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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 03 OF 2025
DATE ISSUED 24 JANUARY 2025

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

: **DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION:** Kindly note that the following internship post was advertised in Public Service Vacancy Circular 01 dated 10 January 2025: Graduate Internship Programme: Office of The Deputy Minister REF NO: DPSA 2025/02. The email address for receiving the applications was erroneously typed when publishing and the correct email address is internodm02@dpsa.gov.za.

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

- APPLICATIONS** : Applications directed to the address as indicated below or Hand Delivery as indicated Human Resource Section, Liliitha College of Nursing Private Bag X0028,5605/Hand delivery to Room 41 2nd floor. Or via email: RecruitmentHeadOffice@ehealth.gov.za
- CLOSING DATE** : 07 February 2025
- NOTE** : Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, a relationship with reference, Furthermore, Applicants are only required to submit a Z83 form and a comprehensive CV. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts

OTHER POSTS

- POST 03/90** : **LECTURER-PND1 REF NO. ECHEALTH/LEC/LSK/01/01/2025 (4 POSTS)**
(12 Month Contract)
- SALARY** : Grade 1: R451 533 – R530 376 per annum
Grade 2: R553 545- R726 717 per annum (OSD) Plus 37% lieu service benefits
- CENTRE REQUIREMENTS** : Liliitha Nursing College, Lusikisiki Campus
R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. Post Basic qualification in Nursing Education is a prerequisite. Registration with SANC. A minimum of four (4) years of appropriate/recognizable experience after registration with SANC in General Nursing. Ability to teach and function in a multi-discipline team.
- DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Develop, plan and implement academic programs. Develop/design, review and evaluate the curriculum. Develop and review training documents and guidelines. Prepare and present lessons and mentor and supervise students' research projects. Participate in the development of college policy by giving inputs and adhere to prescribed policies and procedures related to student training. Apply various teaching and learning strategies to reach the required outcomes. Plan and implement remedial and quality assurance programs. Draw a schedule for clinical placement and accompaniment and accompany students in clinical areas. Create clinical learning opportunities and assess students according to unit/ward procedures. Monitor students' movement within the clinical setting and keep records. Serve as a member of various committees (research and policy-making committee). Attend meetings and workshops. Participate in career guidance exhibitions (marketing the college to the community). Conduct and participate in nursing research. Monitor class and clinical attendance and control and monitor students leave. Supervise students' research projects. Counsel students and maintain student's discipline. Demonstrate effective communication with students, supervisors and other lecturers, including report writing and presentation skills when required. Work as part of the education team to ensure good nurse training. Work effectively, co-operatively amicably with students

and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and manage training programmes in order to meet training outcomes as determined by the health training facility. Able to apply computer technology and programmes to enhance the level of educational programmes.

ENQUIRIES : Ms P Hosolo: Tel No: 043 700 9728

POST 03/91 : **LECTURER-PND1 REF NO. ECHEALTH/LEC/QTN/01/01/2025 (2 POSTS)**
(12 Month Contract)

SALARY : Grade 1: R451 533 – R530 376 per annum
Grade 2: R553 545 - R726 717 per annum (OSD) Plus 37% lieu service benefits

CENTRE REQUIREMENTS : Lilitha Nursing College, Queenstown Campus
: R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. Post Basic qualification in Nursing Education is a prerequisite. Registration with SANC. A minimum of four (4) years appropriate/recognizable experience after registration with SANC in General Nursing. Ability to teach and function in a multi-discipline team.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Develop, plan and implement academic programs. Develop/design, review and evaluate the curriculum. Develop and review training documents and guidelines. Prepare and present lessons and mentor and supervise students' research projects. Participate in the development of college policy by giving inputs and adhere to prescribed policies and procedures related to student training. Apply various teaching and learning strategies to reach the required outcomes. Plan and implement remedial and quality assurance programs. Draw a schedule for clinical placement and accompaniment and accompany students in clinical areas. Create clinical learning opportunities and assess students according to unit/ward procedures. Monitor students' movement within the clinical setting and keep records. Serve as a member of various committees (research and policy-making committee). Attend meetings and workshops. Participate in career guidance exhibitions (marketing the college to the community). Conduct and participate in nursing research. Monitor class and clinical attendance and control and monitor students leave. Supervise students' research projects. Counsel students and maintain student's discipline. Demonstrate effective communication with students, supervisors and other lecturers, including report writing and presentation skills when required. Work as part of the education team to ensure good nurse training. Work effectively, co-operatively amicably with students and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and manage training programmes in order to meet training outcomes as determined by the health training facility. Able to apply computer technology and programmes to enhance the level of educational programmes.

ENQUIRIES : Ms P Hosolo: Tel No: 043 700 9728

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : Applications must be hand delivered or posted to the relevant district offices and Head office where the post is advertised OR apply online at <https://jobs.gauteng.gov.za/>. Please see the address below:
- : **HEAD OFFICE (HO)** Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001 Enquiries: Check Enquiries On The Advert.
- : **DISTRICT JOHANNESBURG SOUTH (JS):** Physical Address: 100 Northern Parkway, Crownwood Ormonde, Johannesburg Postal Address: Private Bag X13, Lenasia, 1820 Enquiries: Ms. Lola Malimagovha Tel No: (011) 247 5947.
- : **DISTRICT GAUTENG NORTH (GN):** Physical Address: Yorkcor Park Building, 86 Watermeyer Street, Val De Grace, Pretoria Postal Address: Private Bag X75 Pretoria, 0001 Enquiries: Ms. Matlhodi Moloto Tel No: (012) 846 3641.
- : **DISTRICT TSHWANE WEST (TW)** Physical Address: Klippgat Road Old Hebron College Postal Address: Private Bag X38, Rosslyn, 0200 Enquiries: Priscilla Ravele Tel: (012) 725 1451.
- : **DISTRICT TSHWANE SOUTH (TS):** Physical Address: President Towers Building, 265 Pretorius Street PRETORIA Postal Address: Private Bag X198 Pretoria, 0001 Enquiries: Mr Thabiso Mphosi Tel: (012 401 6434).
- : **JOHANNESBURG NORTH (JN):** Physical Address: Corner Biccard & Jorrison street FNB Building BRAAMFONTEIN Postal Address: Private Bag X01, Braamfontein, 2017 Enquiries: Nelisiwe Mashazi: Tel: (011) 694 9378.Johannesburg, 2000.
- CLOSING DATE** : 07 February 2025
- NOTE** : It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at www.dpsa.gov.za /documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled, and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) however the questions related to conditions that prevent re-appointment under part F MUST be answered. A Z83 form and a detailed CV MUST be attached on hand delivered, posted and online applications. Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG) and SMS pre-entry certificate is submitted prior to appointment. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend the generic SMS/MMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after

the closing date will not be considered. The specific reference number of the post must be quoted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, emailed and late applications will be considered.

MANAGEMENT ECHOLON

POST 03/92 : **DEPUTY DIRECTOR GENERAL: CORPORATE MANAGEMENT REF NO: REFS/022081**
(5 Years Fixed Term Contract Performance Based)
Branch: Corporate Management

SALARY CENTRE REQUIREMENTS : R1 741 770 per annum (an all-inclusive package)
: Head Office, Johannesburg
: An appropriate post graduate qualification at NQF Level 8 as recognized by SAQA in Human Resource Management /Public Administration/ Public Management/ Human Resource Development/ Management/ Industrial Psychology/LLB. With at least a minimum of 8 years senior management experience within Corporate Support/Management Services environment. Proven management skills. Extensive working knowledge of public sector, particular in education sphere, Education prescripts, Public Finance Management Act, Public Service Regulation. Competencies: Strategic Planning, Computer literacy, Communication Skills, Change Management, Negotiation skills, Report writing skills, Project Management, Good Interpersonal Relations, Problem Solving, Leadership, Facilitation and Consultation, Presentation skills, Financial Management skills, Policy development and Research skills, Innovation and creativity. Valid South African drivers' license is essential.

DUTIES : Provide strategic leadership and oversee the provision of strategic human resource services. Oversee, manage, and ensure implementation of organisation development, performance management and development programmes. Oversee the implementation of collective bargaining processes, transformation programmes and labour relations services. Manage the transversal human resource administration services and implementation of HR Plan. Manage the provision of internal and external communication services. Manage the provision of legal advice, litigation and legal compliance and legal contract administration services. Promote internal and external stakeholder relationships. Manage funds in the branch in compliance with Public Finance Management Act, Treasury Regulations and monitor risks. Manage resources of the Branch.

ENQUIRIES : Mr. Hector Tsosane Tel. No: (011) 843 6533

POST 03/93 : **CHIEF DIRECTOR: CORPORATE INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: REFS/022082**
(5 Years Fixed Term Contract Performance Based)
Branch: Strategic Planning & Systems

SALARY CENTRE REQUIREMENTS : R1 436 022 per annum (an all-inclusive package)
: Head Office, Johannesburg
: An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Information Technology/Information System/ Computer Science or Systems with at least a minimum of 5 years senior management experience within IT Environment. Knowledge and experience in Enterprise Architecture, Data Management and analytics, and Cybersecurity will be an added advantage. Knowledge of COBIT, ITIL, MISS, MIOS, ISO17799, GWEA framework. Knowledge of the Treasury Regulations, relevant legislations like Public Finance Management Act, ECT Act, etc. Knowledge of Configuration Management, departmental systems (BAS, HardCat, Persal, etc.), Information Technology Infrastructure Library (ITIL- industry standard for IT Help desk), IT Risk Management practices, IT network hardware and software and knowledge of current technology developments and future trends. COMPETENCIES: Strategic Leadership, Infrastructure Management, Service Management, Policy and Governance, Stakeholder Management, Innovation, Cybersecurity, Data Management, Financial Management, Management skills, Facilitation and Presentation, planning and organising, report writing, good verbal and written communication, analysis, change management, conflict management,

