: R308 247 per annum
Grade 2: R376 416 per annum
Grade 3: R452 667 per annum
Grade 4: R554 919 per annum
- CENTRE** : Cederberg Sub-district
REQUIREMENTS : Minimum educational qualification: Appropriate qualification as a Social Worker that allows for registration with the South African Council for Social Service Professionals (SACSSP). Registration with a Professional Council: Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker and proof of current registration for 2024/2025. Experience: **Grade 1:** None after registration. **Grade 2:** A minimum of 10 years appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 3:** A minimum of 20 years appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 4:** A minimum of 30 years appropriate experience in social work after registration as a Social Worker with the SACSSP. Inherent requirement of the job: Computer literacy (MS Word, Excel and Outlook). Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Excellent communication skills (written, verbal), advanced report writing and strong administrative skills. Good organisational, decision-making and conflict resolution skills. Understanding of quality assurance and strong commitment to high service standards. Strong leadership, motivational, and interpersonal skills and ability to work in a team. Knowledge of national, provincial and institutional health delivery systems.
- DUTIES** : Effective and integrated Social Work Service delivery to patients and families – render promotion and prevention services, continuing care services, clinical and referral services, counselling services. Administrative functions – effectively execute Social Work administrative functions. Education and training – provide and

participate in training and education. Management of Social Work department – perform middle management functions to ensure effective functioning of the Social Work Department.

ENQUIRIES : Sr M Sandt Tel No: (027) 482 1484
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 assessment. 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 change in registration status”. The pool of applicants will be considered for other similar posts within the Cederberg Sub-District for a period of 3 months from date of advert.

CLOSING DATE : 24 March 2025

POST 09/301 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (X2 POSTS)**
West Coast District

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

CENTRE : Sonstraal Transitional Care Hospital, Paarl
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Registered Professional Nurse. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Willingness to work overtime when necessary and willingness to work at the other Hospital within the West Coast TB Complex (ID Hospital). Willingness to frequently travel between Sonstraal Hospital (Paarl) and ID Hospital (Malmesbury). 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. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health, Western Cape.

DUTIES : Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of Support to Nursing Services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms N Liebenberg Tel No: (021) 815-8340
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 competency assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The

		pool of applicants will be considered for similar vacant posts within the West Coast TB Complex (Sonstraal & ID Hospitals) for a period of 3 months from date of advert. 24 March 2025
<u>CLOSING DATE</u>	:	
<u>POST 09/302</u>	:	<u>OPHTHALMOLOGY TECHNICIAN GRADE 1 TO 2: OPHTHALMOLOGY</u> (Contract until 31 March 2025)
<u>SALARY</u>	:	Grade 1: R255 078 per annum Grade 2: R297 441 per annum
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory
	:	Minimum educational qualification: Two years of in-service training on ophthalmic specialised equipment after obtaining Level 1 and 2 Ophthalmic Assistant courses and registration with the OSSA. Experience: Grade 1: None after obtaining the appropriate qualification or prescribed in-service training. Grade 2: A minimum of 10 years appropriate experience after obtaining the appropriate qualification or prescribed in-service training. Competencies (knowledge/skills): Ability to interact with patients, family members and members of the public. Ability to communicate effectively with clinical and other staff. Ability to work independently and with good time management. Ability to perform routine tasks and acquire technical skills. Ability to accurately record data and to provide accurate maintenance records. Ability to keep abreast of new developments in technology, sterilisation and disinfection methods Must be able to plan well and understand the need to report to an ophthalmologist. Ability to adhere to required health and safety standards.
<u>DUTIES</u>	:	Responsible for maintenance of equipment and consulting room hygiene. Perform ophthalmic special investigations. Assist in ophthalmic counselling and the distribution of information material. Keep accurate and retrievable patient records. Responsible for consulting room provisioning. Participate in departmental audit programmes.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof N Du Toit Tel No: (021) 406-6216
	:	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>	:	24 March 2025
<u>POST 09/303</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)</u> Directorate: Engineering and Technical Support Services (Bellville Mobile Workshop)
<u>SALARY</u>	:	Grade A: R230 898 per annum Grade B: R270 915 per annum Grade C: R314 751 per annum
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Cape Town
	:	Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: A valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.
<u>DUTIES</u>	:	Perform standby duties. Perform necessary administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist with the execution of engineering projects/repairs at hospital and the institution. Maintain and repairs of electrical installations and equipment at health institutions within the Western Cape Province. Assist Artisan Foremen/Chief Artisan with their duties.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr L Semono Tel No: (021) 830-3770
	:	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>	:	24 March 2025

