



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

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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.

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : Applications should be addressed to: The Acting Head of Department, Department of Education, Private Bag X9489, Polokwane, 0700 or handed in at Office No. H03, Registry, Records Management Directorate at 113 Biccard Street, Polokwane. Applications should be submitted on the following website: <https://erecruitment.limpopo.gov.za>
- CLOSING DATE** : 06 September 2024 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e., effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>). Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant, and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will Photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. The contents of the advertised post will also be posted on the following websites www.limpopo.gov.za/ www.edu.gov.za/ www.dpsa.gov.za/. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.

MANAGEMENT ECHELON

- POST 30/269** : **DEPUTY DIRECTOR-GENERAL: INSTITUTIONAL GOVERNANCE, COORDINATION & SUPPORT REF NO: LDOE 01/08/2024**
(Re-advertisement, Applicants who previously applied are encouraged to apply)
- SALARY CENTRE REQUIREMENTS** : R1 741 770 per annum, (all-inclusive package)
Head Office, Polokwane
- : An undergraduate qualification NQF 8 level as recognized by SAQA. Eight (8) years' experience at senior managerial level. Managerial experience within the education sector will be an added advantage. Proof of completion of SMS Pre-Entry Programme Must be submitted before appointment. A valid driver's license (with the exception of people with disability. Proof of completion of SMS Pre-entry Programme Must be submitted before. Core & Process Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery, Innovation; Problem Solving and Analysis, Client Orientation and Customer Focus, Communication, Public Service Knowledge, Negotiation, Policy formulation and Analytic thinking, Ability to work under pressure, Functional computer literacy.

- DUTIES** : Manage the development of education institutions and ensure quality service delivery within education districts. Manage the provision of quality and standards for learning and teaching. Manage and facilitate the provisioning of learner social support programmes. Manage district operations, coordinate, and support the delivery of programmes and activities. Manage the development, maintenance and implementation of appropriate Policies and Frameworks for School Governance. Manage school affairs. Build capacity to ensure quality leadership and management. Manage and coordinate norms and standards for school funding. Be effective communicator with the ability to develop policies and programmes to ensure quality service delivery within education districts, provide institutional management and governance policy direction, support, monitor and evaluate the provisioning of quality standards for teaching and learning. Extensive professional and practical experience in the field of education/curriculum is essential.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
- POST 30/270** : **CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: LDOE 02/08/2024**
Branch: Financial Management
(Re-advertisement, Applicants who previously applied are encouraged to apply)
- SALARY CENTRE REQUIREMENTS** : R1 436 022 per annum, (all-inclusive package)
Head Office, Polokwane
: An undergraduate qualification NQF level 7 in Finance / Supply Chain Management or equivalent qualification as recognized by SAQA .5 years of experience at a senior managerial level. A valid driver's license (with the exception of people with disability. Proof of completion of SMS Pre-Entry Programme Must be submitted before appointment. Core & Process. Competencies: Strategic capability & Leadership. People Management and Empowerment. Programme & Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem Solving & Analysis. Communication. Knowledge and Skills: The PPPFA, the PFMA and Treasury Regulations. Motivated and output-driven. Extensive knowledge and experience in Asset Management. In-depth knowledge of Finance, SCM and Asset Management procedures and practices. Knowledge of the GIAMA and SCM Practice Notes. LOGIS knowledge and experience as well as an Accounting and Provisioning Administration background. Knowledge and qualities on the following, proven innovative and creative abilities, Financial management skills, Honesty and integrity, Problem solving and analysis skills Focus, Communication, Public Service Knowledge, Negotiation, Policy formulation and Analytic thinking, Ability to work under pressure, Functional computer literacy.
- DUTIES** : Manage performance of SCM activities (demand, procurement, stores, contracts, assets, and transport) in compliance with the relevant legal prescripts. Ensure that the departmental strategic objectives support the principles and legislation governing SCM. Manage assessment of procurement plan to ensure that spending and empowerment targets are achieved. Manage compliance with requirements for specifications/terms of reference and communicate recommendations to relevant authorities. Manage functioning of the bid specification committee, bid compilation, advertising and distribution processes as well as bid evaluation and adjudication processes. Manage the creation of application forms and criteria for supplier's /service providers to be listed on database. Manage the approval processes and approve requisition forms where required. Exercise control over all functions and personnel. Manage the establishment and maintenance of mechanisms for monitoring supplier performance. Management of performance and risks relating to contracts.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.0.

POST 30/271 : **DIRECTOR: INTERSEN REF NO: LDOE 39/08/2024**
Chief Directorate: Early Childhood Development & General Education & Training

SALARY : R1 216 824 per annum, (all - inclusive package)
CENTRE : Head Office
REQUIREMENTS : An undergraduate qualification NQF level 7 as recognized by South African Qualifications Authority (SAQA) Any relevant postgraduate qualification NQF level 8 and above, will be an advantage. 05 years' relevant experience at middle/senior managerial level. Valid driver's license (with an exception of people with disability). Proof of completion of SMS Pre-Entry Programme MUST be submitted before appointment. Core & Process Competencies: Strategic Capability & Leadership, Programme & People Management and Empowerment, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), Problem Solving & Analysis, Communication Knowledge & Skills: In depth knowledge of the National Curriculum statement and its implementation in GET sector. knowledge of the National Qualification framework and curriculum development processes. knowledge of and ability to strengthen curriculum implementation at the relevant phase of the above directorate. knowledge of other related education policies and laws e.g. National Policy Act (NEPA), South African Schools ACT(SASA), Curriculum Policy Statement (CAPS), National Policy Pertaining to the Programme and Promotion requirements of the National Curriculum Statement Grades R - 12(NPPPPR) etc. The ability to provide the strategic leadership in the Intermediate and Senior Phase. Good General Management skills. A thorough understanding of and experience in all Processes involved in Project management. The ability to co-ordinate and manage the finances of the directorate in line with PFMA and Procurement processes. Good and functional knowledge of governments' prescripts, knowledge of monitoring, evaluation and reporting systems and processes and projects management. Planning and Organizing skills. Knowledge and understanding of the unfolding assessment models in GET. Strong leadership, advanced computer skills. Good interpersonal skills and ability to handle pressure.

DUTIES : The management and the administration of the directorate. The development/review of learner attainment strategies at the intermediate and senior phase. Function meaningfully in relevant National/Provincial Policy Structures/Committees when invited to do so. Initiate special interventions and support programmes to Districts, Circuits and Schools. Provide professional support to Districts, Circuits and Schools. Manage and coordinate the development and implementation of policies, programmes and systems for Humanities. Manage and coordinate the development and implementation of policies, programmes and systems for languages. Manage and coordinate the development and implementation of policies, programmes and systems for commercial subjects and any other programmes to be added per organizational structure/components.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 30/272 : **DIRECTOR: INCLUSIVE EDUCATION & SPECIAL SCHOOLS REF NO: LDOE 40/08/2024**
Branch Curriculum Management & Delivery

SALARY : R1 216 824 per annum, (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : An undergraduate qualification NQF level 7 as recognized by SAQA. Any relevant postgraduate qualification NQF level 8 and above, will be an advantage. 05 years' relevant experience at middle/senior managerial level. Valid driver's license (with an exception of people with disability). Proof of completion of SMS Pre-Entry Programme Must be submitted before appointment. Core & Process Competencies: Strategic Capability & Leadership, Programme & People Management and Empowerment, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), Problem Solving & Analysis, Communication Knowledge & Skills: Knowledge of relevant legislation and policies, including the Public Finance Management Act, Public Service Act, Education White Paper 6 and other relevant prescripts, Treaties, Declarations and Conventions

DUTIES

relating to Inclusive Education; Ability to take initiative, work under pressure and problem-solving skills; Experience in coordinating Inclusive Education programmes; Coordination and management of support for learners, especially those with Barriers to learning and Disabilities; Implementation and management of Conditional or Donor Grants. Presentation skills, analytical thinking, research, and report writing skills; Policy formulation and implementation; Project management; Computer literacy.