		project and strategic Management. Valid South African driver's license is essential.
<u>DUTIES</u>	:	Develop and implement a comprehensive IT strategy aligned with organizational goals for the GDE. Which includes IT Technical Support service at Districts, Head Office, Teacher Centres and Satellite Offices. Oversee server and storage infrastructure, ensuring optimal performance and capacity planning. Manage IT projects and initiatives, ensuring timely delivery and adherence to budget, Development of Project Management Frameworks and the management of resources within IT Chief Directorate. Establish and maintain robust IT service management processes for efficient support and issue resolution. Develop and enforce IT policies, procedures, and governance frameworks. Build strong relationships with internal and external stakeholders to foster collaboration and ensure alignment with business objectives. Drive innovation and explore emerging technologies to enhance organizational capabilities. Develop and implement robust cybersecurity measures to protect sensitive data and systems internal and been used by other stakeholders to facilitate the mandate for GDE. Oversee data governance, ensuring data quality, security, and compliance with regulations.
<u>ENQUIRIES</u>	:	Mr. Hector Tsosane Tel. No: (011) 843 6533
<u>POST 03/94</u>	:	<u>DIRECTOR: LEGAL SERVICES (LITIGATION MANAGEMENT) REF NO: REFS/022084</u> (5 Years Fixed Term Contract Performance Based) Chief Directorate: Legal Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 per annum (an all-inclusive package) Head Office, Johannesburg An LLB Degree (NQF Level 7 or above) and admission as an Attorney or Advocate with the right appearance in court plus a minimum of 5 years' middle or senior management experience. Extensive knowledge in civil litigation, court rules and procedures. Experience in court appearance will be an added advantage. Knowledge in interpretation of statutes, Constitutional law, administrative law and understanding of different legislative prescripts is a requirement. Understanding of government processes. Skills: Good interpretation skills. Presentation and facilitation skills, policy development and research skills, legislative drafting, and formulation skills. Good verbal and legal writing skills. Computer literacy, strong leadership qualities and skills. Project planning, implementation, and management skills. Good inter-personal relations. Innovation and creativity. Self-disciplined and able to work under pressure with minimum supervision. People management supervisory skills. Valid South African driver's license is essential.
<u>DUTIES</u>	:	Management of litigation matters. Administer the preparation of all Court cases including Constitutional Court cases. Assist with consultations with Advocates. Manage contingent liabilities and the risk of high number of cases. Manage the provision of legal advisory services. Provide formal legal opinions and legal advice. Provide legal inputs on correspondence of a legal technical nature. Represent the Department at forums on legal matters. Represent the Department in court if needs be. Provide inputs on the provincial legislative programmes. Ensure legal compliance of the Department. Ensure the effective, efficient, and economic utilisation of allocated resources in compliance with the PFMA. Provide and maintain financial management systems that will enable the Directorate to comply with policies. Human resource management, support and monitor subordinate's performance, identify and manage their development needs. Ensure staffs are kept abreast of all legal new prescripts and policies. Conduct performance assessments of personnel.
<u>ENQUIRIES</u>	:	Ms Winnie Radzilani Tel: (011) 843 6540
<u>POST 03/95</u>	:	<u>DIRECTOR: SCHOLAR TRANSPORT REF NO: REFS/022088</u> Chief Directorate: School Support (5 Years Fixed Term Contract Performance Based)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 per annum (an all-inclusive package) Head Office, Johannesburg An appropriate NQF level 7 qualification in Public Administration/ Public Management / Education/Transport Economics / Transport Management, with at least a minimum of 5 years' middle/ senior management experience in public sector or providing support to the school. Proven management skills in

education management, project/programme management, policy development and implementation. Advance Knowledge of the Constitution of the Republic of South Africa, Public Finance Management Act, Treasury Regulations, the Public Service Act, Public Service Regulations, South African Schools Act. National Land Transport Act. National White Paper on Transport Policy and National Learner Transport Policy Framework. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver's license is essential.

DUTIES : Develop, review and the implement the Scholar Transport programme in the department. Undertake the development learner transport system. Facilitate Contract Management for Service Providers and ensure enforcement thereof. Facilitate and manage the creation and allocation of Scholar Transport routes to ensure equitable and efficient utilization of scholar transport services. Ensure the provision of support to learners using Scholar Transport that are involved in an accident. Ensure that all service providers follow Passenger Liability statutory requirements in relation to the Road Accident Fund (RAF) claims. Ensure the development and implementation of Scholar Transport system, policies, procedures, and guidelines. Undertake effective and efficient utilization of the directorate resources.

ENQUIRIES : Ms Winny Radzilani Tel: (011) 843 6540

POST 03/96 : **DIRECTOR: STRATEGIC PARTNERSHIP REF NO: REFS/022090**
Chief Directorate: Strategic Planning & Management
(5 Years Fixed Term Contract Performance Based)

SALARY : R1 216 824 per annum (an all-inclusive package)

CENTRE : Head Office, Johannesburg

REQUIREMENTS : An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Public Administration/ Public Management/ Education/Social Investment and/or Law, with at least 5 years' experience at a middle/Senior Management level in strategic partnership or inter- governmental relations experience. Knowledge of public sector, local government and public/private entities systems and relevant legislation/statutes, Constitution of the Republic of South Africa, Public Service Act and Regulations, Public Finance Management Act and Treasury Regulations. Valid South African driver's license is essential. Competencies: Strategic capability and leadership. Ability to work under pressure. Knowledge and experience of the donor sector, preferably of education foundations and trusts. Strong strategic and analytical skills. Communication and stakeholder management skills, including an ability to work and communicate effectively with a broad spectrum of individuals, donors, business leaders, public figures, within a broad range of cultural environments. Excellent report writing, analytical, computer and communication skills, including oral presentation skills.

DUTIES : Develop and implement the strategic partnership strategy. Oversee the intergovernmental and intra institutional relations for the department. Ensure establishment of contacts and partnerships opportunities with education authorities in other countries as part of a learning network. Coordinate Departmental strategy on international relations and agreements (e.g. donor funding and cooperation agreements). Establish and oversee the stakeholder partnerships in support of strategic priorities of the department. Oversee the development and implement of policies and systems. Supervision and development of staff.

ENQUIRIES : Ms Winny Radzilani Tel: (011) 843 6540

POST 03/97 : **DIRECTOR: AUXILIARY SERVICES & FLEET MANAGEMENT REF NO: REFS/022094**
(5 Years Fixed Term Contract Performance Based)
Chief Directorate: Supply Chain Management

SALARY : R1 216 824 per annum (an all-inclusive package)

CENTRE : Head Office, Johannesburg

REQUIREMENTS : An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification Public Administration/Public Management/Supply Chain Management / Financial Accounting, Financial management /logistics and Transport

Management/Archives and Records Management with at least 5 years' experience at a middle/Senior Management level within Auxiliary, Fleet and Finance Management environment. Knowledge of Public Service Act and Regulations, PFMA, Treasury Regulations, Government Fleet, Travel Policies and Procedure. Knowledge of National Archives and Records Management policies. Knowledge of Promotion of Access to Information Act (PAIA), PSR and Protection of personal Information Act (POPI) and Minimum Information Security Standard Act (MISS). Knowledge of Labour Relations and Basic Conditions of Employment Equity. **COMPETENCES:** Contract Management, Supply Chain Management, Computer literacy, Communication Skills, Planning and Organising skills, Analytical skills, Strategic Planning, Conflict Management skills, Report writing skills, Good Interpersonal relations, Negotiation Skills, Problem Solving, Project Management Skills, Change Management, Facilitation and Presentation skill. Valid South African driver's license is essential.

DUTIES : Oversee and ensure effective provisioning of fleet management services within the Department. Oversee and ensure effective provisioning of records management services within the Department. Manage the provisioning of proper and efficient Auxiliary Services within the Department. Manage and ensure proper allocation of Parking and messaging services. Oversee and manage policy review and development. Manage resources (Human, financial, Assets etc).

ENQUIRIES : Ms Winny Radzilani Tel: (011) 843 6540

POST 03/98 : **DISTRICT DIRECTOR: SEDIBENG WEST REF NO: REFS/022092**
(5 Years Fixed Term Contract Performance Based)
Chief Directorate: District Operations Management (Westrand and Sedibeng Region)

SALARY : R1 216 824 per annum (an all-inclusive package)

CENTRE : Sedibeng West District

REQUIREMENTS : An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Education/ Public Management/Public Administration or related equivalent qualification at NQF Level 7 with at least a minimum of 5 years middle/ senior management experience. Proven management skills in education management or equivalent. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver's license is essential.

DUTIES : Manage the provision of support to institutions: Ensure proper coordination for all support and activities to and with institutions. Manage the support provided to circuit teams e.g. educations support, learning implementation. Facilitate the HR and Corporate support to district office and circuit teams. Ensure the maintenance of teaching and learning activities in schools within the district. Manage the strategic support direction and planning in the districts: Formulate strategies for efficient support to circuits and institutions. Ensure the implementation, monitoring and evaluation of departmental policies and strategies. Implement corrective intervention plans for districts to ensure effective learning take place in institutions. Manage all resources of the District Office: Supervise and manage sub-ordinates and other participants in the Branch activities. Responsible for the financial management of the component's activities. Plan, organise and control activities pertaining to functions of the Districts. Adhere to and promote statutory prescripts and the Code of Conduct for the Public Service. Ensure compliance with National policy frameworks and standards. Report to and participate in all appropriate provincial, departmental and other structures and processes. Compile and take full responsibility for regular reports forwarded to the Chief Directorate: District Operations Management.

ENQUIRIES : Ms Winny Radzilani Tel: (011) 843 6540

POST 03/99 : **CHIEF ELECTRICAL ENGINEER GRADE A REF NO: REFS/022078**
Directorate: Infrastructure Planning and Property Management
Sub- directorate: Infrastructure Planning

<u>SALARY</u>	:	R1 200 426 per annum (an all-Inclusive Package)
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate Degree in Electrical Engineering. Six years' experience post qualification. Computer literate. Registered as a Professional Engineer with ECSA. Valid Drivers' License.
<u>DUTIES</u>	:	Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile electrical briefing documentation and specifications. Provide electrical engineering guidance and inputs to all Infrastructure Delivery Management System deliverables and reports. Investigate electrical engineering installations and oversee commissioning of electrical engineering installations. Develop strategies to cultivate greater feedback with internal and external stakeholders for the enhancement of service delivery. Manage sub-ordinates. Undertake research.
<u>ENQUIRIES</u>	:	Ms. Winny Radzilani Tel No: (011) 843 6540
<u>POST 03/100</u>	:	<u>CHIEF MECHANICAL ENGINEER GRADE A REF NO: REFS/022079</u> Directorate: Infrastructure Planning and Property Management Sub- directorate: Infrastructure Planning
<u>SALARY</u>	:	R 1 200 426 per annum (an all-Inclusive Package)
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate Degree in Mechanical Engineering. Six years' experience post qualification. Computer literate. Registered as a Professional Engineer with ECSA. Valid Drivers' License.
<u>DUTIES</u>	:	Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile mechanical briefing documentation and specifications. Provide mechanical engineering guidance and inputs to all Infrastructure. Delivery Management System deliverables and reports. Investigate mechanical engineering installations and oversee commissioning of mechanical engineering installations. Develop strategies to cultivate greater feedback with internal and external stakeholders for the enhancement of service delivery. Manage sub-ordinates. Undertake research.
<u>ENQUIRIES</u>	:	Ms. Winny Radzilani Tel No: (011) 843 6640
<u>POST 03/101</u>	:	<u>DEPUTY DIRECTOR: INFRASTRUCTURE PROGRAMME MANAGER (CIVIL ENGINEERING) REF NO: REFS/022080</u> Directorate: Infrastructure Delivery Management
<u>SALARY</u>	:	R1 003 890 per annum (an all-inclusive package)
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized four-year Degree (NQF Level 7) or equivalent in Civil Engineering plus minimum of 5 years' experience post qualification. Valid Drivers' License. Computer literate.
<u>DUTIES</u>	:	Prepare and update the Infrastructure Programme Management Plan of the Department. Prepare and update the Construction Procurement Strategy and Plan of the Department. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plans as prepared by Implementing Agents. Assess Initiation Briefs prior to proceeding to Stage 1: Initiation. Review and sign off on Stages 1 – 7 deliverables of Professional Service Providers as validated by the appointed Implementing Agents. Manage the performance the Implementing Agents. Manage cash flows of projects and prepare a credible commitment register. Conduct site visits and prepare progress reports. Assess all variations, compensation events and extensions of time. Monitor and report on progress with projects under construction. Manage the interface between the end-user/community structures and Implementing Agents. Prepare credible information on all infrastructure projects and programmes as well as the updating of the Infrastructure Reporting Model. Contribute to the annual needs analysis in terms of infrastructure, the annual infrastructure evaluation of projects and programmes and post occupations evaluations.
<u>ENQUIRIES</u>	:	Ms. Winny Radzilani Tel No: (011) 843 6540
<u>POST 03/102</u>	:	<u>PROFESSIONAL TOWN AND REGIONAL PLANNER GRADE A REF NO: REFS/022083</u> Directorate: Infrastructure Planning and Property Management