POST 09/304 : **ADMINISTRATION CLERK: ADMISSIONS (X2 POSTS)**

SALARY : R216 417 per annum
CENTRE : Red Cross Childrens War Memorial Hospital, Rondebosch
REQUIREMENTS : Minimum educational qualification: Minimum educational qualifications: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the key Performance Areas (KPA's) of the post. Experience: Appropriate Clinicom experience in a patient administration environment, including the Clinicom system. Inherent requirement of the job: Willingness to work 12-hour shifts (which includes night duty, weekends, and public holidays) and work overtime on short notice. Competencies (knowledge/skills): Knowledge and experience of the Clinicom system. Knowledge of Patient Administration related policies, procedures and practices. Knowledge of Hospital Fees Memorandum 18, UPFS and Finance Instructions. Excellent interpersonal skills addressing diverse cultures and the ability to work in a team. Ability to work under pressure without supervision. Computer literacy (Microsoft Office).

DUTIES : Manual and related Finance Instructions. Debtor assessment of patients and data capturing of patient information on Clinicom System. Report all MVAs to Batsumi Hotline. Admission of patients. Ability to perform Medical Aid/EDI (Electronic Data Interchange) related transactions in the Clinicom system. Responsible for revenue control which includes receipt of money and issuing of accounts and receipts. Responsible for folder management which includes processing of folders. Handle telephonic and personal enquiries regarding patient enquiries.

ENQUIRIES : Mrs H Van Graan Tel No: (021) 658-5007
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 : 24 March 2025

POST 09/305 : **ADMINISTRATION CLERK: FINANCE/ADMIN**

SALARY : R216 417 per annum
CENTRE : Emergency Medical Services, U2 Building, Tygerberg
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in financial transactions. Appropriate experience in financial systems. Inherent requirement of the job: Valid Driver's License. Computer literate (MS Office package). Competencies (knowledge/skills): Good Communication skills. Ability to work independently and function well in a team. Good interpersonal skills. Ability to prioritize and good problem-solving skills.

DUTIES : Capture journals, debt and payments on BAS system. Capture payments on LOGIS. Compiling monthly supplier reconciliations. Compiling and capturing damages and loss transactions. Safe keeping of documents and complete document control report. General admin duties.

ENQUIRIES : Ms R Constable Tel No: (021) 830 1151
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 : 24 March 2025

POST 09/306 : **ADMINISTRATION CLERK: ADMISSIONS (FEES DEPARTMENT) (PATIENT ADMINISTRATION: INPATIENT AND OUTPATIENT) (X4 POSTS)**

SALARY : R216 417 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Fees-related

environment. Inherent requirement of the job: Must be willing to work shifts (night duty, weekends, and public holidays) and rotate between departments. Competencies (knowledge/skills): Good communication skills (written and verbal). Computer literacy. Knowledge of Hospital Fees Memorandum 18, UPFS, HIS, Clinicom, Billing and Finance Instructions. Strong sense of confidentiality.

DUTIES : Accurate patient assessments and admissions on Clinicom and updating Hectis System. Raising invoices as per Hospital Fees policies. Manage busy telephone. Handling of state money. Debit Charge Entries to Invoices as per UPFS and PGWC billing procedures. Covering for colleagues and undertaking various other clerical duties as and when required.