: Manage and provide strategic leadership on implementation of Inclusive Education programmes; Special Schools and specialized training. In depth understanding and implementation of Inclusive Education and capacitated educators. Provide strategic leadership, manage and co-ordinate the establishment and maintenance of all the Education White Paper 6 support structures. Network of structures to manage the delivery of Inclusive Interventions and Programmes. Manage and Co-Ordinate implementation of the SIAS Programmes, utilization of the SNA forms, and development of the ISPs for vulnerable learners. The incumbent will: Collaborate with other directorates, government departments, Disability Sector and Non-Governmental Organisations, Legislature, Department of Education and Private Sector; Take responsibility for the management and administration of the Directorate: Inclusive Education and Public Special Schools; Ensure that there are strategic links between the work of the Directorate, other sections of the LDOE; Coordinate and manage the human and financial (i.e. line budget and conditional grants) resources and assets of the Directorate in line with the Public Finance Management Act (PFMA), treasury regulations, guidelines and circulars; Facilitate collaboration between Directorate: Inclusive Education & Public Special Schools and Curriculum to strengthen curriculum delivery and support for teachers and learners in special schools; Ensure and management of the implementation of Inclusive Education Programmes, including the Policy on the Screening, Identification, Assessment and Support (SIAS), Learning Programme for Children/Learners with Severe to Profound Intellectual Disability (C/LSPID), Accommodations and Concessions, and other interventions; Participate in and support collaborative interventions, such as the placement of learners with disabilities in schools; Establish mechanisms for regular consultation and communication with key stakeholders to ensure the effective implementation of inclusive education across the curriculum; Monitor and evaluate the effectiveness of Inclusive Education Programmes; Participate in the development and implementation of the strategic and operational plans for the Directorate and Curriculum Branch. Participate in National Structures and Forums regarding the implementation of Inclusive Education (e.g., Interprovincial Meeting on Inclusive Education); Lead advocacy campaigns and activities to raise awareness and understanding of Inclusive Education and instil a mind-set that believes that all learners can learn and have a right to Basic Education; Ensure that all queries relating to the work of the Directorate are properly responded to.

ENQUIRIES

: Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 30/273

: **DIRECTOR: PSYCHOLOGICAL AND GUIDANCE SERVICES REF NO: LDOE 41/08/2024**
Chief Directorate: Learner Social Support Programmes

SALARY CENTRE

: R1 216 824 per annum, (all - inclusive package)
Head Office

REQUIREMENTS

: An undergraduate qualification NQF level 7 as recognized by SAQA. Any relevant postgraduate qualification NQF level 8 and above will be an advantage. 05 years' relevant experience at middle/senior managerial level. Valid driver's license (with an exception of people with disability). Proof of completion of SMS Pre-Entry Programme Must be submitted before appointment. Core & Process Competencies: Strategic Capability & Leadership, Programme & People Management and Empowerment, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), Problem Solving & Analysis, Communication Knowledge & Skills: The Public Sector and its regulatory and legislative framework Educational psychological principles, methodologies, and procedures. The Public Sector management reporting requirements. Experience in training and counselling.

<u>DUTIES</u>	:	Manage and monitor the provisioning of psychological and learner support services Manage and monitor the implementation of integrated school health programmes. Coordination and linking of schools to their local clinics and hospitals within the districts Manage and facilitate the provisioning of HIV and AIDS Life Skills empowerment programmes. Manage and facilitate the provisioning of career guidance and expo services in schools.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
<u>POST 30/274</u>	:	<u>DIRECTOR, NORMS & STANDARDS: REF NO: LDOE 42/08/2024</u> Chief Directorate: Budgeting And Norms & Standards for School Funding
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 per annum, (all-inclusive package) Head Office An undergraduate qualification NQF level 7 as recognized by SAQA. Any relevant postgraduate qualification NQF level 8 and above, will be an advantage. 05 years' relevant experience at middle/senior managerial level. Valid driver's license (with an exception of people with disability). Proof of completion of SMS Pre-Entry Programme Must be submitted before appointment. Core & Process Competencies: Strategic Capability & Leadership, Programme & People Management and Empowerment, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), Problem Solving & Analysis, Communication, Functional computer literacy. Knowledge & Skills: The PFMA and South African School Act (SASA). Knowledge in budgeting and procurement. Extensive knowledge of reconciliation. BAS knowledge and experience. Knowledge in advance Excel. Experience in providing support to internal stakeholders. Implementation of intergovernmental mandates.
<u>DUTIES</u>	:	Manage administration of school funding. Manage the compliance with National Norms and Standard. Analyse monitor transfer of norms and standard. Manage the allocation and expenditure control of Norms and Standard funding for educational institutions Ensure that the departmental strategic objectives support the principles and legislation governing the Norms and Standard School funding. Manage the creation of application forms and criteria for supplier's/service providers to be listed on database. Manage the performance of the sub-directorate.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
<u>POST 30/275</u>	:	<u>DISTRICT DIRECTOR (X3 POSTS)</u> Chief Directorate: District Management & Support
<u>SALARY CENTRE</u>	:	R1 216 824 per annum, (all - inclusive package) Vhembe East: Ref No: LDOE 43/08/2024 Waterberg: Ref No: LDOE 44/08/2024 Sekhukhune East: Ref No: LDOE 45/08/2024
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 7 as recognized by SAQA. Any relevant education postgraduate qualification will be an advantage.05 years of relevant experience at middle/senior managerial level. Valid driver's license (with an exception of people with disability). Proof of completion of SMS Pre-Entry Programme Must be submitted before appointment. Core & Process Competencies: Strategic Capability & Leadership, Programme & People Management and Empowerment, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), Problem Solving & Analysis, Communication Knowledge & Skills. The Public Sector and its regulatory and legislative framework, Education and school management regulatory and legislative framework, Education management principles, methodologies and procedures, and the Public Sector management reporting requirements. Manage the professional and administrative functioning of District. Manage and render corporate services for the district in accordance with policy and delegations. Co-ordinate and monitor that the allocation and utilization of financial and human resources in the district is cost effective and benefits the institutions equitably. Manage and monitor implementation of curriculum delivery and learner support. Provide leadership and direction with regard to the promotion of Early Childhood Development,

education management and governance development and oversee monitoring and support of public ordinary schools and special schools. Ensure that District, Circuits, schools improvement plans and subject improvement plans are linked and coherent to the National and Provincial departmental plans. Facilitate and promote quality of teaching and learning in the District, including the efficient administration of public examinations.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

OTHER POSTS

POST 30/276 : **CHIEF ENGINEER: ELECTRICAL GRADE A REF NO: LDOE 03/08/2024**
 Directorate: Infrastructure Planning Management
 (Re-advertisement, Applicants who previously applied are encouraged to apply)

SALARY CENTRE REQUIREMENTS : R1 200 426 per annum, (all – inclusive salary package)
 Head Office, Polokwane
 : An engineering qualification (B Engineering / BSc in Engineering) (NQF level 7) as recognized by SAQA. A Government Certificate of Competency in Electrical Engineering as a Professional Engineer will serve as an added advantage. Six 6 years' relevant experience post qualification. Valid Registration as a professional Engineer with Engineering Council of South Africa (ECSA). A valid driver's license (with the exception of people with disability). Core & Process Competencies: People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication, Functional computer literacy. Knowledge & Skills: A good understanding of all relevant legislation and construction industry contracts is needed. Maintenance skills and knowledge. Thorough knowledge and experience related to electrical services to buildings, streets, and area lighting as well as HT and LT reticulation systems. Knowledge of and experience in the implementation of the OHSA is highly recommended.

DUTIES : Provide electrical inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, system, norms, standards and signing off on electrical installations. Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposal for innovative service delivery mechanisms and undertake feasibility studies. Compile electrical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement strategy the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate electrical engineering Installations and oversee commissioning of electrical engineering installations.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 30/277 : **CHIEF ENGINEER GRADE A: REF NO: LDOE 08/08/2024**
 Directorate: IT Services
 (Re-advertisement, Applicants who previously applied are encouraged to apply)

SALARY CENTRE REQUIREMENTS : R1 200 426 per annum
 : Head Office, Polokwane
 : An engineering qualification (B Engineering / BSc in Engineering) (NQF level 7) as recognized by SAQA. 6 years' experience post qualification. Valid Registration as a professional Engineer with Engineering Council of South Africa (ECSA). A valid driver's license (with the exception of people with disabilities). Core & Process Competencies People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication, Functional computer literacy. Knowledge & skills: Computer skills. Planning, organizing and execution skills.