Sub-Directorate: Infrastructure Planning

<u>SALARY CENTRE REQUIREMENTS</u>	:	R721 476 per annum (an all-Inclusive Package) Head Office, Johannesburg An appropriate recognized B Degree in Urban/Town and Regional Planning. Compulsory Registration as a Professional Planner with the South African Council for Planners (SACPLAN) on appointment. Minimum of Three (3) Years post qualification professional experience required with relevant experience. Knowledge of town planning and built environment legal acts/legislation/policies/by-laws and compliance thereof. Understanding of the town planning systems and principles applicable to social infrastructure. Comprehension of infrastructure delivery and procurement management. Experience in town and regional planning processes and procedures i.e. land development applications. Research knowledge and formulation of policy, guideline and standard operating procedures. Understanding of programme and project management. Grasp of inter-governmental relations, Batho Pele principles and provincial government responsibilities. Feasibility studies and informed decision making. Computer literate, familiar with Computer-aided Applications and well versed in Microsoft Office. Excellent report writing skills, presentation proficiency and ability to work independently. Possession of technical and analytical town planning skill. Technical consulting competence. Ability to make professional judgements and recommendations. Accountability and capacity to handle high pressure environment. Self-management, communication, listening and knowledge management are key. Language proficiency and negotiation skills. strategic management/direction, creating high performance culture, analytical and creative thinking & change management will be as an added advantage. A valid driver's license (code 08) and willing to travel extensively.
<u>DUTIES</u>	:	The main purpose of the position is to provide support to the town planning related functions and objectives of the Department: implement social infrastructure technical norms and standards, determine town planning departmental policies, strategies, plans, procedures and criteria for infrastructure projects and programmes. Undertake master planning, project briefs, scope of works, business cases, operational narratives, departmental comments and site suitability assessments. Make inputs to the Infrastructure Asset Management Plan, Estimates of Capital Expenditure and parliamentary enquiries. Assessment of land development applications. Engagement with all spheres of government and private sector operating within the social infrastructure space and delivery management of infrastructure projects. Alignment of user needs, site due diligence and adherence to planning legislation. Integration of specialist studies, site development plans, building plans, engineering designs and site related drawings. Facilitate the unblocking of challenges facing infrastructure projects from a property related perspective. Assist with managing all town planning related tasks on behalf of the Directorate and provide professional town planning comments/inputs to support and guide decision making process.
<u>ENQUIRIES</u>	:	Ms. Winny Radzilani Tel No: (011) 843 6540
<u>POST 03/103</u>	:	<u>ASSISTANT DIRECTOR: EXAMINATION MATERIAL AND SCRIPT ARCHIVE REF NO: REFS/022085</u> Directorate: Examinations Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum Head Office, Johannesburg An appropriate three-year National Diploma/Degree (NQF Level 6/7) qualification in Public Administration /Public Management or relevant qualification plus minimum 3 years' experience within examination environment at a supervisory level and or at a post equivalent to salary level 7/8. Good communication (written & verbal) and interpersonal skills. Knowledge of the PFMA, strategic planning and other legislative frameworks applicable to the Public Sector will be a strong recommendation. Leadership, management, conflict management and customer service management skills. Must be computer literate and have the ability to work under pressure. A valid driver's license.
<u>DUTIES</u>	:	Coordinate the secure delivery of scripts from districts to marking centres and return thereof for archival. Prepare logistical arrangements for scripts to be dispatched to the archival centers. Coordinate examination Script Control

processes. Ensure standard operating procedures are developed, mediated, and implemented in the province regarding receipt, checking, scanning and filing of examination scripts. Liaise, monitor and support all provincial relevant stakeholders regarding script control. Ensure the maintenance of the Electronic Record and Information Management System. Manage the retrieval of scripts for remark, recheck and viewing. Ensure the maintenance of the Digital Archiving of all candidate scripts. Electronic archiving prepares filling boxes to be dispatched to the marking centres for the filling of candidate's scripts. Control all scripts as received and packaged per paper, center and per district. Supervise Staff.

ENQUIRIES : Mr Harry Culling Tel No: 010 601 8082

POST 03/104 : **ASSISTANT DIRECTOR: PRINTING, PACKING, STORAGE AND DISTRIBUTION REF NO: REFS/022086**
Directorate: Examination Management

SALARY CENTRE REQUIREMENTS : R444 036 per annum
: Head Office, Johannesburg
: An appropriate three-year National Diploma/Degree (NQF Level 6/7) qualification in public administration, Management, Printing Technology, Business Administration and Packaging Technology qualification plus minimum 3 years' experience in Examination and Assessment environment at a supervisory level and or at a post equivalent to salary level 7/8. An understanding of Computer Systems and administration of data is needed. Experience in database management and statistics specifically related to printing of exact and secure printing of question papers is a requirement. A sound knowledge and understanding of printing cycle, processes and the environment relating to high security question papers in is essential. Hands on experience and knowledge in handling issues related to printing, packing, storage and distribution of high security assessment materials is required. Must be able to work under constant pressure, independently as well as in a team. Must have experience in an education environment where high stakes question papers are printed and must be able to function in an extremely high security and high intensity environment. Good written and verbal communication skills plus the ability to generate reports on a regular basis that will allow the manager to predict and manage printing, packing, storage and distribution of a range of different examinations throughout an academic year. Valid Driver's License essential. Candidates will be subjected to a skills test and the successful candidate will have to undergo security vetting.

DUTIES : Oversee the full packing process. Capture timetable onto data base. supervise the section and remain on site. Co-ordinate and planning of packing process regarding dates and staff. Oversee the full distribution process. Co-ordinate and planning of distribution process regarding dates and staff. Attend to special security measures. Monitors progress of packing and distribution processes. Oversee ordering of stock. Liaise with suppliers. Oversee security of packing and distribution. Oversee distribution of any miscellaneous printing to districts. Oversee to the mopping-up and cleaning-up of all material after each examination. Oversee the packing of maps for Geography of all examinations offering Geography. Oversee and co-ordinate the printing and packing of memoranda for marking. Management of Resources. Compile and submit the work plan, performance developments plan, job description and performance agreements of staff. Guide, train and advice staff on all financial administration services to enhance the correct implementation of policies and practices.

ENQUIRIES : Ms Jeannie Oosthuizen Tel No: 010 345 0930

POST 03/105 : **ASSISTANT DIRECTOR: SCHOOL GOVERNANCE REF NO: REFS/022104**
Directorate: Public Ordinary Schools

SALARY CENTRE REQUIREMENTS : R444 036 per annum
: Head Office, Johannesburg
: An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) in Public Administration and Governance/ Public Management/ Public Administration/ Bachelor of Arts (Majoring in Governance)/ Administrative Information Management / Administrative Management or three-year related qualification plus minimum of 3 years' relevant experience in governance environment within School Administration environment at a supervisory level or at a post equivalent to salary level 8/7. Knowledge of legislative framework

(Public Finance Management Act and other relevant legislation). Knowledge of financial management and procurement processes, wide range of office management and administrative tasks. Demonstrative computer literacy, (Computer skills in Ms-office: Word, Excel, Access, PowerPoint, Outlook, and Internet), Project Management; Reporting Writing Skills: Communication (written and verbal), Planning and organizing, People Management, Problem Solving, Stakeholder and client liaison, Excellent inter-personal skills: People orientated. A valid driver's license is essential.

DUTIES : Render administrative support for school governance functions. Coordinate BMT/ IDSO and District school visits. Coordinate school governance training programmes. Implementation of Regulation and policy on good governance and management. Scan and analyse the environment to guide and recommend to implementation of policy and regulations. Monitor implementation of governance related policy and regulations. Development of School Governance Policies, procedures and guidelines. Participate in the development implement of policies and ensure compliance with the relevant SASA (South African Schools Act) regulatory framework. Ensure the implementation of adequate school governance policies and procedures by conduction workshops across all districts. Implement and monitor all activities related to financial management. Coordinate, support, and provide information on Audits queries. Supervision of Staff. Allocate duties to subordinates.

ENQUIRIES : Mr. Glentone Williams Tel: (011) 355 0297
NOTE : N.B Shortlisted candidates will be subjected to a Technical/ Practical test as part of the interview process.

POST 03/106 : **ASSISTANT DIRECTOR: LEARNER ADMISSION SERVICES REF NO: REFS/022087**
 Directorate: Public Ordinary Schools

SALARY : R444 036 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) in Information Systems / Computer Science/ Information Technology or three-year related qualification plus minimum of 3 years' experience in Programming/System Analysis/ WEB support/ system development /Database skill in SQL within Administration environment at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of legislative framework that governs Public Schools (SASA), Public Finance Management Act and other relevant legislations. Computer skills in Ms-office: Word, Excel, Access, PowerPoint, Outlook and Internet), Project Management; Reporting Writing Skills: Communication (written and verbal), Planning and organizing, People Management, Problem Solving, Stakeholder and client liaison, Excellent inter-personal skills: Facilitation and Presentation skills. Supervisory Skills. A valid driver's license is essential.