ENQUIRIES : Mr Y Levy Tel No: (021) 404-4251

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 : 24 March 2025

POST 09/307 : **ADMINISTRATION CLERK: FINANCE/ADMIN (X5 POSTS)**

SALARY : R216 417 per annum

CENTRE : Red Cross Childrens War Memorial Hospital, Rondebosch

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a Fees-related environment. Inherent requirement of the job: Willingness to rotate within Finance Section and relieve colleagues. Willingness to work overtime when required. Competencies (knowledge/skills): Computer literacy (Microsoft Office). Knowledge of Hospital Fees Memorandum Chapter 18, UPFS, BAS, HIS, Clinicom, Accounts Receivable (AR) System, JAC and Finance instructions. Strong sense of confidentiality and trustworthiness.

DUTIES : Follow-up medical aid and non-medical aid outstanding invoices in line with Hospital Fees Manual Chapter 18 and related Finance Instructions. General fees administration and account related duties/enquiries including filing. Manage foreign patients. Check, debit/credit invoices as per UPFS and billing requirements. Cashier duties. Control the JAC Information and JAC Error Report. Complete all BAS transactions including deposits, day ends, journals and special journals. Complete the balancing and reconciliation process between BAS and the AR System. Finalise all EDI processes. Allocation of medical aid and debtor payments. Relief for colleagues and undertake various other clerical duties as and when required.

ENQUIRIES : Mrs HJ Van Graan Tel No: (021) 658 50007

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 : 24 March 2025

POST 09/308 : **ADMINISTRATION CLERK: FINANCE/ADMIN (X2 POSTS)**

SALARY : R216 417 per annum

CENTRE : Red Cross Childrens War Memorial Hospital, Rondebosch

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focus on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Provincial Government Finance. Inherent requirement of the job: Willingness to rotate within the Finance Section and relieve colleagues. Willingness to work overtime when required. Strong sense of confidentiality and trustworthiness Competencies (knowledge/skills): Knowledge and understanding of LOGIS and/or BAS. Knowledge of Finance and Treasury Regulations and Instructions. Knowledge of Supply Chain Management. Knowledge of the Accounting Officers System. Computer literacy LOGIS and MS Office (MS Word, MS Excel).

DUTIES : Render an effective and efficient sundry creditors payment function. Ensure that invoices are paid within 30 days and that discounts are taken timeously. Effective reconciliation of monthly supplier statements. Rendering an effective and efficient verifying and pre-authorizing function. Maintain and clear Assets and Liabilities accounts. Manage and maintain debtor accounts. Effective handling of computer systems such as LOGIS and/or BAS. Filing and safekeeping of documents.

ENQUIRIES : Mrs. H. van Graan Tel No: (021) 658 5007

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 : 24 March 2025

POST 09/309 : **ADMINISTRATION CLERK: ADMISSIONS (PATIENT ADMINISTRATION)**
Cape Winelands Health District

SALARY : R216 417 per annum

CENTRE : Montagu Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a Patient Administration and/or Hospital Fees environment & HIS system. Inherent requirement of the job: Valid driver's licence Ability to climb 3-step ladders. Willingness to work 12-hour day/night shifts & weekends. Willingness to work overtime and provide relief in other departments as operationally required. Competencies (knowledge/skills): Computer literacy (MS Windows, Word, Excel and Access). Perform Medical Aid/EDI (Electronic Data Interchange) related transactions in the billing systems and billing related transactions for Subsidized Patients & Externally Funded Patients. Knowledge of patient ICD 10 coding & HIS system. Knowledge of applicable policies - Hospital Fees memorandum Chapter 18, the Uniform Patient Fee Schedule (UPFS), Finance Instructions & Medical Records policies. Excellent communication skills (verbal and written).

DUTIES : Assist with Hospital Fees, Patient Administration and Medical Records Division, Effective and Efficient management of Billing and Administration of Debtor accounts, Correct Patient details recording on HIS systems and in folders, Perform Cashier duties, reconciliations & handovers as per financial instructions, Regular archiving of patient folders as per prescriptions, Reporting and compilation of MVAs & IODs patient folders.