DUTIES : Perform final review and approvals or audits on new engineering designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness. Set engineering maintenance standards, specifications, and service levels according to organizational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives (c) Governance (i) Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments 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. Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, control, and monitor expenditure according to budget to ensure efficient cash flow management. Manage the development, motivation, and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 30/278 : **CHIEF ARCHITECT GRADE A: REF NO: LDOE 07/08/2024**
 Directorate: Infrastructure Delivery
 (Re-advertisement, Applicants who previously applied are encouraged to apply)

SALARY CENTRE REQUIREMENTS : R1 042 170 per annum
 : Head Office, Polokwane
 : An undergraduate qualification NQF level 7 in Architecture (or relevant qualification) as recognized by SAQA. 6 years post qualification architectural experience. Compulsory registration with South African Council for Architectural Profession (SACAP) as a Professional Architect. A valid driver's license (with the exception of people with disability). Core & Process Competencies: People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication. Knowledge & Skills: Architectural legal and operational compliance; Architectural operational communication; Maintenance skills and knowledge; Process knowledge and skills; Architectural principles; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Professional judgement; Proven computer literacy; Good analytical and interpersonal skills; Good communication (written and verbal) skills.

DUTIES : Perform final review and approvals or audits on architectural designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Manage the execution of architectural strategy through the provision of appropriate structures, systems, and resources. Set architectural standards, specifications, and service levels according to organizational objectives to ensure optimum operational availability. Monitor and maintain efficiencies according to organizational goals to direct or redirect architectural services for the attainment of organizational objectives. Ensure the availability and

management of funds to meet the budgeted MTEF objectives within the architectural environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance will entail the following: Allocate, monitor and control resources; Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation of architectural related matters to minimize possible architectural 113 risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments 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. Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct the deviations to achieve departmental objectives.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921

POST 30/279 : **DEPUTY DIRECTOR: INFRASTRUCTURE (CIVIL /MECHANICAL) REF NO LDOE 04/08/2024**
 Directorate: Infrastructure Delivery
 (Re-advertisement, Applicants who previously applied are encouraged to apply)

SALARY CENTRE REQUIREMENTS : R849 702 per annum, (all-inclusive package)
 : Head Office, Polokwane
 : An undergraduate qualification NQF level 7 in Civil / Mechanical Engineering or equivalent qualification as recognized by SAQA. Five (5) years' experience within the environment, of which three (3) must be Assistant Director in the field. A valid driver's license (with the exception of people with disability. Core & Process Competencies: People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication, Functional computer literacy. Knowledge & Skills: Extensive knowledge of all mechanical engineering aspects in the built environment. Understanding of relevant legislative frameworks, namely, Public Finance Management Act, Occupational Health and Safety Act; Supply Chain Management, etc. Understanding of different types of contracts used in the built environment and implementation thereof. Applied knowledge of all relevant built environment legislative/regulatory requirements of National and International standards (ISO/SANS). Ability to undertake critical review/analysis and apply engineering skills in projects. Ability to maintain integrity of confidential information. Knowledge of financial administration. Advanced technical report writing, Planning and Organizing skills. Knowledge of Engineering computer aided software. Motivational skills. Conflict resolution.

DUTIES : Implementation and updating of mechanical engineering related policies, manuals, guidelines, standards, and specifications. Ensure that all policies, guidelines and standards implemented are aligned to the Department's strategic objectives Develop and maintain professional best practice parameters and quality control measures, technical evaluation of professional service providers and contractor's bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections, and integrity surveys on various electrical engineering assets and provide reports on request. Conduct quality control over the work of the consultant and the contractor during the project. Assist project managers in all mechanical engineering related matters at all stages of the project. Review and audit final professional mechanical engineering accounts and construction contract final

accounts. Undertake detail design, documentation and implementation of projects. Ensuring the completion of as built drawings is completed as per engineering best practices. Provide mentorship and supervision to candidate engineers, technologists, and technicians.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 30/280 : **DEPUTY DIRECTOR: ARCHITECT REF NO: LDOE 05/08/2024**
Directorate: Infrastructure Delivery
(Re-advertisement, Applicants who previously applied are encouraged to apply)

SALARY CENTRE REQUIREMENTS : R849 702 per annum, (all-inclusive package)
: Head Office, Polokwane
: An undergraduate qualification NQF level 7 in Architecture or equivalent qualification as recognized by SAQA. Five (5) years' experience within the environment, of which three (3) must be Assistant Director in Infrastructure Delivery. A valid driver's license (with the exception of people with disability). Core and Process Competencies: People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication. Knowledge & Skills: Architectural design process from project inception to close out. Ability to implement the Provincial Infrastructure Delivery Management System [IDMP]. Understanding of the Education service delivery platform, indicators and service delivery plan and how that links with infrastructure. Ability to undertake risk analysis and undertake risk mitigation strategies. Ability to interpret existing and develop/customize new Functional and Technical Norms and Standards. Proven skills of preparing budgets, and extracting and interpret information from related information systems. Communication and information management. Customer focus and responsive. Proven report writing and presentation skills. Proven computer literacy.

DUTIES : Create guidelines, norms, and standards for the design of building projects in cooperation with Demand and Policy Management: Facilities. Assist with evaluation of technical detail of bid documents and suitable tenderers. Manage architectural projects. Execute master planning, feasibility studies and architectural planning (including specifications) of all accommodation within the department. Render advice in respect of the determination of accommodation needed, selection of sites, and architectural aspects of all minor and major works. Give technical and expert inputs with regard to the compilation of documentation (including details, finishes, schedules and other specifications). Conduct research and development with regard to architectural services. Manage and utilize all resources allocated to the immediate post environment in accordance with relevant directives and policies.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 30/281 : **DEPUTY DIRECTOR: INFRASTRUCTURE FINANCE REF NO: LDOE 06/08/2024**
Directorate: Infrastructure Delivery
(Re-advertisement, Applicants who previously applied are encouraged to apply)

SALARY CENTRE REQUIREMENTS : R849 702 per annum, (all-inclusive package)
: Head Office, Polokwane
: An undergraduate qualification NQF level 7 in Finance, Economics, Accounting or Commence as recognized by SAQA. Five (5) years' experience within the environment, of which three (3) must be Assistant Director in Infrastructure Delivery. A valid driver's license (with the exception of people with disability). Core & Process Competencies: People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication. Knowledge & Skills: Expert knowledge: The Public Sector and its Regulatory framework, The Departments' processes, procedures, initiatives, goals and strategic objectives, Public

Financial Management, Treasury & DORA Regulations • Supply Chain Management Regulations and Preferential Procurement Act. Be able to understand and advice on the legal and administrative framework of the sector. Core management competencies: Excellent report writing skills. Proven computer literacy (including advanced MS Word, Excel, PowerPoint, and Teams).

DUTIES : Provide for unplanned minor maintenance to institutions and offices of the department. Manage and facilitate the implementation of Capital Projects. Monitor management of project funds (Capital Projects and Maintenance Projects).

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 30/282 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT (X3 POSTS)**
Chief Directorate: District Management & Support

SALARY CENTRE : R849 702 per annum, (all-inclusive package)
: Mopani East Ref No: LDoE 33/08/2024
: Sekhukhune East Ref No: LDoE 34/08/2024
: Waterberg Ref No: LDoE 35/08/2024

REQUIREMENTS : An undergraduate qualification NQF level 7 in Accounting/Financial Management or equivalent qualification as recognized by SAQA. Five (5) years' experience within Financial Management, of which three (3) years must be at Assistant Director level. Valid driver's license (with an exception of people with disability). Core & Process Competencies: Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication, Functional computer literacy. Knowledge & Skills: Planning, organizing & co – ordination skills. Problem solving and decision-making skills. Project management skills. People management and empowerment skills. Client orientation and customer focus. Team leadership. Diversity management skills. Communication (verbal and written) skills. Knowledge and understanding of: Public Finance Management Act (PFMA). Treasury Regulations. Modified Cash Standard (MCS). Extensive knowledge of Basic Accounting System (BAS). General ledger reconciliation and analysis. Salary and employee tax administration. Debtor control and creditor payments. All other financial administration duties. An understanding of the Constitutional Values and Principles (CVPs) in section 195 of the Constitution and how these CVPs contribute towards effective public service delivery.