DUTIES : Collation of data to inform, develop and improve the online registration system. Analysis and interpretation of data sets and results to identify trends. Monitoring functionality, developments, trends, and possible system errors for reporting. Analysis and interpretation of data sets results to identify trends. Identify and analyze the efficiency of the utilized online admission system and report the results to the management team to refine the business requirements. Stakeholder and Client liaison. Collaborate with other Business Units on Learner Admissions related issues. Report on any irregularities/ challenges experienced during the learner admission process. Provide administrative support to Business Units. Identify and attend to Business Units/ District coordinators with regards to learner admission procedures and processes. Coordinate and support the induction and training of District Coordinators, support staff on their roles and responsibilities during the learner admission period. Supervision of Staff. Allocate duties and quality assure the work of subordinates.

ENQUIRIES : Mr Glentone Williams Tel: (011) 355 0297
NOTE : N.B Shortlisted candidates will be subjected to a Technical/ Practical test as part of the interview process.

POST 03/107 : **ASSISTANT DIRECTOR: SCHOOL ADMINISTRATION SERVICES REF NO: REFS/022089**
 Directorate: Public Ordinary Schools

<u>SALARY</u>	:	R444 036 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) in Public Administration/ Public Management / Quantitative Management/ Administrative Information Management / Administrative Management or three-year related qualification plus minimum of 3 years' relevant experience in School Administration environment within School Administration and Governance at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of legislative framework that governs Public Schools (SASA), Public Finance Management Act and other relevant legislations. Computer skills in Ms-office: Word, Excel, Access, PowerPoint, Outlook and Internet), Project Management; Reporting Writing Skills: Communication (written and verbal), Planning and organizing, People Management, Problem Solving, Stakeholder and client liaison, Excellent inter-personal skills: Facilitation and Presentation skills. Supervisory Skills. A valid driver's license is essential.
<u>DUTIES</u>	:	Coordinate the resourcing and administrative procedures for all schools. Facilitate the implementation of Section 21 functions of resources for Non-Fee- and Fee-paying schools in the province. Monitor the implementation of additional incentives for Non-Fee and Fee-paying schools and ensure compliance in terms of South African Schools Act (SASA; section 38A). Facilitate the Development, mediation and implementation of School Administrative policies, Regulations and Guidelines as per the South African Schools Act (SASA). Analysis and interpretation of data sets and results to identify trends. Identify and analyze the efficiency of the utilized online admissions/administration system and report results to the management team to refine business requirements. Build relations with relevant stakeholders. Collaborate with other Business Units on School Admissions related issues. Report on all school administrative irregularities / challenges to management. Provide administrative support to Business Units Identify and attend to Business Units and line functions / Coordinators with regards to learner admission/administrative procedures and processes, registration of schools, re-organization of schools, resourcing of schools and ensuring the development of systems to implement SASA. Coordinate and support the induction and training of Coordinators, support staff, School principals and Administrators on their roles and responsibilities. Supervision of Staff. Allocate duties to subordinates.
<u>ENQUIRIES</u>	:	Mr Glentone Williams Tel No: (011) 355 0297
<u>NOTE</u>	:	N.B Shortlisted candidates will be subjected to a Technical/ Practical test as part of the interview process.
<u>POST 03/108</u>	:	<u>ASSISTANT DIRECTOR: FINANCE AND PROCUREMENT REF NO: REFS/022091</u> Sub-directorate: Finance and Administration
<u>SALARY</u>	:	R444 036 per annum
<u>CENTRE</u>	:	Tshwane West District
<u>REQUIREMENTS</u>	:	An appropriate recognized three-year National Diploma/Degree (NQF Level 6/7) qualification in Finance / Supply Chain Management / Economics / Business / Purchasing/Logistics or three-year related qualification plus a minimum of 3 years' experience in SCM at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge and experience of SAP, BAS, PFMA, Treasury Regulations, provisioning procedures and other legislative frameworks applicable to the Public Sector will be a strong recommendation. Leadership, management, conflict resolution and good communication skills (written & verbal). Must have computer literacy and the ability to work under pressure. A valid driver's license.
<u>DUTIES</u>	:	Implementation of financial and procurement policies and procedures. Enquiry office is operating efficiently. Manage/ oversee the capturing of RLS01 on either P. CARD/SRM systems. Ensure that Vendor are registered on EIS System and vendor information forms are copied, recorded, and forwarded to GDF for registration. Receipt of requisitions (RLS01's) and processing thereof. Capturing of GRVs RLS02 on SRM within 24 hours and payment within 30 days. Follow up on outstanding payments for service providers. Clear webcycle entries weekly. Efficient operations i.e. collection of payrolls – payslips distributed and returned within 7 working days. Proper record keeping with regards to payroll administration. Liaise with schools and units regarding payroll issues. Distribution of IRP5s. Compare accuracy of payroll with

exception report and liaise with THRS with reference to the exception report. Non-compliance letters issued for return of payrolls. Report to HO on completeness of payroll return and exception report. Implementation of petty cash policies and procedures. Cashier's office operates efficiently, and petty cash is replenished when needed. Monitor and bank revenue as and when needed. Function as team leader by supervising tasks and responsibilities of sub-ordinates. Provide training of staff on procedures and processes. Performance management is done, and poor performance is identified and addressed. Office administration matters and effective, efficient record keeping. Provide monthly management reports. Attend management meetings.

ENQUIRIES : Ms Priscilla Ravele Tel No: 012 725 1451

POST 03/109 : **ASSISTANT DIRECTOR: FINANCE AND ADMINISTRATION REF NO: REFS/022093**
Sub-directorate: Finance Management

SALARY : R444 036 per annum
CENTRE : Johannesburg North District
REQUIREMENTS : An appropriate recognized three-year National Diploma/Degree (NQF Level6/7) in Financial Management/ Accounting/Public Finance/ Cost and Management or related three-year qualification majoring in Accounting/Finance plus a minimum of 3 years relevant working experience in the financial management environment at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of PFMA, preferential procurement policy framework, Treasury Regulations, public sector procurement and Supply Chain Management. Knowledge of BAS (Basic Accounting System) & PERSAL. Excellent communication skills. Computer literacy in Excel, Access, Word and PowerPoint. Valid Driver's License.

DUTIES : Provide financial administration and procurement administration to the district office and schools. Maintain all the accounting records of the district. Assist with clearing of accounts. Assist in the preparation and administration of district budget allocation process. Budget forecasting and reporting. Prepare weekly Cash flow inputs (funds requisitioning). Prepare monthly and quarterly reports for the district. Assist in with the audit process and clearing of all audit queries. Report in writing any unauthorized, irregular or fruitless and wasteful expenditure. Implement and maintain asset management policies of the department. Co-ordination of Risk management processes. Ensure compliance with PFMA and Treasury Regulations and Accounting principles and Departmental policies, Financial Delegations and also through applicable compliance certificates.

ENQUIRIES : Ms Nelisiwe Mashazi Tel: (011) 694 9321

POST 03/110 : **ASSISTANT DIRECTOR: PROVISIONING AND ADMINISTRATION FOR INSTITUTION REF NO: REFS/022095**
Sub- directorate: Finance and Administration

SALARY : R444 036 per annum
CENTRE : Gauteng North District
REQUIREMENTS : An appropriate three-year National Diploma/Degree qualification in Financial Management, Accounting, Public Finance, Cost and Management Accounting or related three-year qualification plus a minimum of 3 years relevant working experience in the financial management environment at a supervisory level and or at a post equivalent to salary level 8/7. Procurement directives (Supply chain management manual). Treasury Regulations, PFMA, BELA and SASA. Administration procedures relating to specific working environment, including norms and standards for school funding. Planning and organizing, Computer literacy, Client service, Compilation of Management reports, Interpersonal relations, Problem Solving, to maintain discipline in resolving conflict, Ability to perform ad-hoc task. Knowledge of PMDS process. Ability to communicate with team members. Valid driver's license.

DUTIES : Ensure effective financial management in all schools (POS, LSEN, ECD & Subsidized Independent schools). Implement SASA, Independent Schools Regulations, DBE Circulars (M1, M3, M4) and other relevant finance prescripts and ensure compliance by schools thereof. Ensure that schools possess effective control systems and approved finance policies and guidelines. Ensure effective maintenance of financial records by Institutions and data through

utilization of financial management systems and/or other Third-Party Systems. Monitor all funds received and spent by the Institutions (e.g. grants, school fees, donations, fund raising, and any other revenue generated by schools). Coordinate and conduct financial management training and workshop sessions to all respective Institutions. Conduct inspections and advise schools on financial management matters. Ensure submission of financial statements by schools in accordance with regulated timeframes. Coordinate and facilitate the preparation, collection and analysis of reports (i.e. monthly expenditure reports, bank reconciliation statement from schools and relevant internal reports). Provide support to schools with the breakdown of transfer of subsidies and related revenues. Ensure the reconciliation of budget vs payments as per final resource allocation. Coordinate and facilitate the receipt and distribution of Statement of Payments made to schools in relation to subsidies. Implement Circular 45 of 2003, Public Benefit Organizations, and School Fee Exemption in schools. Ensure monitoring of all public schools' Municipal and Eskom accounts. Coordinate and facilitate the submission of monthly reconciliations for section 21 schools' municipal payments to Head Office. Ensure intervention on schools' non-compliance to municipal obligations (e.g. arrangement of payment plan with Municipality). Ensure compliance in terms of asset management process at Public Schools within the District. Ensure compliance at schools with regards to asset management prescripts (i.e. policy, processes, and procedures) of the Department. Coordinate ordering of school furniture (i.e. learner furniture, ICT and other related assets). Ensure effective maintenance of Theft and Loss Register by schools and conducting of stocktaking by schools and provide report thereof. Ensure the effective, efficient and economic utilization of allocated resources. Compile and submit Job Descriptions, Performance Agreements, Assessments, and Performance Development Plan for staff. Supervise the staff.

ENQUIRIES

: Ms Matlhodi Moloto Tel No: 012 846 3641

POST 03/111

: **ASSISTANT DIRECTOR: EXAMINATIONS ADMINISTRATION REF NO: REFS/022096**
Sub-directorate: Curriculum Management and Delivery

SALARY CENTRE REQUIREMENTS

: R444 036 per annum
: Gauteng North District
: An appropriate three-year National Diploma/Degree (NQF Level 6/7) qualification in Public Administration/ Public Management or a three-year related qualification plus a minimum of 3 years relevant working experience within Examination or Assessment environment in the execution of Examinations administration at District or higher levels at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge and experience of PFMA, Transport Policy, Strategic Planning and other legislative frameworks applicable to the Public Sector will be a strong recommendation. Leadership, management, conflict resolution and good communication skills (written & verbal). Must have computer literacy and the ability to work under pressure. A valid South Africa driver's license.