ENQUIRIES : Mr A Williams Tel No: (023) 614-8104

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. The pool of applicants will be considered for similar vacant posts in within the Langeberg Sub District for a period of 3 months from date of advert.

CLOSING DATE : 24 March 2025

POST 09/310 : **ADMINISTRATION CLERK: REGISTRY (MEDICAL RECORDS)**

SALARY : R216 417 per annum

CENTRE : Red Cross Childrens War Memorial Hospital, Rondebosch

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate medical records experience in the duties of this post in a medical records registry at a state hospital. Inherent requirement of the job: Willingness to work irregular hours (i.e. shifts/weekends), when required. High ethical standards as incumbent will have access to confidential files. Ability to lift loads, be on your feet and concentrate for long periods. Competencies (knowledge/skills): In-depth knowledge of the HIS Clinicom Tracking system, proven knowledge of medical records processes and procedures. Knowledge of National/Provincial Archiving Act. Ability to work independently with minimum supervision and effectively within a team. Ability to work with a high degree of accuracy and care under pressure.

DUTIES : Render an effective and efficient medical records service and folder management. Complete relevant Clinicom Case Note Tracking system transactions. Create and maintain an effective filing system. Accurately and timeously file and retrieve all

requested patient folders or case notes. Maintain filing banks and patient folder covers.

ENQUIRIES : Mr M Crawford Tel No: (021) 658-5495
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 : 24 March 2025

POST 09/311 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)**
Chief Directorate: Metro Health Services

SALARY : R216 417 per annum
CENTRE : Helderberg Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate LOGIS work experience. Inherent requirement of the job: Valid Code B/EB driver's Licence. Physically fit (able to move furniture and equipment without assistance). Willingness to travel to Community Health Centres within the Helderberg Hub, for asset related matters. Competencies (knowledge/skills): Computer literacy in MS Word, Excel and SharePoint. The ability to function independently. Ability to think creatively and apply ideas. Good planning, organizational and time management skills.

DUTIES : Performing all asset related functions on relevant government systems. Obtaining quotations, processing, submission of documentation for approval, ordering and follow-up of all assets related procurement. Receiving, moving, listing, verifying and labeling of all furniture and equipment. Compiling schedules and work programs, regular reporting and feedback to all relevant role-players. Monthly, quarterly, bi-annual and annual recons and reporting.

ENQUIRIES : Ms M Vermeulen Tel No: (021) 850 4766
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. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from the date of advert. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 24 March 2025

POST 09/312 : **ADMINISTRATION CLERK: SUPPORT (X2 POSTS)**

SALARY : R216 417 per annum
CENTRE : Red Cross Childrens War Memorial Hospital, Rondebosch
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Clinicom experience in a ward and/or clinic administration environment, including the Clinicom system Inherent requirement of the job: Willingness to be rotated and/or cover other areas at short notice Competencies (knowledge/skills): Knowledge and experience of the Clinicom system. Knowledge of Hospital Fees Memorandum 18, UPFS, HIS, Clinicom, and Finance Instructions. Strong sense of confidentiality and trustworthiness. Ability to work under pressure without supervision. Good client care skills.

DUTIES : Registration of patients on the Clinicom system Admissions, transfers, and discharges of in-patients Maintenance of appointments and ward registers Compiling of patient statistics Handling telephonic, verbal and written enquiries Support to Finance Component in ensuring correct debtor assessment of patients and data capturing of patient information on Clinicom System, correct handling of foreign patients

ENQUIRIES : Ms. HJ van Graan Tel No: (021) 658-5007
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 : 24 March 2025