DUTIES : Administer and implement revenue management system. Administer and implement salary system. Manage and monitor accounting and bookkeeping 61 functions. Manage departmental expenditure and payments system. Oversee the Loss Control function. Manage compilation of MTEF, AENE and ENE Budget Processes. Manage compilation of year-in monitoring reports. Provide advisory and secretariat functions to the Budget Committee. Develop, review, monitor and implement financial policies, procedures and internal controls. Contribute to the preparation of the Interim Financial Statements and Annual Financial Statements.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 30/283 : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: LDOE 36/08/2024**
Chief Directorate: District Management & Support

SALARY CENTRE : R849 702 per annum, (all-inclusive package)
: Mogalakwena District

REQUIREMENTS : An undergraduate NQF level 6 qualification in Human Resources Management / Development / Personnel Management / Labour Relations / Public Management / Public Administration as recognized by SAQA. Five (5) years' experience within Corporate Services / HRM, of which three (3) years must be at Assistant Director level. PERSAL Certificate / Results (MUST be attached Valid driver's license (with an exception of people with disability). Core & Process Competencies: Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication, Functional

		computer literacy. Knowledge & Skills: Knowledge and application of the legal frameworks in the Public Service, Job related skills – Computer skills, Report writing skills, Communication skills and Interpersonal skills. Personnel and Salaries Administration System (PERSAL) Personnel Certificate. PERSAL Leave Administration Certificate. Knowledge and experience in pension administration.
<u>DUTIES</u>	:	Manage and monitor human resource management services. Oversee and manage the capturing of appointments on PERSAL. Oversee and manage the administration of allowances. Oversee and manage compensation of service benefits and conditions. Oversee and manage the administration of leave. Oversee and monitor the processing of employee mobility (e.g. translation in rank, secondments, re-assignments, counter-officers). Manage termination of service. Provide advice on human resource management services. Manage employee relations. Oversee and manage the submission of performance agreements. Oversee and manage the mid-term review assessments. Oversee and manage annual assessments process. Coordinate and facilitate the assessments of staff. Provide statistics on compliance. Oversee and manage the capturing of EPMDS documents on PERSAL. Oversee and manage the capturing of performance incentives. Manage recruitment and selection. Oversee and manage recruitment and selection processes. Monitor the updating of Employment Equity targets. Monitor security clearances for selected candidates. Oversee and manage submissions for appointment. Provide statistics with regards to filling of posts. Manage and oversee the activities of Employment Equity Forum. Ensure provision of statistics with regard to Recruitment and Selection.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
<u>POST 30/284</u>	:	<u>DEPUTY DIRECTOR: INTEGRATED PLANNING REF NO: LDOE 46/08/2024</u> Chief Directorate: Strategic Planning Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R849 702 per annum, (all-inclusive package) Head Office NQF level 6 qualification / National Diploma or equivalent qualification as recognized by SAQA. Five (5) years' experience within the environment of which three (3) years must be at Assistant Director level. Valid driver's license (with an exception of people with disability). Core & Process Competencies: Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication, Functional computer literacy. Knowledge & Skills: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g. Public Service Act, Labour Relation Act, PFMA, Knowledge on the relevant policies/prescripts and procedures etc Negotiation skills, Language skills and ability to communicate well with people at different levels and from different backgrounds, People management skills, Good telephone etiquette, Time management, Communication, both formal, and informal, Good people skills, Sound organizational skills.
<u>DUTIES</u>	:	Manage and coordinate Strategic Planning Processes of the department. Manage the compilation of reports for the department and submit to oversight bodies timeously Review Departmental Performance and produce reports thereafter. Manage the provision of auditable performance information to AG. Maintain an electronic management system for planning and reporting.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
<u>POST 30/285</u>	:	<u>DEPUTY DIRECTOR: ASSETS MANAGEMENT SERVICES REF NO: LDOE 47/08/2024</u> Chief Directorate: Supply Chain Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R849 702 per annum, (all - inclusive package) Head Office NQF level 6 qualifications in Supply Chain Management / Assets Management / National Diploma or relevant qualification as recognized by SAQA. Five (5) years' experience within Supply Chain of which three (3) years must be at

		Assistant Director level. Valid driver's license (with an exception of people with disability). Core & Process Competencies Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication, Functional computer literacy. Knowledge & Skills Report writing skills, Computer literacy (Excel, Word, Power Point, email & internet). Communication skills, Project planning, financial management, Inter - Personal relationship, Problem solving skills, Report writing skills, Presentation skills.
<u>DUTIES</u>	:	Manage the Sub Directorate: Physical Asset Management, Design and develop asset management systems, policies, perform strategic and annual physical asset management planning, establish the asset management capability of the department. Monitor and review the capturing of all physical (moveable and immovable) assets in the physical asset management registers. Monitor and review the allocation of assets to asset holders. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Inform guide and advise departmental employees on asset management matters to promote correct implementation of sound asset management practices. Manage the Sub Directorate: Physical Asset Management, Maintenance of discipline, Management of performance and development. Undertake Human Resource and other related administrative Functions. Establish implement and maintain efficient and effective Communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop, implement and maintain processes to ensure proper control. Of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management for the sub directorate. Planning and allocate work. Quality control of work delivered by employees. Functional technical advice and guidance.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
<u>POST 30/286</u>	:	<u>DEPUTY DIRECTOR: PURCHASES REF NO: LDOE 48/08/2024</u> Chief Directorate: Supply Chain Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R849 702 per annum, (all-inclusive package) Head Office NQF level 6 qualifications in Supply Chain Management / National Diploma or relevant qualification as recognized by SAQA. Five (5) years' experience within the Supply Chain of which three (3) years must be at Assistant Director level. Valid driver's license (with an exception of people with disability). Core & Process Competencies Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication, Functional computer literacy. Knowledge & Skills Writing reports skills, Computer literacy (Excel, Word, Power Point, email & internet). Communication skills, Project planning, financial management, Inter-personal relation, Problem solving skills, Report writing skills, Presentation skills.
<u>DUTIES</u>	:	Manage the Procurement Policy and Procedures Manage Supply and acquisition of goods and services. Manage, develop, and maintain contracts with supplier's/ service providers. Manage the resources within the section. Manage inventory and store services. Mange purchases and provisioning administration.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
<u>POST 30/287</u>	:	<u>DEPUTY DIRECTOR: DONOR FUNDING AND IGR, +REF NO: LDOE 49/08/2024</u> Directorate: Hod Office
<u>SALARY CENTRE REQUIREMENTS</u>	:	R849 702 per annum, (all-inclusive package) Head Office NQF level 6 Qualification / National Diploma or equivalent qualification as recognized by SAQA .Five (5) years' experience within the environment of which three (3) years must be at Assistant Director level .Valid driver's license (with an exception of people with disability).Core & Process Competencies

- .Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication, Functional computer literacy. Knowledge & Skills Writing reports skills, Computer literacy (Excel, Word, Power Point, email & internet). Communication skills, Project planning, financial management, Inter-personal relation, Problem solving skills, Report writing skills, Presentation skills.
- DUTIES** : Manage Intergovernmental Relations and Donor Funding functions. Participate in other Intergovernmental and inter-departmental forums and sessions. Establish partnerships with National, Provincial and Local levels of government. Monitor and support Donor Funded Programmes. Manage implementation of MOUs with SADC and Foreign Countries.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
- POST 30/288** : **ASSISTANT DIRECTOR: PROGRAMMER REF NO: LDOE 09/08/2024**
 Directorate: Infrastructure Delivery
 (Re-advertisement, Applicants who previously applied are encouraged to apply)
- SALARY** : R444 036 per annum
CENTRE : Head Office, Polokwane
REQUIREMENTS : An undergraduate qualification NQF level 6 in Information Technology / Computer Science as recognized by SAQA. Five (5) years' experience in systems development and database administration of which three (3) years must be at Programmer level 7/8 within related field. At least one programming language certification like JavaScript, Python, C# C++, Microsoft SharePoint, etc. Additional certification will be an added advantage. Database Management experience in SQL server, Oracle, or any relational database system. Proficiency working in Windows and Linux Operation Systems. A valid driver's license (with the exception of people with disability). Core & Process Competencies Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication, Functional computer literacy. Knowledge & Skills: Sound and in-depth knowledge of applicable legislative frameworks in the Public Service, Experience in project leading and management, Knowledge of Software Development Life Cycle (SDLC) and other Systems Development Methodologies, Business process analysis and modelling, Knowledge of system development and database administration, Negotiation skills, Presentation skills, People management skills, Time management, Communication (verbal and writing) Interpersonal skills, Professionalism, Accuracy, Flexibility, Supportive, Self-motivation, and willingness to work under pressure, Client oriented, Strategic focused, Basic knowledge on financial administration, Ability to do research and analyze documents and systems.
- DUTIES** : Identify processes to be converted into electronic systems. Source and document user requirements. Design, develop, test, and maintain systems. Design, fine-tune and maintain databases. Develop and maintain departmental portals, websites and facilitate creation and updating of content. Analyse and enhance existing systems. Establish user forums of all the systems. Review and update systems documentation. Test functionality of the systems and databases. Develop training manuals and train system users. Troubleshoot and upgrade the corrupted systems and databases. Install and test systems and databases. Update the scripts and identify the fault. Resolve database and systems problems. Assign and revoke application systems access rights and roles. Monitor and assess the existing systems. Installation and upgrading of systems. Support transversal systems. Liaise with other teams within the ICT directorates in resolving systems challenges.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 30/289 : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: LDOE 10/08/2024**
 Directorate: HRP, OD & HR Systems
 (Re-advertisement, Applicants who previously applied are encouraged to apply)