DUTIES

: Manage and oversee centre and learner registrations in the district. Ensure that new public and independent centers meet the minimum requirements to be registered as examinations centers. Manage the registration processes of Grade 10, 11 and 12, AET Level 4, NSC part-time and repeater candidates; Supplementary, remark / recheck and the Senior Certificate candidates. Conduct registration mediation policy sessions with all stakeholders. Administer concessions for all Schools during assessment/examinations period. Confirm and clear immigrant candidates on the Integrated Examination Computer System (IECS) and minimize technical irregularities. Establish readiness of centers to conduct the examinations. Audit registered exam centers to establish the readiness to conduct the examinations. Manage and compile examination related plans before commencement of examinations (i.e. Management and Monitoring Plans). Oversee and support the induction and training of Chief Invigilators, Invigilators, exam support staff, Candidates on roles and responsibilities during the exam period. Appoint a Script Library Manager (i.e. Senior Admin Officer) to ensure safe storage of scripts in the District. Ensure that Scripts are scanned, packaged and distributed to Marking Venues. Oversee the conduct, administration and management of Examinations (i.e. AET Level 4, NSC and amended Senior Certificate, NCS Preparatory and Final exams). Control question papers received from the Head

Office, and the district's control list. Ensure that the Senior Education Specialist, Examination Administration submit a formal report on the conduct of the exams to Head Office. Manage and report on any irregularities experienced during the conduct of exam. Facilitate emergency concessions in collaboration with the Psychologist in the District. Administer result certification distribution and remarking processes. facilitates the application for the issuing of certificates -reissue, replacement and combination of result. Ensure control and collect certificates for external clients (Public). Attend to queries from the public regarding registration, results and certification. To coordinate and monitor the budget, resources and overall management of the unit. General supervision of employees and manage performance. Draft the overtime budget of the unit and ensure approval. Collaborate with other Business Units on exam related issues. Allocate resources (human, physical and financial) for the administration of exams. Liaise with service providers regarding examination related matters / material.

ENQUIRIES : Ms Matlodi Moloto Tel No: 012 846 3641

POST 03/112 : **ASSISTANT DIRECTOR: PROVISIONING AND ADMINISTRATION FOR INSTITUTION REF NO: REFS/022097**
Sub-directorate: Finance and Administration

SALARY : R444 036 per annum
CENTRE : Johannesburg South District
REQUIREMENTS : An appropriate three-year National Diploma/Degree qualification in Financial Management, Accounting, Public Finance, Cost and Management Accounting or related three-year qualification plus a minimum of 3 years relevant working experience in the financial management environment at a supervisory level and or at a post equivalent to salary level 8/7. Procurement directives (Supply chain management manual). Treasury Regulations, PFMA, BELA and SASA. Administration procedures relating to specific working environment, including norms and standards for school funding. Planning and organizing, Computer literacy, Client service, Compilation of Management reports, Interpersonal relations, Problem Solving, to maintain discipline in resolving conflict, Ability to perform ad-hoc task. Knowledge of PMDS process. Ability to communicate with team members. Valid driver's license.

DUTIES : Ensure effective financial management in all schools (POS, LSEN, ECD & Subsidized Independent schools). Implement SASA, Independent Schools Regulations, DBE Circulars (M1, M3, M4) and other relevant finance prescripts and ensure compliance by schools thereof. Ensure that schools possess effective control systems and approved finance policies and guidelines. Ensure effective maintenance of financial records by Institutions and data through utilization of financial management systems and/or other Third-Party Systems. Monitor all funds received and spent by the Institutions (e.g. grants, school fees, donations, fund raising, and any other revenue generated by schools). Coordinate and conduct financial management training and workshop sessions to all respective Institutions. Conduct inspections and advise schools on financial management matters. Ensure submission of financial statements by schools in accordance with regulated timeframes. Coordinate and facilitate the preparation, collection and analysis of reports (i.e. monthly expenditure reports, bank reconciliation statement from schools and relevant internal reports). Provide support to schools with the breakdown of transfer of subsidies and related revenues. Ensure the reconciliation of budget vs payments as per final resource allocation. Coordinate and facilitate the receipt and distribution of Statement of Payments made to schools in relation to subsidies. Implement Circular 45 of 2003, Public Benefit Organizations, and School Fee Exemption in schools. Ensure monitoring of all public schools' Municipal and Eskom accounts. Coordinate and facilitate the submission of monthly reconciliations for section 21 schools' municipal payments to Head Office. Ensure intervention on schools' non-compliance to municipal obligations (e.g. arrangement of payment plan with Municipality). Ensure compliance in terms of asset management process at Public Schools within the District. Ensure compliance at schools with regards to asset management prescripts (i.e. policy, processes, and procedures) of the Department. Coordinate ordering of school furniture (i.e. learner furniture, ICT and other related assets). Ensure effective maintenance of Theft and Loss Register by schools and conducting of stocktaking by schools and provide report thereof. Ensure the effective, efficient and economic utilization of allocated resources. Compile and submit

		Job Descriptions, Performance Agreements, Assessments, and Performance Development Plan for staff. Supervise the staff.
<u>ENQUIRIES</u>	:	Ms Lola Malimagovha Tel: (011) 247 5947
<u>POST 03/113</u>	:	<u>ASSISTANT DIRECTOR: PROVISIONING AND ADMINISTRATION FOR INSTITUTION REF NO: REFS/022098</u> Sub-directorate: Finance and Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum
	:	Tshwane South District
	:	An appropriate three-year National Diploma/Degree qualification in Financial Management, Accounting, Public Finance, Cost and Management Accounting or related three-year qualification plus a minimum of 3 years relevant working experience in the financial management environment at a supervisory level and or at a post equivalent to salary level 8/7. Procurement directives (Supply chain management manual). Treasury Regulations, PFMA, BELA and SASA. Administration procedures relating to specific working environment, including norms and standards for school funding. Planning and organizing, Computer literacy, Client service, Compilation of Management reports, Interpersonal relations, Problem Solving, to maintain discipline in resolving conflict, Ability to perform ad-hoc task. Knowledge of PMDS process. Ability to communicate with team members. Valid driver's license.
<u>DUTIES</u>	:	Ensure effective financial management in all schools (POS, LSEN, ECD & Subsidized Independent schools). Implement SASA, Independent Schools Regulations, DBE Circulars (M1, M3, M4) and other relevant finance prescripts and ensure compliance by schools thereof. Ensure that schools possess effective control systems and approved finance policies and guidelines. Ensure effective maintenance of financial records by Institutions and data through utilization of financial management systems and/or other Third-Party Systems. Monitor all funds received and spent by the Institutions (e.g. grants, school fees, donations, fund raising, and any other revenue generated by schools). Coordinate and conduct financial management training and workshop sessions to all respective Institutions. Conduct inspections and advise schools on financial management matters. Ensure submission of financial statements by schools in accordance with regulated timeframes. Coordinate and facilitate the preparation, collection and analysis of reports (i.e. monthly expenditure reports, bank reconciliation statement from schools and relevant internal reports). Provide support to schools with the breakdown of transfer of subsidies and related revenues. Ensure the reconciliation of budget vs payments as per final resource allocation. Coordinate and facilitate the receipt and distribution of Statement of Payments made to schools in relation to subsidies. Implement Circular 45 of 2003, Public Benefit Organizations, and School Fee Exemption in schools. Ensure monitoring of all public schools' Municipal and Eskom accounts. Coordinate and facilitate the submission of monthly reconciliations for section 21 schools' municipal payments to Head Office. Ensure intervention on schools' non-compliance to municipal obligations (e.g. arrangement of payment plan with Municipality). Ensure compliance in terms of asset management process at Public Schools within the District. Ensure compliance at schools with regards to asset management prescripts (i.e. policy, processes, and procedures) of the Department. Coordinate ordering of school furniture (i.e. learner furniture, ICT and other related assets). Ensure effective maintenance of Theft and Loss Register by schools and conducting of stocktaking by schools and provide report thereof. Ensure the effective, efficient and economic utilization of allocated resources. Compile and submit Job Descriptions, Performance Agreements, Assessments, and Performance Development Plan for staff. Supervise the staff.
<u>ENQUIRIES</u>	:	Mr Thabiso Mphosi Tel: (012) 401 6434
<u>POST 03/114</u>	:	<u>CONTROL WORKS INSPECTOR: MECHANICAL REF NO: REFS/022099</u> Directorate: Maintenance Project/Programmes Sub Directorate: Maintenance and Work Inspections
<u>SALARY CENTRE REQUIREMENTS</u>	:	R552 081 per annum
	:	Head Office, Johannesburg
	:	National Diploma in Mechanical Engineering, or N3 with passed Trade Test in any of the mechanical trades, or National N Diploma in Engineering (in the mechanical field). Minimum of six years' relevant experience post qualification.

- Computer literacy. A valid driver's license. Knowledge of the legislative prescripts governing the Public Service. Verbal and written communication skills. Good analytical skills. Report writing skills. Good interpersonal relations. Candidates must be willing to work under pressure.
- DUTIES** : Manage credibility of technical data and information for infrastructure maintenance. Manage condition assessments. Manage the process of needs identification for infrastructure maintenance and minor mechanical works by ensuring that customer complaints are investigated and attended to. Facilitate, co-ordinate and control the implementation of building maintenance and minor renovation projects. Ensure that relevant project documentation (bid documents, specifications, Bill of Quantities) for existing structures and minor new works is compiled accurately. Manage the execution of projects by contractors and ensure compliance to relevant legislation and procedures. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Gather and submit information in terms of the Expanded Public Works Programme (EPWP). Supervise the performance and conduct of employees. Administer the departmental performance management and development system.
- ENQUIRIES** : Ms. Sissy Baduza Tel No: (011) 843 6792
- POST 03/115** : **CHIEF WORKS INSPECTOR: BUILDING REF NO: REFS/022100 (3 POSTS)**
 Directorate: Maintenance Project/Programmes
 Sub Directorate: Maintenance and Work Inspections
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum
 Head Office, Johannesburg
- DUTIES** : National Diploma in Building or N3 with passed Trade Test (in any of the Building trades) or National Diploma in Engineering (in Building or Civil). Minimum of 3 years' relevant experience post qualification, Computer literacy. A valid drivers' license.
- DUTIES** : Prepare specifications for maintenance and minor new work. Develop a bill of quantities. Develop proposals on the associated costs. Render an inspection service of work done on new projects and existing structures. Develop, implement and maintain an electronic record system for work being done and work that was finalised. Analyse and compile relevant project documentation for new and existing structures. Develop and interpret plans and sketches. Liaise with relevant stakeholders in respect of technical aspects. Manage the activities of contractors on project. Facilitate and resolve problems emanating from projects. Develop progress reports on projects. Gather and submit information in terms of the Expanded Public Works Programme (EPWP).
- ENQUIRIES** : Ms. Sissy Baduza Tel No: (011) 843 6792
- POST 03/116** : **CHIEF WORKS INSPECTOR: ELECTRICAL REF NO: REFS/022101 (2 POSTS)**
 Directorate: Maintenance Project/Programmes
 Sub Directorate: Maintenance and Work Inspections
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum
 Head Office, Johannesburg
- DUTIES** : National Diploma in Electrical Engineering or N3 with passed Trade Test in Electrical or National N Diploma in Engineering (in the electrical field). A Wireman's License. A minimum of 3 years' relevant experience post qualification. Computer literacy. A valid drivers' license.
- DUTIES** : Prepare specifications for unplanned maintenance and minor new work. Develop a bill of quantities. Develop proposals on the associated costs. Render an inspection service of work done on new projects and existing structures. Develop, implement and maintain an electronic record system for work being done and work that was finalised. Analyse and compile relevant project documentation for new and existing structures. Develop and interpret plans and sketches. Liaise with relevant stakeholders in respect of technical aspects. Manage the activities of contractors on project. Facilitate and resolve problems emanating from projects. Develop progress reports on projects. Gather and submit information in terms of the Expanded Public Works Programme (EPWP).
- ENQUIRIES** : Ms. Sissy Baduza Tel No: (011) 843 6792