<u>POST 09/313</u>	:	<u>STAFF NURSE GRADE 1 TO 3</u> West Coast District
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE REQUIREMENTS</u>	:	Riebeeck Wes CC Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Registration with a Professional Council: Registration with the SANC as a Staff Nurse. Inherent requirement of the job: Willingness to work overtime when necessary and willingness to work at other clinics in the Sub-district. Competencies (knowledge/skills): Good communication and interpersonal relationships. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
<u>DUTIES</u>	:	Provide basic clinical nursing care. Development and implementation of basic patient care plans. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Community Participation.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr RA Christoffels Tel No: (022) 482 2729 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. Shortlisted candidates may be requested to undertake practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Swartland Sub-district for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	24 March 2025
<u>POST 09/314</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (THEATRE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R203 112 per annum Grade 2: 248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE REQUIREMENTS</u>	:	Oral Health Centres Minimum educational qualification: Appropriate qualification that allows registration with the SANC as a Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as a Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Staff Nurse. Registration with a Professional Council: Registration with the SANC as a Staff Nurse. Competencies (knowledge/skills): Good interpersonal skills. Computer literacy (MS Word and Excel).
<u>DUTIES</u>	:	Provide quality elementary nursing care to patients. Development and implementation of basic patient care plans. Provide basic clinical nursing care. Provide continuous health care and education to patients and their families according to individual needs. Effective utilization of resources. Maintain professional growth/ethical standards and self- development.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Mfecane Tel No: (021) 937 3153 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 a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
- CLOSING DATE** : 24 March 2025
- POST 09/315** : **ARTISAN ASSISTANT (TECHNICAL SERVICES)**
(Chief Directorate: Metro Health Services)
- SALARY** : R183 279 per annum
CENTRE : Alexandra Hospital
REQUIREMENTS : Minimum educational qualification: Grade 10/Std 8 (or equivalent). Experience: Appropriate maintenance and repairs experience within a Health environment. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Must be prepared to work overtime and do perform standby duties when required. Physically fit to perform duties, work at heights and in confined spaces. Competencies (knowledge/skills): Ability to work independently and under pressure. Ability to adhere to Safety Standards. Ability to manage conflict and problem-solving situations. Strict adherence to the Occupational Health and Safety Act. Basic knowledge of Hospital mechanical plant equipment, Carpentry, Electrical, Painting, Refrigeration, air conditioning, Plumbing, Machinery and Glazing within a Health environment.
- DUTIES** : All repairs and general maintenance of plant equipment and buildings in the hospital. Maintain plant rooms, equipment, and work areas in a clean and safe condition. Assist Artisans with maintenance, repairs, and installations projects. Complete and return repair requisitions and further keep record of all repairs. Assist in ordering and controlling the materials and workshop tools. Train and develop staff and clean areas where work has been carried out.
- ENQUIRIES** : Mr J Petersen Tel No: (021) 503 5036
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. The pool of applicants will be considered for other vacant Artisan Assistant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
- CLOSING DATE** : 24 March 2025
- POST 09/316** : **FORENSIC PATHOLOGY ASSISTANT**
Chief Directorate: Emergency and Clinical Services Support
- SALARY** : R183 279 per annum
CENTRE : Observatory Forensic Pathology Institute (OFPI)
REQUIREMENTS : Minimum educational qualification: Grade 11 with Biology and/ or Life Sciences as passed subjects. Experience: Appropriate Mortuary experience. Inherent requirements of the job: Ability to work under pressure. Ability to work with people with all walks of life. Knowledge of cleaning protocols and procedures. -Ability to work with corpses (mutilated, decomposed, infectious viruses, obese). Ability to work with and lift heavy objects. Competencies (knowledge/skills): Ability to interpret and apply policies. -Ability to communicate clearly and discreetly in person and in writing. Conversant with all prescripts w.r.t Government policies to represent the Government interest to the best of ability. -Innovative and problem-solving skills. Computer and software literacy.
- DUTIES** : Dissection area duties. Presentation of cadaver for identification. Deep cleaning and disinfecting of all wet areas. Receiving and dispatching of specimens.
- ENQUIRIES** : Mr. JA Retief (John.Retief@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 : 24 March 2025