SALARY : R444 036 per annum
CENTRE : Head Office, Polokwane
REQUIREMENTS : Undergraduate qualification NQF level 6 in Organization & Work Study Management Service/ Operations Management/ Production Management as recognized by SAQA. Certificate in Job Evaluation Analysis will also be an added advantage. Proof of PERSAL training – Peral Certificate. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. A valid driver's license (with the exception of people with disability). Core & Process Competencies: Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication. Knowledge & Skills: Knowledge and understanding of Public Service Act (PSA), Public Service Regulations (PSR), relevant DPSA prescripts on organizational development and job evaluation, Public Finance Management Act (PFMA), Departmental policies and procedures and/or government relevant legislative frameworks. Knowledge and Understanding of Amended 2015 directive to changes to organizational structures by department. Knowledge and understanding of 2024 determination and directive on the automated job evaluation and job grading system for the public service. Management skills. Negotiating skills. Decision making, leadership and team building skills. Policy development, planning and organizing skills. Ability to work long hours when required. Willingness to travel. Computer literacy in MS Office (Word, Excel, Power Point, Org plus, Equate or Evaluate).

DUTIES : Assist with the coordination and implementation of departmental organizational structures and job evaluation. Conduct work study investigations within the department. Assist with Organisational, Review and redesign processes. Facilitate the development of Job Description for all job categories. conducting Job Evaluation for mandatory and non-mandatory posts. Facilitate Business Process Management Services. Assist with the coordination and implementation of Organisational Functionality Assessment directive (OFA). Assist with the coordination and implementation of Operations Management Framework (OMF) building blocks.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921

POST 30/290 : **CLEANERS (X65 POSTS)**
 Directorate: Auxilliary Services

SALARY : R131 265 per annum
CENTRE : Head office Ref No: LDoE 50/08/2024 (X7 Posts)
 Capricorn North Ref No: LDoE 51/08/2024 (X2 Posts)
 Capricorn South Ref No: LDoE 52/08/2024 (X2 Posts)
 Mogalakwena Ref No: LDoE 53/08/2024 (X2 Posts)
 Mopani West Ref No: LDoE 54/08/2024 (X2 Posts)
 Mopani East Ref No: LDoE 55/08/2024 (X2 Posts)
 Sekhukhune South Ref No: LDoE 56/08/2024 (X2 Posts)
 Sekhukhune East Ref No: LDoE 57/08/2024 (X2 Posts)
 Vhembe West Ref No: LDoE 58/08/2024 (X2 Posts)
 Vhembe East Ref No: LDoE 59 / 08 / 2024 (X2 Posts)
 Waterberg Ref No: LDoE 60/08/2024 (X2 Posts)
 Capricorn North, Bochum Cluster Ref No: LDoE 61/08/2024 (X2 Posts)
 Capricorn North, Konekwena Cluster Ref No: LDoE 62/08/2024 (X1 Post)
 Capricorn South, Polokwane Cluster Ref No: LDoE 63/08/2024 (X3 Posts)
 Capricorn South, Mankweng Ref No: LDoE 65/08/2024 (X3 Posts)
 Capricorn South, Mogodumo Ref No: LDoE 66/08/2024 (X1 Post)
 Capricorn South, Zebedia Ref No: LDoE 67/08/2024 (X1 Post)
 Mogalakwena, Bakenberg Cluster Ref No: LDoE 68/08/2024 (X1 Post)
 Mogalakwena, Baltimore Cluster Ref No: LDoE 69/08/2024 (X1 Post)
 Mogalakwena, Mahwelereng Cluster Ref No: LDoE 70 /08/ 2024 (X1 Post)

Mopani East, Bolobedu Cluster Ref No: LDoE 72/08/2024 (X1 Post)
 Mopani East, Sekgosesese Cluster Ref No: LDoE 73/08/2024 (X1 Post)
 Mopani West, Ritavi Cluster Ref No: LDoE 74/08/2024 (X1 Post)
 Mopani West, Thabina Ref No: LDoE 75/08/2024 (X2 Posts)
 Mopani West, Bolobedu Cluster Ref No: LDoE 76/ 08/ 2024 (X2 Posts)
 Sekhukhune East, Bohlabela Cluster Ref No: LDoE 77/08/2024 (X1 Post)
 Sekhukhune East, Magakala Cluster Ref No: LDoE 78/08/2024 (X1 Post)
 Sekhukhune South, Dennilton Cluster Ref No: LDoE 79/08/2024 (X1 Post)
 Sekhukhune South, Nebo Cluster Ref No: LDoE 80/08/2024 (X2 Posts)
 Sekhukhune East/South, Apel Cluster Ref No: LDoE 81/08/2024 (X1 Post)
 Sekhukhune East/South, Sekhukhune Cluster Ref No: LDoE 82/08/2024 (X1 Post)
 Vhembe East, Malamulele Cluster Ref No: LDoE 83/08/2024 (X1 Post)
 Vhembe East, Mutale Cluster Ref No: LDoE 84/08/2024 (X2 Posts)
 Vhembe East, Thohoyandou Ref No: LDoE 85/08/2024 (X1 Post)
 Vhembe East, Vuwani Ref No: LDoE 86/08/2024 (X1 Post)
 Vhembe West, Hlanganani Cluster Ref No: LDoE 87/08/2024 (X1 Post)
 Vhembe West, Soutpansberg Cluster Ref No: LDoE 88/08/2024 (X2 Posts)
 Waterberg, Palala Cluster Ref No: LDoE 89/08/2024 (X1 Post)
 Waterberg, Warmbaths Cluster Ref No: LDoE 90/08/2024 (X1 Post)

REQUIREMENTS : ABET Qualification or Grade 10. Provision of cleaning service/housekeeping Certificate in cleaning will be an added advantage. Person with disabilities will be considered. Core and Process Competencies: Sound and in-depth knowledge of providing housekeeping. Skills: Ability to operate cleaning equipment. Teamwork. Good interpersonal relations. Able to work under pressure.