POST 03/117 : **WORKS INSPECTORS: ELECTRICAL REF NO: REFS/022102 (2 POSTS)**
 Directorate: Maintenance Project/Programmes
 Sub Directorate: Maintenance and Work Inspections

SALARY : R255 450 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : A National Diploma in Electrical Engineering or N3 with passed Trade Test in Electrical or National N Diploma in Engineering (in the electrical field). A Wireman's License. A minimum of 1-year relevant experience post qualification. A valid drivers' license. Computer literacy.

DUTIES : Render a basic inspection service of work done on minor new and existing structures on a project basis. Develop progress reports on outstanding and finalised work. Analyse and compile relevant documentation for work to be done on minor new and existing structures. Liaise with relevant stakeholders in respect of technical aspects. Oversee the work of contractors. Compile payment documents. Ensure effective contract administration. Gather and submit information in terms of the Expanded Public Works Programme (EPWP).

ENQUIRIES : Ms. Sissy Baduza Tel No: (011) 843 6792

POST 03/118 : **WORKS INSPECTORS: BUILDING REF NO: REFS/022103(4 POSTS)**
 Directorate: Maintenance Project/Programmes
 Sub Directorate: Maintenance and Work Inspections

SALARY : R255 450 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : A National Diploma in Building or N3 with passed Trade Test in any of the Building trades or National Diploma in Engineering (in Building or Civil). A minimum of 1-year relevant experience post qualification. Valid Drivers' License. Computer literacy.

DUTIES : Render a basic inspection service of work done on minor new and existing structures on a project basis. Develop progress reports on outstanding and finalised work. Analyse and compile relevant documentation for work to be done on minor new and existing structures. Liaise with relevant stakeholders in respect of technical aspects. Oversee the work of contractors. Compile payment documents. Ensure effective contract administration. Timeous development of reports on problems emanating from projects. Gather and submit information in terms of the Expanded Public Works Programme (EPWP).

ENQUIRIES : Ms. Sissy Baduza Tel No: (011) 843 6792

GOVERNMENT INFRASTRUCTURE DEVELOPMENT

The Department of Infrastructure Development is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

APPLICATIONS : To apply for the below positions, please apply online at <https://jobs.gauteng.gov.za>. Only online applications will be considered and for general enquiries please contact Human Resource on 076 521 4118.

CLOSING DATE : 07 February 2025

NOTES : In line with the Department's employments Equity Plan, People With Disabilities are encouraged to apply. Applicants must utilise the most recent Z83 application for employment form issued by the Minister for the Public Service and Administration in line with the Regulation 10 of the Public Service Regulations, 2016, All fields in the New Z83 form, must be completed and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and the Curriculum Vitae (CV) will result in disqualification. (Only Z83 and CV on application all other documents are submitted by shortlisted candidates). The New Z83 form, obtainable from the GPG Professional Job Centre website, any Public Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates will be requested to submit certified copies of qualifications not older than six (06) months, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job). It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representivity will receive

preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

MANAGEMENT ECHELON

- POST 03/119** : **CHIEF QUANTITY SURVEYOR GRADE A-C REF NO: REFS/021966**
Directorate: Infrastructure Delivery Eastern/Central Cluster

- SALARY** : R1 042 170 - R1 922 097.per annum (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary.

- CENTRE REQUIREMENTS** : Johannesburg (Head Office)
: A Degree in Quantity Surveying or relevant qualification. A minimum of 6 years post qualification Quantity Surveyor experience required. A Compulsory registration with SACQSP as a Professional Quantity Surveyor. A valid driver's license. Competencies: Knowledge of Public Service Act of 1994.Public Service Regulations, 2016.PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007.National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. Profession Act of 2000.National Building Standards Act of 1977, Regulations and Municipal Regulations. Programme and project management. Quantity surveying legal and operation compliance. Quantity Survey operational communication. Process knowledge and skills. Maintenance knowledge and skills. Mobile equipment operating skills. Research and development. Computer-aided engineering applications Skills- Problem solving and analysis, financial management, Communication, Computer skills, Negotiation skills

- DUTIES** : Perform final review and approvals or audits on quantity survey procedure. Co-ordinate quantity survey efforts and integration across disciplines to ensure seamless integration with current technology through the provision of appropriate structures, systems and resources. Set quantity survey standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor quantity survey efficiencies according to organizational goals to direct or redirect quantity survey services for the attainment of organizational objectives. Ensure availability and management of funds to meet the MTEF objectives within the quantity survey environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Allocate, monitor and control resources. Compile risk logs (database) and manage significant risk according to sound risk management practice and organizational requirements. Provide technical specialist services for the operation of quantity survey related matters to minimize possible risks Manage and implement knowledge sharing initiatives in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey 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** : Ms. Refiloe Malete Tel: 076 521 4118

- POST 03/120** : **CHIEF QUANTITY SURVEYOR GRADE A-C REF NO: REFS/ 021986**

Chief Directorate: Health Infrastructure, Maintenance and Technical Portfolio Services

- SALARY** : R1 042 170 - R1 922 097.per annum (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
- CENTRE REQUIREMENTS** : Johannesburg (Head Office)
: A Degree in Quantity Surveying or relevant qualification. A minimum of 6 years post qualification Quantity Surveyor experience required. A Compulsory registration with SACQSP as a Professional Quantity Surveyor. A valid driver's license. Competencies: Knowledge of Public Service Act of 1994.Public Service Regulations, 2016.PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007.National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. Profession Act of 2000.National Building Standards Act of 1977, Regulations and Municipal Regulations. Programme and project management. Quantity surveying legal and operation compliance. Quantity Survey operational communication. Process knowledge and skills. Maintenance knowledge and skills. Mobile equipment operating skills. Research and development. Computer-aided engineering applications Skills- Problem solving and analysis, financial management, Communication, Computer skills, Negotiation skills
- DUTIES** : Perform final review and approvals or audits on quantity survey procedure. Co-ordinate quantity survey efforts and integration across disciplines to ensure seamless integration with current technology through the provision of appropriate structures, systems and resources. Set quantity survey standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor quantity survey efficiencies according to organizational goals to direct or redirect quantity survey services for the attainment of organizational objectives. Ensure availability and management of funds to meet the MTEF objectives within the quantity survey environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Allocate, monitor and control resources. Compile risk logs (database) and manage significant risk according to sound risk management practice and organizational requirements. Provide technical specialist services for the operation of quantity survey related matters to minimize possible risks Manage and implement knowledge sharing initiatives in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey 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. Realeboga Mahapa Tel: 076 521 4118
- POST 03/121** : **CHIEF ENGINEER: ELECTRICAL/MECHANICAL REF NO: REFS/ 021970**
Directorate: Maintenance Academic Hubs
- SALARY** : R1 200 426 - R2 264 130.per annum (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
- CENTRE REQUIREMENTS** : Thellemogoerane Facility Maintenance Hub
: A Degree (NQF 7) in Electrical/ Mechanical Engineering (B Eng/ BSC Eng) or relevant qualification recognised by SAQA. A minimum of six years post qualification experience as a registered Professional Engineer. A valid Driver's

License. Compulsory registration with ECSA as a Professional Engineer. A valid driver's licence. Competencies: Knowledge of Act of 1977 and Regulations. Knowledge of Engineering Profession Act, 2000, Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. Knowledge of PFMA/DORA/Treasury Regulations. Knowledge of All different contract options for infrastructure projects. Knowledge of Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Knowledge of Broad-Based Black Empowerment Act of 2003. Knowledge of Preferential Procurement Act of 2000 and Regulations. Knowledge of Public Service Act of 1994 and Regulations of 2001. Knowledge of Government Immovable Asset Management Act of 2007. Knowledge of Occupational Health and Safety Act of 1993 and Regulations. Skills: Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Financial management. Customer focus and responsiveness. Communication and Computer skills. People management skills. Planning and organising. Conflict management and negotiation skills. Attributes: Programme and project management. Engineering legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Engineering principles. Mobile equipment and operating skills. Technical consulting. Professional judgment. Research and Development. Creating a high-performance culture.

- DUTIES** :
- Perform final review and approvals of audits on new engineering designs according to design principles or theory. Research the needs of the relevant health institutions. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Monitor current deployed technology. Pioneer new engineering services. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimise 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. 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 organisational 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 organisational principles. Allocate, control and monitor expenditure according to budget to ensure sufficient 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 quantity survey 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. Realeboga Mahapa Tel: 076 521 4118
- POST 03/122** :
- CHIEF ENGINEER: ELECTRICAL/MECHANICAL REF NO: REFS/ 021974**
Directorate: Maintenance Academic Hubs
- SALARY** :
- R1 200 426 - R2 264 130.per annum (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
- CENTRE** :
- Chris Hani Baragwanath Facility Maintenance Hub

REQUIREMENTS

: A Degree (NQF 7) in Electrical/ Mechanical Engineering (B Eng/ BSC Eng) or relevant qualification recognised by SAQA. A minimum of six years post qualification experience as a registered Professional Engineer. A valid Driver's License. Compulsory registration with ECSA as a Professional Engineer. A valid driver's licence. competencies: Knowledge of Act of 1977 and Regulations. Knowledge of Engineering Profession Act, 2000, Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. Knowledge of PFMA/DORA/Treasury Regulations. Knowledge of All different contract options for infrastructure projects. Knowledge of Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Knowledge of Broad-Based Black Empowerment Act of 2003. Knowledge of Preferential Procurement Act of 2000 and Regulations. Knowledge of Public Service Act of 1994 and Regulations of 2001. Knowledge of Government Immovable Asset Management Act of 2007. Knowledge of Occupational Health and Safety Act of 1993 and Regulations. Skills: Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Financial management. Customer focus and responsiveness. Communication and Computer skills. People management skills. Planning and organising. Conflict management and negotiation skills. Attributes: Programme and project management. Engineering legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Engineering principles. Mobile equipment and operating skills. Technical consulting. Professional judgment. Research and Development. Creating a high-performance culture.