POST 09/317 : **FOREMAN: GROUND SERVICES**
Chief Directorate: Metro Health Services

SALARY : R183 279 per annum

CENTRE : Karl Bremer Hospital

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in maintenance. Appropriate experience in waste management. Inherent requirements of the job: Valid (Code B/EB) drivers' licence. Must be able to lift heavy objects. Willingness to work shifts, including weekends and public holidays. Competencies (knowledge/skills): Knowledge of ground equipment and machinery. Good interpersonal and communication skills. Knowledge of Occupational Health and Safety Act. Knowledge of the Disciplinary Code of Conduct.

DUTIES : Responsible for overall maintenance of the hospital grounds. Ensure effectively ordering, control and use of stock and equipment. Ensure adherence to Occupational Health and Safety and infections control protocols, handle medical and general/domestic waste. Facilitate movement of assets within the hospital. Collection and transportation of waste. Effective supervision, performance management, training, leave and discipline sub-ordinates.

ENQUIRIES : Mr A Basson Tel No: (021) 918 1976

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 will be subjected to a written/practical and oral assessment.

CLOSING DATE : 24 March 2025

POST 09/318 : **NURSING ASSISTANT GRADE 1 TO 3 (X3 POSTS)**
West Coast District

SALARY : Grade 1: R165 177 per annum
Grade 2: R192 675 per annum
Grade 3: R227 070 - R283 347 per annum

CENTRE : Lapa Munnik Hospital (X2 Posts)
Radie Kotze Hospital (X1 Post): Bergriver Sub-district

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a Professional Council: Registration with the SANC as Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognisable nursing experience after registration with the SANC. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Competencies (knowledge/skills): Good interpersonal and organisational skills and the ability to function under pressure and meet deadlines.

DUTIES : Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Effective functioning within multidisciplinary team. Effective utilization of resources.

ENQUIRIES : Ms TJ Fredericks Tel No: (022) 814-0462 / (022) 913-1180

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 on health professionals

who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the C Sub-district for a period of three months.

- CLOSING DATE** : 24 March 2025
- POST 09/319** : **STERILIZATION OPERATOR: CENTRAL STERILE SERVICE DEPARTMENT (CSSD)**
(Chief Directorate: Metro Health Services)
- SALARY** : R155 148 per annum
CENTRE : Victoria Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience. Competencies (knowledge/skills): knowledge of sterilisation practices and Decontamination processes. Good organisational skills. Ability to function within a team. Willingness to work night duty, shifts and weekends.
- DUTIES** : Provision of Quality Sterilized products and equipment to hospital. Usage of all Sterilization Equipment, Autoclaves, instrument washing within standards. Practice the principles of cost containment. Effective Communication and Human Resource Development. Adhere to Infection Prevention and Control Practices.
- ENQUIRIES** : Mrs MAT Dubru-Shunmugam: email: Mary.Dubru@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** : 24 March 2025
- POST 09/320** : **GENERAL WORKER: STORES (X2 POSTS)**
- SALARY** : R131 265 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience in a stores environment. Competencies (knowledge/skills): Good Communication skills. Physically able to handle stock.
- DUTIES** : Assist the Admin Clerk with the handling of stock. Receive and issue goods. Deliver store stock to end-users. Rotate store stock (first in, first out). Clean various stores and non-storage areas within the main stores. Answer telephone and handle internal queries. Assist in other stores when required.
- ENQUIRIES** : Ms A Ismail Tel No: (021) 404 5181
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** : 24 March 2025
- POST 09/321** : **TRADESMAN AID (MECHANICAL)**
Directorate: Engineering and Technical Support Services (Bellville Mobile Workshop)
- SALARY** : R155 148 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: NQF level 3/ Grade 10 or equivalent certificate. Experience: Appropriate experience within the mechanical field. Inherent requirements of the job: Willingness to travel throughout the Western Cape Province. Physically fit to do manual labour. Competencies (knowledge/skills): Ability to handle tools. Good interpersonal skills.
- DUTIES** : Carry out minor maintenance tasks. Assist with repairs and emergency breakdowns (including after- hour's repairs). Assist with the installation of plant, equipment and alterations. Clear areas where work has been carried out. Ensure that tools and material are available when needed. Assist the Artisans in the execution of their duties.
- ENQUIRIES** : Mr DT Samuels Tel No: (021) 830-3772