DUTIES : Ensure the effective and efficient housekeeping in the department. Perform cleaning services of a routine nature. Perform cleaning tasks e.g., sweeping, scrubbing, and mopping of floors. Cleaning of offices, passages / corridors, and windows. Cleaning, dusting, and polishing of furniture in offices. Cleaning of carpets in offices, passages/corridors, and boardrooms. Cleaning of the building exteriors/ surroundings (i.e., cleaning parking bays and related external areas). Checking and emptying of filled dustbins into offices, corridors, and other related areas within the departmental complexes. Refilling of water bottles (i.e., aqua coolers) placed in various areas within departmental complexes. Cleaning of equipment

ENQUIRIES : Mr Lukheli TV at Tel No: 081 535 3675, Mr. Ramaru TE at 067 3873 7345, Mr Molope KS at 081 660 3991, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

DEPARTMENT OF HEALTH

The Department of Health is an equal Opportunity and Affirmative Action employer



APPLICATIONS : Hand delivery applications should be submitted at the Department of Health, No 18 College Street, Fidel Castro Ruz Building [Office No 063]. Applicants can also apply through the following website <https://erecruitment.limpopo.gov.za>

CLOSING DATE : 06 September 2024

NOTE : Ensure that you read the conditions and requirement of the post before you apply. By applying it is taken that you agree to the conditions and requirements of the post. Applicants are hereby invited from suitable qualified candidates for vacant posts in the Department of Health. Applications should include a fully completed new Z83 form obtainable from any government institution or at www.dpsa.gov.za and must be accompanied by a comprehensive Curriculum Vitae [CV], Applicants should complete separate applications where more than one centre is applied for. 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 only when shortlisted. 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 and copy of ID must be submitted. 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. The successful candidates for SMS posts will be required to submit disclosure of financial interest, complete permanent contract of employment for members of Senior Management Services as well as successful completion of an SMS pre-entry programme (Nyukela) and obtained a certificate for Nyukela. The successful candidates 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. People with disabilities and encouraged to apply and correspondence will be entered into with shortlisted candidates only. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within ninety (90) days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5(1)(2) of the Promotion of Administrative Justice Act 3 of 2000. Applicants responding to this circular should quote on the Z83 form, the circular number and reference number on the application link of the post they are applying for. Kindly note that no payment of any kind is required when applying for posts advertised in this circular. The Department reserves the right not to fill any advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department. The circular of advertised vacant posts will be posted on the following websites: www.ldoh.gov.za, www.dpsa.gov.za and www.limpopo.gov.za

MANAGEMENT ECHELON

<u>POST 30/291</u>	:	<u>DIRECTOR: PRIMARY HEALTH CARE SUPPORT AND COORDINATION (X1 POST)</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office [Polokwane]
<u>REQUIREMENTS</u>	:	Qualifications and Competencies. An undergraduate qualification in any health field at NQF level 7 as recognized by South African Qualifications Authority [SAQA]. A relevant post graduate qualification in Public Health will be a strong recommendation. A minimum of 5 years' experience at middle/senior managerial level. Inherent requirements of the post: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy; willingness to work afterhours, weekends and public holidays and under pressure; Ability to generate reports through PowerPoint, Word, excel. A valid driver's license. Job purpose: To coordinate district health services and administrative support services within the District Health Services branch. Knowledge and Skills: Knowledge of district health services and inter phasing of sub-programme systems. Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA) and related regulations and policies. Knowledge of current Health and Public Services Legislation, Regulations and Policies, Sound clinical knowledge, Sound Medical Ethics with emphasis on budget control. Strategic capability and leadership, Programme

and Project Management, Financial Management, Change Management, People Management and empowerment, Solid background of Epidemiology or demonstrative ability to use health information for planning. Knowledge Management, Communication, Client orientation and customer focus. Service Delivery Innovation: i.e. Has the ability to implement new ways of delivering services that contribute to the improvement of organisational processes in order to achieve organisational goals. Problem Solving and Analysis i.e. Has the ability to devise and implement the most effective and efficient solutions to manage health/ medical care programs within the approved budget and in terms of strategic objectives. Has the ability to systematically identify, analyse and resolve existing and anticipated problems to reach optimum solutions in a timely manner. Initiative: i.e. Has the ability to take the initiative and to develop new ideas / understanding based on rational consideration and assessment of issues at hand, whilst managing costs and risks. Strategic Orientation i.e. Has the ability to implement provincial health care strategy in terms of the hospital business plan through the identification of outcomes and returns. Recommend appropriate courses of action in relation to the health facilities strategic objectives. Applying Technology and ability to utilize appropriate technology in the workplace to enhance productivity and efficiency. Knowledge of information management; Monitoring & Evaluation knowledge and competency. Report writing and ability to draft complex documentation.

DUTIES : Ensure the effective and efficient overall coordination and support of district management services. Provide leadership and high-level strategic direction and policy in the sub-branch. Coordinate and monitor NHI activities. Coordinate and monitor district health services development and platforms. Manage and utilize resources (human, financial, physical and equipment) in accordance with relevant directives and legislation.

ENQUIRIES : All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.

POST 30/292 : **CHIEF EXECUTIVE OFFICER (X1 POST)**
Job Purpose: Plan, co-ordinate and manage the efficient and effective delivery of clinical and administrative support services through working with the key Executive Management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership, to improve operational efficiency within the health establishment to improve health outcomes.

SALARY : R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
CENTRE : Nkhensani Hospital

REQUIREMENTS : Qualifications and Competencies: An undergraduate qualification (NQF Level 7) as recognised by SAQA. A degree in a health field and current registration as such with the relevant health professional body (HPCSA/SANC/Pharmacy Council). A minimum of five (5) years management experience in the health sector at least at middle/senior managerial level. A post graduate degree in management or an administrative management will be an added advantage. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. A valid drivers' license. Knowledge and Skills: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA) and related regulations and policies. Core competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, People Management and empowerment. Process Competencies: Service delivery innovation, Knowledge Management Problem solving and analysis, Communication, Client orientation and customer focus.

DUTIES : Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the hospital, ensure that the hospital is managed within budget in line with the PFMA and relevant guideline, and ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning

and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resource, promote a healthy working environment through compliance with relevant legislation including occupational health and safety committees, ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective and timely manner. Clinical and Corporate Governance: Oversee Clinical Governance to ensure high standards of patient care. Establish community networks and report to the Hospital Board, responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes.

ENQUIRIES : All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.

POST 30/293 : **DIRECTOR: PRIMARY HEALTH CARE SERVICES (X1 POST)**
Job Purpose: To co-ordinate district health services and administrative support services within the District Health Services branch.

SALARY CENTRE REQUIREMENTS : R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
: Sekhukhune District
: Qualifications and Competencies: An undergraduate qualification in any health field at NQF level 7 as recognized by South African Qualifications Authority [SAQA]. A relevant post graduate qualification in Public Health will be a strong recommendation. A minimum of 5 years' experience at middle/senior managerial level. Inherent requirements of the post: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy; willingness to work afterhours, weekends and public holidays and under pressure; Ability to generate reports through PowerPoint, Word, excel. A valid driver's license. Knowledge and Skills: Knowledge of district health services and inter phasing of sub-programme systems. Knowledge of communicable disease including associated management principles and systems. Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA) and related regulations and policies. Knowledge of current Health and Public Services Legislation, Regulations and Policies, Sound clinical knowledge, Sound Medical Ethics with emphasis on budget control. Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and empowerment, Solid background of Epidemiology or demonstrative ability to use health information for planning. Knowledge Management, Communication, Client orientation and customer focus. Service Delivery Innovation: i.e. Has the ability to implement new ways of delivering services that contribute to the improvement of organizational processes in order to achieve organizational goals. Problem Solving and Analysis i.e. Has the ability to devise and implement the most effective and efficient solutions to manage health/ medical care programs within the approved budget and in terms of strategic objectives. Has the ability to systematically identify, analyse and resolve existing and anticipated problems to reach optimum solutions in a timely manner. Initiative: i.e. Has the ability to take the initiative and to develop new ideas/understanding based on rational consideration and assessment of issues at hand, whilst managing costs and risks. Strategic Orientation i.e. Has the ability to implement provincial health care strategy in terms of the hospital business plan through the identification of outcomes and returns. Recommend appropriate courses of action in relation to the health facilities strategic objectives. Applying Technology and ability to utilize appropriate technology in the workplace to enhance productivity and efficiency. Knowledge of information management; Monitoring & Evaluation knowledge and competency. Report writing and Ability to draft complex documentation. Inherent requirements of the post: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy; willingness to work afterhours,

- weekends and public holidays and under pressure; Ability to generate reports through PowerPoint, Word, Excel.
- DUTIES** : Ensure the effective and efficient overall coordination and support of district health services. Provide leadership and high-level strategic direction and policy in the sub-branch. Provide strategic health programmes. Provide communicable diseases health programmes. Provide health impact assessment and information management. Coordinate and monitor district health services development and platforms. Manage and utilize resources (human, financial, physical and equipment) in accordance with relevant directives and legislation.
- ENQUIRIES** : All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.

OTHER POSTS

- POST 30/294** : **SENIOR CLINICAL MANAGER (HEAD OF INSTITUTION) (X1 POST)**
 Job Purpose: Plan, co-ordinate and manage the efficient and effective delivery of clinical and administrative support services through working with the key Executive Management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership, to improve operational efficiency within the health establishment to improve health outcomes.