DUTIES

: Perform final review and approvals of audits on new engineering designs according to design principles or theory. Research the needs of the relevant health institutions. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Monitor current deployed technology. Pioneer new engineering services. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimise 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. 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 organisational 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 organisational principles. Allocate, control and monitor expenditure according to budget to ensure sufficient 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 quantity survey 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. Realeboga Mahapa Tel: 076 521 4118

POST 03/123

: **CHIEF ENGINEER: ELECTRICAL/MECHANICAL REF NO: REFS/022117**
Directorate: Maintenance Academic Hubs

SALARY

: R1 200 426 - R2 264 130.per annum (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's

**CENTRE
REQUIREMENTS**

contribution to the Government Employees Pension Fund (13% of basic salary).

: Steve Biko Facility Maintenance Hub
: A Degree (NQF 7) in Electrical/ Mechanical Engineering (B Eng/ BSC Eng) or relevant qualification recognised by SAQA. A minimum of six years post qualification experience as a registered Professional Engineer. A valid Driver's License. Compulsory registration with ECSA as a Professional Engineer. A valid driver's licence. Competencies: Knowledge of Act of 1977 and Regulations. Knowledge of Engineering Profession Act, 2000, Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. Knowledge of PFMA/DORA/Treasury Regulations. Knowledge of All different contract options for infrastructure projects. Knowledge of Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Knowledge of Broad-Based Black Empowerment Act of 2003. Knowledge of Preferential Procurement Act of 2000 and Regulations. Knowledge of Public Service Act of 1994 and Regulations of 2001. Knowledge of Government Immovable Asset Management Act of 2007. Knowledge of Occupational Health and Safety Act of 1993 and Regulations. Skills: Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Financial management. Customer focus and responsiveness. Communication and Computer skills. People management skills. Planning and organising. Conflict management and negotiation skills. Attributes: Programme and project management. Engineering legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Engineering principles. Mobile equipment and operating skills. Technical consulting. Professional judgment. Research and Development. Creating a high-performance culture.

DUTIES

: Perform final review and approvals of audits on new engineering designs according to design principles or theory. Research the needs of the relevant health institutions. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Monitor current deployed technology. Pioneer new engineering services. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimise 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. 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 organisational 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 organisational principles. Allocate, control and monitor expenditure according to budget to ensure sufficient 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 quantity survey 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. Realeboga Mahapa Tel: 076 521 4118

POST 03/124

: **CONSTRUCTION PROJECT MANAGER GRADE A-C REF NO:
REFS/021973 (3 POSTS)**

Chief Directorate: Health Infrastructure, Maintenance and Technical Portfolio Services

<u>SALARY</u>	:	R833 499 – R1 254 282.per annum. All-Inclusive Package Remuneration). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested for shortlisted applicants).
<u>CENTRE REQUIREMENTS</u>	:	Head Office
<u>DUTIES</u>	:	National Diploma (Built Environment field) with a minimum of 4 years and six months certified experience OR BTech (Build Environment field) with a minimum of 4 years certified managerial experience or Honours degree in any Built Environment field with a minimum of 3 years' experience. Registered as a Professional Construction Project Manager with SACPCMP. A valid driver's licence. Competencies: Knowledge- Construction Industry Development Board Act of 2000 and Regulations. SANS 10403, 10396, 2001, 1921, 1914, 294 and ISO 9000. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Legislation, Regulations and Guidelines pertaining to Infrastructure matters. Project and Construction Project Management Profession Act, 2000. Council for Built Environment Act, 2000. National Building Standards Act of 1977 and Regulations. Council for Built Environment Act of 2000. PFMA/DORA/Treasury Regulations. Best Practice Guidelines of CIDB and Information Notes. Skills-Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Programme and project management. Project management legal and operational compliance. Project management operational communication. Process knowledge and skills. Maintenance skills and knowledge. Project management principles. Attributes- People centred. Professionalism. Collective responsibility. Self-management & motivation. Reliability. Honesty and integrity. Strong ethics. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day to day operational aspects of a project and scope. Apply methodology and enforce project standards to minimise risk on projects. Report project progress to Chief Construction Project Manager. Manage project budget and resources. Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client and management. Contribute to the human resources and related activities. Maintain the record management system and the architectural library. Utilise resources allocated effectively. Keep up with new technologies and procedures. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management.
<u>ENQUIRIES</u>	:	Mr. Realeboga Mahapa Tel: 076 521 4118
<u>POST 03/125</u>	:	<u>ENGINEER PRODUCTION: MECHANICAL GRADE A-C REF NO: REFS/022029</u> Chief Directorate: Other Provincial Departments Infrastructure, Maintenance and Technical Portfolio Services
<u>SALARY</u>	:	R833 499 – R1 254 282.per annum. (All-inclusive Package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested for shortlisted applicants).
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	An Engineering degree (B Eng / BSC (Eng) or equivalent qualification. A minimum of 3 years' post qualification experience in Engineering is required. Must be a registered as a Professional Engineer with ECSA. Must have a valid driver's license. Competencies: Public Service Act of 1994. Public Service Regulations, 2016. PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and

<u>DUTIES</u>	: Guidelines. National Environmental Management Act of 1998. Engineering Profession Act of 2000. Engineering design and analysis Programme and project management. Computer-aided engineering applications. Knowledge of legal compliance. Skills- Decision making, Team leadership, Analytical, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication, Computer literacy Conflict management, Problem solving, Research, Technical report writing and Networking Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering works according to norms and standards and code of practice and approve engineering works according to prescribed norms and standards. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and process and administer performance management and development. Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor, control expenditure and service report on expenditure and service delivery.
<u>ENQUIRIES</u>	: Mr. Tshepo Marokane Tel: 076 521 4118
<u>POST 03/126</u>	: <u>QUANTITY SURVEYOR PRODUCTION GRADE A- C REF NO: REFS/021975 (2 POSTS)</u> Chief Directorate: Health Infrastructure, Maintenance and Technical Portfolio Services
<u>SALARY</u>	: R721 476 - R1 084 368.per annum (All-inclusive Package) The offer is based on recognition of experience after a registration. (Proof of recognized experience will be requested for shortlisted applicants).
<u>CENTRE REQUIREMENTS</u>	: Head Office (Johannesburg) : A Degree in Quantity Surveying or relevant qualification. A minimum of 3 years post qualification Quantity Surveyor experience required. A Compulsory registration with SACQSP as a Professional Quantity Surveyor. A valid driver's license. Competencies: Knowledge of Public Service Act of 1994. Knowledge Public Service Regulations, 2016.PFMA and Treasury Regulations, Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007.National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines-Skills- Decision making, Team leadership, Analytical, Creativity, Self-management, financial management, Customer focus and responsiveness, Communication, Computer literacy, Conflict management, Problem solving, Research, Technical report writing, Networking.
<u>DUTIES</u>	: Coordinate professional teams on all aspects regarding quantity survey. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure the adoption of technical and quality strategies. Develop quantity surveying related policies, methods and practices. Provide solutions on non-compliance on quantity determination. Review the cost determinations of projects and estimates accomplished by building designers and/or sub professional personnel. Mentor, train and develop candidate quantity surveying and related technical and administrative personnel to promote skill/knowledge transfer and adherence to sound principles and code of practice. Supervise quantity survey work and processes. Administer performance management and development. Prepare and consolidate inputs for the facilitation of resource utilisation. Undertake continuous professional development according to council guidelines. Conduct research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity surveying related matters. Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration. Monitor and control expenditure. Report on expenditure and service delivery. Undertake continuous professional development according to council guidelines. Conduct research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity surveying related matters.

- ENQUIRIES** : Mr. Realeboga Mahapa Tel: 076 521 4118
- POST 03/127** : **ARTISAN PRODUCTION GRADE A-C: ELECTRICAL REF NO: REFS/021984**
Directorate: Tembisa Facility Maintenance Hub
- SALARY** : R230 898 – R386 775.per annum (plus benefits). The offer is Based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
- CENTRE REQUIREMENTS** : Tembisa
An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's License. competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills.
- DUTIES** : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
- ENQUERIES** : Mr. Mantwane Chiloane Tel: 076 521 4118
- POST 03/128** : **ARTISAN PRODUCTION GRADE A-C: MECHANICAL FITTER REF NO: REFS/ 021985**
Directorate: Nokuthela- Ngwenya Facility Maintenance Hub
- SALARY** : R230 898 – R386 775.per annum (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
- CENTRE REQUIREMENTS** : Nokuthela- Ngwenya
An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's License. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills.
- DUTIES** : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
- ENQUERIES** : Mr. Mantwane Chiloane Tel: 076 521 4118
- POST 03/129** : **ARTISAN PRODUCTION GRADE A-C: MECHANICAL FITTER REF NO: REFS/021977**
Directorate: Springs District Maintenance Hub
- SALARY** : R230 898 – R386 775.per annum (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE REQUIREMENTS : Springs District Maintenance Hub
: An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's License. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills.

DUTIES : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

ENQUERIES : Mr. Mantwane Chiloane Tel: 076 521 4118

POST 03/130 : **ARTISAN PRODUCTION GRADE A-C: CARPENTER REF NO: REFS/021978**
Directorate: Springs District Maintenance Hub

SALARY : R230 898 – R386 775 per annum (plus benefits). The offer is on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE REQUIREMENTS : Springs District Maintenance Hub
: An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's License. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills.

DUTIES : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

ENQUERIES : Mr. Mantwane Chiloane Tel: 076 521 4118

POST 03/131 : **ARTISAN PRODUCTION GRADE A-C: ELECTRICAL REFERENCE NO: REFS/ 021982**
Chief Directorate: Maintenance

SALARY : R230 898 – R386 775.per annum (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE REQUIREMENTS : Tshwane: Boilers
: An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's License. competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills.