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 : 24 March 2025

POST 09/322 : **STERILIZATION OPERATOR PRODUCTION (CSSD)**

SALARY : R155 148 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 Central Sterilization Service Department. Competencies (knowledge/skills): Good communication and interpersonal skills. Ability to work in a co-operative way within a team context. Basic understanding of disinfection, decontamination and sterilization.

DUTIES : Effective application of sterilisation processes and techniques. Promote/adhere to infection control, as well as health and safety regulations. Check, decontaminate, pack and sterilise instruments, linen and supplies. Assist with cleaning and testing of sterilisation equipment, disinfectant washers and autoclaves, lift and pushing heavy equipment. Maintain equipment in an optimum working condition and utilise resources. Use autoclaves, disinfectant washers and equipment/consumables in a cost-effective manner. Ensure surgical instrument trays is packed and marked correctly. Monitor, control and maintain adequate stock levels, report and assist with the investigation of lost instruments/ equipment.

ENQUIRIES : Mrs F Baartman Tel No: (021) 938-4055
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 24 March 2025

POST 09/323 : **TRADESMAN AID CENTRAL KAROO DISTRICT**

SALARY : R155 148 per annum
CENTRE : Laingsburg Hospital
REQUIREMENTS : Minimum educational qualification: Grade 10(Std 8) or equivalent. Experience: Appropriate trade-related experience. Inherent requirements of the job: Able to do hard manual labour in extreme weather conditions. Valid motor vehicle driver's license, minimum Code B Willingness to work overtime and perform standby duties. Willingness to extent assistance to EMS & FPS & Clinics Laingsburg and Matjiesfontein. Competencies (knowledge/skills): Ability to optimally utilise allocated resources such as materials, tools and equipment. Good writing and verbal communication skills in English. Conversant with the requirements of the Machinery and Occupational Health and Safety Act.

DUTIES : Routine maintenance and repairs of equipment, plant and tools which includes, electrical-, mechanical, buildings and infrastructure, routine maintenance and standby services. Ensure an organised and neat workshop/office space which includes control over tools and materials and an organised, neat hygienic workshop area and – yard. Job requisitions and other administrative functions. Occupational Health and Safety. Support to Supervisor and Ad hoc requests like Driver duties.

ENQUIRIES : Ms C Bothma Tel No: (023) 814-2015/24
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. All candidates will be subjected to a test to establish suitability.

CLOSING DATE : 24 March 2025

POST 09/324 : **MEDICAL OFFICER: GRADE 1 TO 3 (SESSIONAL) (18 HOURS PER WEEK)**
West Coast District

SALARY : Grade 1: R457 per hour
Grade 2: R521 per hour

**CENTRE
REQUIREMENTS**

Grade 3: R603 per hour

: Lambertbaai CC
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. 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 whom it 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 requirement of the job: Valid (code B/EB/C1) driver's licence. Willingness to travel. Willingness and skills to do after hour's clinical work. Competencies (knowledge/skills): Strong business orientation with proven skills and abilities in the clinical environment of a health service. Computer literacy (MS Word, Excel, PowerPoint, Internet and Email).

DUTIES

: Clinical Service Provision PHC Surgical and emergency Service Provision PHC Clinical paediatric, antenatal and obstetric (mother and child) Service Provision PHC Forensic service provision Service management. Training and development, Research.

ENQUIRIES

: Dr. C Adams Tel No: (022) 921-2153

APPLICATIONS

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

NOTE

: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Cederberg Sub-District for a period of 3 months from date of advert.

CLOSING DATE

: 24 March 2025