- SALARY** : R1 561 734 per annum, (all-inclusive remuneration package), plus 18% of basic salary PSCBC rural allowance.

- CENTRE** : Zebediela Hospital

- REQUIREMENTS** : Qualifications and Competencies: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner; Current registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner; A minimum of three (3) years appropriate experience as an Independent Medical Practitioner after registration with Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. Experience as head of clinical services will be an added advantage. All applicants must be South African citizens or permanent residents. Inherent requirements of the job: Willingness to do after hours work and be on call including shift work. Valid driver's license. Knowledge and Skills: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA) and related regulations and policies. Knowledge of current Health and Public Services Legislation, Regulations and Policies, Sound clinical knowledge, Sound Medical Ethics with emphasis on budget control. Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, People Management and empowerment, Solid background of Epidemiology or demonstrative ability to use health information for planning. Service delivery innovation, Knowledge Management, Problem solving and analysis, Communication, Client orientation and customer focus.

- DUTIES** : Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the hospital, ensure that the hospital is managed within budget in line with the PFMA and relevant guideline, and ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resource, promote a healthy working environment through compliance with relevant legislation including occupational health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in

terms of provincial delegated authority and in line with the PFMA. Ensure that goods and services are procured in a cost effective and timely manner. Clinical and Corporate Governance: Oversee Clinical Governance to ensure high standards of patient care, establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance, as well as occupational health and safety. Manage the institution's risk to ensure optimal achievement of health outcomes.

ENQUIRIES : All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.

POST 30/295 : **SENIOR CLINICAL MANAGER: MEDICAL GRADE 1 (X3 POSTS)**

SALARY : R1 561 734 per annum, (all-inclusive remuneration package), plus 18% of basic salary PSCBC or 22% of basic salary ISRDS Nodes rural allowance.

CENTRE : Nkhensani Hospital (X1 Post)
Mokopane Hospital (X1 Post)
St Rita's Hospital (X1 Post)

REQUIREMENTS : Qualifications and Competencies: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Current registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner; 6 A minimum of three (3) years appropriate experience as an Independent Medical Practitioner after registration with Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. Experience as head of clinical services will be an added advantage. All applicants must be South African citizens or permanent residents. Inherent requirements of the job: Willingness to do after hours work and be on call including shift work. Valid driver's license. Knowledge and Skills: Knowledge of current Health and Public Services Legislation, Regulations and Policies Sound clinical knowledge. Sound Medical Ethics with emphasis on budget control. Solid background of Epidemiology or demonstrative ability to use health information for planning. Sound knowledge of Human Resource Management and Quality Assurance Programmes.

DUTIES : Lead and manage the Medical and Health Care Services, ensuring the continuum of care in the Geographical service area of the hospital as well as appropriate referral. Ensure clinical governance, clinical guidelines and adherence to clinical protocols. Coordinate clinical responsibilities of Medical Practitioners and Allied Health personnel including the management and implementation of outreach and reach to the geographical service area. Ensure in-service training and supervision to all health care providers. Participate in the Quality Improvement Programme of the Department and the hospital and ensure that policies and procedures are followed. Allocate and manage resources, both human and financial. Monitor key performance indicators and plan quality improvement strategies to address the gaps.

ENQUIRIES : All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.

POST 30/296 : **ASSISTANT MANAGER: PHARMACEUTICAL SERVICES (X5 POSTS)**

SALARY : R1 036 599 per annum, (all-inclusive remuneration package), plus 12% of basic salary PSCBC rural allowance.

CENTRE : Musina Hospital (X1 Post)
Elim Hospital (X1 Post)
FH Odendaal Hospital (X1 Post)
Donald Frazer Hospital (X1 Post)
Zebediela Hospital (X1 Post)

REQUIREMENTS : Qualifications and Competencies: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with SAPC as a Pharmacist. Current registration with the SAPC as a Pharmacist. A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: willingness to register as the responsible pharmacist. Willingness to do after hours work and be on call

including shift work. Ability and willingness to supervise, tutor and train staff. Valid Driver's license. Knowledge and Skills: Team player with outstanding communication skills (verbal and written). Aptitude in problem-solving and decision-making. Strong professional ethics. Critical thinking skills, decisive judgement and the ability to work with minimal supervision. Must be able to work in a stressful environment and take appropriate action. Ability to work in an interdisciplinary and inter-professional team. Knowledge of budgeting and PFMA and other relevant legislations, policies and procedures in the health sector is an advantage. Proficient in Microsoft Office (MS Word, Excel, PowerPoint and Outlook) and relevant technological literacy.

DUTIES : Lead and manage pharmaceutical services, ensuring the continuum of care in the Geographical service area of the hospital. Procurement, storage and dispensing of pharmaceuticals. Directly manage the activities of the Pharmacy employees. Reviews daily, monthly and other periodic management reports to monitor service levels. Plan, develop, and implement all policies and processes related to technical pharmacy operations. Maintain records of all transactions of the pharmacy necessary to ensure accurate control over and accountability for all drugs as required by applicable Pharmacy Council laws, rules, and regulations; ensures legal operation of the pharmacy, including meeting all inspection and other requirements of South African Pharmacy Council laws, rules, and regulations governing pharmacy operations. Perform quarterly audit and balance inventory and scheduled 5 & 6 drug registers in the Unit, record, investigate and report any discrepancies. Ensure that all assets within the control of the Pharmacy are efficiently managed. Serve and represent the section in governance structures of the hospital. Provide secretariat functions to the Drugs and Therapeutics committee meeting. Safe disposal of expired pharmaceuticals in accordance with prescribed policies.

ENQUIRIES : All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.

POST 30/297 : **EMS COLLEGE PRINCIPAL (X1 POST)**

SALARY : R1 006 809 per annum, (all-inclusive remuneration package)

CENTRE : EMS College [Polokwane]

REQUIREMENTS : Qualifications and Competencies: Grade 12 certificate or equivalent qualification. An appropriate B-TECH Degree/ Bachelor of Health Sciences qualification (NQF Level 7) as recognized by SAQA in Emergency Medical Care. Registration with the Health Professions Council of South Africa (HPCSA) with a minimum of 3 years' experience after registration with the HPCSA as an Emergency Care Practitioner (ECP). A valid and current registration with the HPCSA as ECP. Computer literacy including MS Outlook, Word, Excel and PowerPoint and proficiency in virtual meeting platforms. Valid driver's license (C1/ Code 10) with Professional Driving Permit for Passengers. Knowledge and Skills: Broad knowledge and understanding of EMS regulations and other related policies. Knowledge of health-related Acts, Regulations and Guidelines. Knowledge and understanding of the legislative framework governing the Public Service including Skills Development Act. Good Communication, Report writing, Facilitation, Co-ordination, Liaison, Interpersonal, Leadership, Analytical, Planning and Organizing, Change and Knowledge Skills. Knowledge of the legislative and policy framework informing EMS communications and operations. Experience in the EMS training environment.

DUTIES : Manage the development and application of Emergency Medical Care education programmes. Responsible for maintaining accreditation status with HPCSA and institutions of higher learning for courses offered by the Limpopo College of Emergency Care. Management and quality assurance of Higher Education Institution Programmes, rescue training, American Heart Association Courses and Continuous Professional Development programmes. Revise and update protocols and standard operating procedures of the EMS college. Ensure that training at the EMS college complies with the relevant legislation, including the Higher Education Qualification Sub-framework and the skills Development Act. Responsible for the management of all college resources including human resource, budget and assets.

ENQUIRIES : All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423,

Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.

- POST 30/298** : **DEPUTY DIRECTOR: COMMUNICATION (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), (all-inclusive remuneration package)
: Head Office [Polokwane]
: Qualifications and Competencies: Grade 12 certificate or equivalent qualification. An appropriate CCA, N.Dip Emergency Medical Care, Emergency Care Technician or BTech/ Bachelor's Degree qualification in Emergency Medical Care. Registration with the Health Professions Council of South Africa (HPCSA) with a minimum of 3 years' experience after registration with the HPCSA as a Paramedic, Emergency Care Technician (ECT) or an Emergency Care Practitioner (ECP). A valid and current registration with the HPCSA as a Paramedic, ECT or ECP. Computer literacy including MS Outlook, Word, Excel and PowerPoint and proficiency in virtual meeting platforms. Valid driver's license (C1/ Code 10) with Professional Driving Permit for Passengers. Knowledge and Skills: Broad knowledge and understanding of EMS regulations and other related policies. Knowledge of health-related Acts, Regulations and Guidelines. Knowledge and understanding of the legislative framework governing the Public Service including Skills Development Act. Good Communication, Report writing, Facilitation, Co-ordination, Liaison, Interpersonal, Leadership, Analytical, Planning and Organizing, Change and Knowledge Skills. Knowledge of the legislative and policy framework informing EMS communications and operations.
- DUTIES** : Manage EMS communications on the computerized aided ambulance dispatched (CAD) platform. Ensure that the provincial communication centre is fully functional and provide technical advice to EMS district managers. Attend to EMS communications and public relations within the directorate. Provide monthly reports on caseload statistics and conduct EMS trend analysis. Ensure systems are in place for the continuous maintenance and functionality of internal radio communication, servers, telephone systems and network connectivity. Collect statistics and quality ensure before entering into the district health information system (DHIS).
- ENQUIRIES** : All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.
- POST 30/299** : **DEPUTY DIRECTOR: MEDICO LEGAL SERVICES (LEGAL SERVICES) (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), (all-inclusive remuneration package)
: Head Office [Polokwane]
: Qualifications and Competencies: A minimum of an appropriate undergraduate legal qualification at NQF level 6 as recognized by SAQA. A minimum of five [5] years' experience at management level in legal environment. Strong legal background and experience in litigation and opinion writing. Admission as a Legal Practitioner and Right of Appearance in the High Court will be an added advantage. Intermediate competence in computer including MS Outlook, Word, Excel and PowerPoint and proficiency in virtual meeting platforms. Valid driver's license. Knowledge and Skills: In-depth knowledge and understanding of litigation especially law relating to labour, personal injury, administrative law, contract law, procurement, etc. In-depth knowledge and understanding of legal framework governing or applicable to public service in general and the Department in particular. Good communication, report writing, facilitation, co-ordination, liaison, interpersonal, leadership, analytical, planning and organizing, change management skills. People management, financial management, problem solving and policy analysis and development. Personal Attributes: Professionalism, assertiveness, responsiveness, pro-activeness, accuracy, flexibility, independent thinking, co-operative, team player and supportive. Willing to work under pressure and in changing and difficult circumstances.
- DUTIES** : Give the necessary and professional legal advice and support to the department in the coordination of legal strategies to obtain maximum impact on the department's service delivery. Draft, co-ordinate and monitor the drafting of opinions, policies, contracts, memoranda of understanding, service level

		agreements and other necessary legal documents for the department. Manage all aspects of own office, including registering, assessing and accounting for all cases allocated to the office. Foster effective relationships with all stakeholders (internal and external). Manage and utilize departmental resources (including but not limited to financial and human) in accordance with relevant directives and legislation in line with the directorate and department's strategic objectives.
<u>ENQUIRIES</u>	:	All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.
<u>POST 30/300</u>	:	<u>ASSISTANT MANAGER: NURSING [PHC] [PN-B4] (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R715 977 per annum, plus 8% of basic salary PSCBC rural allowance.
	:	Mopani: Mopani District: Duiwelskloof CHC (X1 Post) Grace Mogodeni CHC (X1 Post) Nkowamkowa CHC (X1 Post) Julesburg CHC (X1 Post) Shilivana CHC (X1 Post)
	:	Capricorn District: Rethabile CHC (X1 Post)
<u>REQUIREMENTS</u>	:	Qualifications and Competencies: 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. Post basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with the South African Nursing Council as a Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the South African Nursing Council [SANC] in General Nursing. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level. Inherent requirements of the job: Willingness to do after hours work and be on call including shift work. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. Valid driver's license. Knowledge and Skills: Knowledge of the application of the relevant statutes and policies governing the public service and nursing profession. Knowledge of the Performance Management and Development System. Knowledge of the Public Finance Management Act [PFMA] and Treasury Regulations. Understanding the application of Batho-Pele principles, Patients' rights charter and quality assurance system. Well-developed communication, presentation, negotiation and research skills. Operational and people management skills. Ability to interact with diverse stakeholders and health users and givers. Report writing skills. Facilitation and co-ordination skills. Problem solving, planning and organizing skills.
<u>DUTIES</u>	:	Implement Batho Pele principles, Patient Rights Charter and quality assurance programme. Ensure the implementation of policy guidelines in the local area. Ensure effective management of resources. Promote ethics and professionalism.
<u>ENQUIRIES</u>	:	All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.
<u>POST 30/301</u>	:	<u>OPERATIONAL MANAGER [PHC] [PN-B3] (X40 POSTS)</u>
<u>SALARY</u>	:	R656 964 per annum, plus 8% of basic salary PSCBC rural allowance or 8% of basic salary PSCBC rural allowance. R656 964 per annum, plus 12% of basic salary PSCBC rural allowance or 12% of basic salary ISRDS Nodes rural allowance.
<u>CENTRE</u>	:	Capricorn: De Vrede Clinic (X1 Post), Makgato Clinic (X1 Post), Hwelereng Clinic (X1 Post), Mamushi Clinic (X1 Post), Lonsdale Clinic (X1 Post), Diane Clinic (X1 Post), Ramokgopa Clinic (X1 Post), Laastehoop Clinic (X1 Post), Mothiba Clinic (X1 Post),

Mopani District: Dr Hugo Kabinde Clinic (X1 Post), Thomo Clinic (X1 Post), Namakgale B Clinic (X1 Post), Basani Clinic (X1 Post), Raphahlelo Clinic (X1 Post), Matsotsoela Clinic (X1 Post), Carlote Clinic (X1 Post), Mohlaba Clinic [1], Maphalle Clinic (X1 Post)

Vhembe District: Nancefield Clinic (X1 Post), Shayandima Clinic (X1 Post), Madimbo Clinic (X1 Post), Malamulele Clinic (X1 Post), Tshino Clinic (X1 Post), Mhinga Clinic (X1 Post), Vleifontein Clinic (X1 Post),

Waterberg District: Manyoga Clinic (X1 Post), Vaalwater Clinic (X1 Post), Mosesetjane Clinic (X1 Post), Mapela Clinic [1], Weltevreden Clinic (X1 Post), Shongoane Clinic (X1 Post), Abbotspoort Clinic (X1 Post), Mokamole Clinic (X1 Post), Mookgopong Clinic (X1 Post)

Sekhukhune District: Tshehlwaneng Clinic (X1 Post), Makeepsvlei Clinic (X1 Post), Kwarilaagte Clinic (X1 Post), Ngoabe Clinic (X1 Post), Eensaam Clinic (X1 Post), Penge Clinic (X1 Post)

REQUIREMENTS

: Qualifications and Competencies: 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 SANC in one of the specialities relevant to PHC. A minimum of 9 years appropriate/recognisable experience in nursing after registration as professional nurse with the SANC in general nursing. At least 5 years of the period referred to above must be appropriate /recognisable experience after obtaining the 1 year post basic qualification in the relevant speciality. Inherent requirements of the job: Willingness to work shifts, day-night duty, weekends and public holidays. Willingness to work extra hours on short notice. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. Valid driver's license. Knowledge and Skills: Knowledge of primary health care package of services and management of diseases. Good written and verbal communication and good interpersonal relations. Experience in linking patient information and project management activities. Ability to work independently. Sound understanding of PMDS. Knowledge and insight of legislation and policies, relevant to current nursing practice within the public sector. Good organizational, interpersonal, leadership, decision-making and conflict resolution skills. Basic computer skills (MS word/power point/excel). Basic understanding of HR and financial policies and practices.

DUTIES

: Effective and efficient coordination of required nursing care, which is compliant with the standards set by the service and professional framework. Participate in management and utilize physical, financial and Human Resources to fulfil operational and developmental functions in accordance with legislation and policies. Manage stock and equipment in accordance with legislation and policies. Participate in health promotion and illness prevention initiatives and contribute to their evaluation. Maintain and promote ethical standards and core values of the department.

ENQUIRIES

: All general enquires about the advertised posts should be directed to Mr Maselesele LM Tel No: (015) 293 6666, Mr Ngobeni TM Tel No: (015) 293 6423, Ms Sebake RL Tel No: (015) 293 6426 and Ms Mompei MM Tel No: (015) 293 6126 during office hours.