- DUTIES** : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
- ENQUERIES** : Mr. Freddie Stone Tel: 076 521 4118
- POST 03/132** : **ARTISAN PRODUCTION GRADE A-C: MECHANICAL FITTER REF NO: REFS/ 021983**
Chief Directorate: Maintenance
- SALARY** : R230 898 – R 386 775.per annum (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
- CENTRE REQUIREMENTS** : Tshwane: Boilers
: An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's License. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills.
- DUTIES** : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
- ENQUERIES** : Mr. Freddie Stone Tel: 076 521 4118
- POST 03/133** : **ARTISAN FOREMAN: BUILDING REF NO: REFS/ 021987**
Directorate: Facilities Maintenance Services
- SALARY** : R362 130 - R541 317.per annum (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
- CENTRE REQUIREMENTS** : Smangaliso Mkhathswa
: An appropriate Trade Test Certificate. Minimum of 5 years' experience post qualification as an Artisan. A valid drivers' licence. Competencies: Knowledge of Public Service Regulations, Occupational Health and Safety Act of 1993 and other relevant Legislations. Project Management. Technical design and analysis knowledge. Research and Development. Skills- Strong leadership skills with specific reference to the ability to display thoughtful leadership in complex applications. Budget control and management. Procurement and tender administration. High level of verbal and written communication skills. Policy and Strategy formulation and review skills.
- DUTIES** : Supervise and produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance on produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Update register of maintained and repaired faults. Obtain quotations and purchase (order) required equipment

and materials. Compile and submit reports as required. Keep up with new technologies and procedures for continuous individual development. Research on technical/engineering technology to improve expertise. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Supervise and mentor staff. Plan the usage of resources. Schedule works.

ENQUERIES : Mr. Zebilon Maupa Tel: 076 521 4118

POST 03/134 : **ARTISAN PRODUCTION GRADE A-C: CARPENTER REF NO: REFS/021988**
Directorate: Facilities Maintenance Services

SALARY : R230 898 – R386 775.per annum (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE : Head office

REQUIREMENTS : An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's License. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills.

DUTIES : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

ENQUERIES : Mr. Zebilon Maupa Tel: 076 521 4118

POST 03/135 : **ARTISAN PRODUCTION GRADE A-C: ELECTRICAL REF NO: REFS/021989**
Directorate: facilities Maintenance Services

SALARY : R230 898 – R386 775.per annum (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE : Head office

REQUIREMENTS : An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. valid driver's License. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills.

DUTIES : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

ENQUERIES : Mr. Zebilon Maupa Tel: 076 521 4118

- POST 03/136** : **ARTISAN FOREMAN: MECHANICAL/ELECTRICAL/BUILDING REF NO: REFS/022004**
Directorate: Tulisa Park District Maintenance Hub
- SALARY** : R362 130 - R541 317.per annum (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
- CENTRE** : Hillbrow Facility Maintenance Hub
- REQUIREMENTS** : An appropriate Trade Test Certificate. Minimum of 5 years' experience post qualification as an Artisan. A valid drivers' licence. Competencies: Knowledge of Public Service Regulations, Occupational Health and Safety Act of 1993 and other relevant Legislations. Project Management. Technical design and analysis knowledge. Research and Development. Skills- Strong leadership skills with specific reference to the ability to display thoughtful leadership in complex applications. Budget control and management. Procurement and tender administration. High level of verbal and written communication skills. Policy and Strategy formulation and review skills.
- DUTIES** : Supervise and produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance on produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Update register of maintained and repaired faults. Obtain quotations and purchase (order) required equipment and materials. Compile and submit reports as required. Keep up with new technologies and procedures for continuous individual development. Research on technical/engineering technology to improve expertise. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Supervise and mentor staff. Plan the usage of resources. Schedule works.
- ENQUERIES** : Mr. Moses Radithalo Tel: 076 521 4118
- POST 03/137** : **CHIEF ARTISAN GRADE A: MECHANICAL/ELECTRICAL/BUILDING REF NO: REFS/022005**
Chief Directorate: Maintenance
- SALARY** : R455 223 - R729 783.per annum (plus benefits).
- CENTRE** : Lenasia Facility Maintenance Hub
- REQUIREMENTS** : An appropriate Trade Test Certificate. Minimum of 10 years' experience post qualification as an Artisan/Artisan Foreman (Proof of recognized experience will be requested for shortlisted applicants). Computer literacy. A valid driver's licence. competencies: Knowledge of the National Building Regulation and Building Standards Act No 103 of 1977, Regulations and Municipal Regulations, Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007 and Occupational Health and Safety Act of 1993 and Regulations Skills- Planning and organizing, verbal and written communication and computer literacy skills.
- DUTIES** : Manage technical personnel. Manage Division Meetings. Manage job assessments for the Division. Manage material requirements for the Division. Manage availability of tools and materials for the Division. Manage client interaction and relations. Manage scheduling of work. Manage the overall productivity of the Division. Manage the development of maintenance schedules Enforce compliance for the keeping of maintenance schedules and records. Undertake research and literature studies. Apply research findings in the work environment. Sign performance based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources and maintain discipline. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Manage skills transfer between personnel and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage staff performance and Development.
- ENQUIRIES** : Mr. Moses Radithalo Tel: 076 521 4118

POST 03/138 : **CHIEF ARTISAN GRADE A: ELECTRICAL/MECHANICAL REF NO: REFS/022006**
Chief Directorate: Maintenance

SALARY : R455 223 - R729 783.per annum (plus benefits).
CENTRE : Leratong Facility Maintenance Hub
REQUIREMENTS : An appropriate Trade Test Certificate. Minimum of 10 years' experience post qualification as an Artisan/Artisan (Proof of recognized experience will be requested for shortlisted applicants). Computer literacy. A valid driver's license. Competencies: Knowledge of the National Building Regulation and Building Standards Act No 103 of 1977, Regulations and Municipal Regulations, Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007 and Occupational Health and Safety Act of 1993 and Regulations Skills- Planning and organizing, verbal and written communication and computer literacy skills.

DUTIES : Manage technical personnel. Manage Division Meetings. Manage job assessments for the Division. Manage material requirements for the Division. Manage availability of tools and materials for the Division. Manage client interaction and relations. Manage scheduling of work. Manage the overall productivity of the Division. Manage the development of maintenance schedules Enforce compliance for the keeping of maintenance schedules and records. Undertake research and literature studies. Apply research findings in the work environment. Sign performance based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources and maintain discipline. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Manage skills transfer between personnel and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage staff performance and Development.

ENQUIRIES : Mr. Albert Mthembu Tel: 076 521 4118

POST 03/139 : **CHIEF ARTISAN GRADE A: ELECTRICAL/MECHANICAL REF NO: REFS/022007**
Chief Directorate: Maintenance

SALARY : R455 223 - R729 783.per annum (plus benefits)
CENTRE : Kopanong Facility Maintenance Hub
REQUIREMENTS : An appropriate Trade Test Certificate. Minimum of 10 years' experience post qualification as an Artisan/Artisan Foreman (Proof of recognized experience will be requested for shortlisted applicants). Computer literacy. A valid driver's license. Competencies: Knowledge of the National Building Regulation and Building Standards Act No 103 of 1977, Regulations and Municipal Regulations, Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007 and Occupational Health and Safety Act of 1993 and Regulations Skills- Planning and organizing, verbal and written communication and computer literacy skills.

DUTIES : Manage technical personnel. Manage Division Meetings. Manage job assessments for the Division. Manage material requirements for the Division. Manage availability of tools and materials for the Division. Manage client interaction and relations. Manage scheduling of work. Manage the overall productivity of the Division. Manage the development of maintenance schedules Enforce compliance for the keeping of maintenance schedules and records. Undertake research and literature studies. Apply research findings in the work environment. Sign performance based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources and maintain discipline. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Manage skills transfer between personnel and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage staff performance and Development.

ENQUIRIES : Ms. Marry Mocheni Tel: 076 521 4118

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

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.

OTHER POSTS

<u>POST 03/140</u>	:	<u>LECTURER- (GR 1, GR 2) (ADULT CRITICAL CARE NURSING SCIENCE) REF NO. GS 3/25</u> Component: Kwazulu Natal College of Nursing - Grey's Campus Re-Advertisement
<u>SALARY</u>	:	Grade 1: R451 533 per annum Grade 2: R553 545.per annum plus 13 th cheque, medical-aid (optional) homeowners' allowance (employee must meet the prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Greys Hospital, Pietermaritzburg Senior Certificate/Grade 12 PLUS Degree/Diploma in General Nursing & Midwifery that allows registration with the South African Nursing Council (SANC)as a Professional nurse PLUS A post registration qualification in Nursing Education registered with the South African Nursing Council (SANC) PLUS A Post Basic qualification in Critical Care Nursing Science registered with SANC Current registration (2025) with South African Nursing Council: PLUS A minimum of four (4) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing (in the case of Grade 1) Or A minimum of fourteen (14) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing and Midwifery of which ten (10) years of the period referred to above must be appropriate / recognizable experience in Nursing Education (in the case of Grade 2) The Employment Equity Target For This Post Is: African Male, Indian Male, White Male, Coloured Male Recommendations: In possession of an unendorsed valid RSA Driver's License (Code EB) Master Degree in Nursing Knowledge, Skills, Attributes And Abilities Possess knowledge of Public Service Administration Acts and Legislation such as Health Act, Higher Education Act, SAQA Act, NQF, Nursing Act, Rules and Regulations, Council on Higher Education Policies, College Policies, PSR, Disciplinary Code and Procedure, Labour Relations Act, etc. Possess sound knowledge and understanding of nursing code of ethics and professional practice of the South African Nursing Council. Thorough knowledge and understanding of Nursing Standard of Practice and Scope of Practice. Possess knowledge of curriculum development and review. Knowledge of procedures and processes related to co-ordination of Post Graduate Diploma in Critical Care Nursing Science. Possess proficiency in teaching and assessment in Nursing Education. Possess sound knowledge of planning, scheduling, and implementation of Critical Care training programs. Possess sound conflict and decision-making/problem solving skills. Have good research and analytical skills. Have excellent communication and presentation skills (both verbal and written). Computer literacy with proficiency in MS Office package, Excel, Power Point and Outlook. Good interpersonal relations. Ability to work within set deadlines. Proficiency in teaching and assessment of Post Graduate Diploma in Adult Critical Care evaluation approaches. Possess good communication (written & verbal) and presentation skills Computer Literacy
<u>DUTIES</u>	:	Provide education and training to student nurses. Coordinate clinical learning exposure of student nurses between campus and clinical areas. Support the mission and promote the image of the college. Implement assessment strategies to determine student nurses' competencies Exercise control over student nurses Participate in quality assurance programs Participate in policy analysis, development and implementation. Development and review of nursing curricula for Adult Critical Care Nursing Implement the new nursing programs in line with SANC and CHE regulations Participates in the provisioning of continuous Professional Development activities at the Campus Participates in all government structures of the College
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. B.E Shezi- Grey's Campus Principal: Tel: 033- 8973508 Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200 or email to Malinee.chandul@kznhealth.gov.za / Khazimula.goba@kznhealth.gov.za .

<u>FOR ATTENTION NOTE</u>	:	Mrs M Chandulal
	:	Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only.
<u>CLOSING DATE</u>	:	07 February 2025
<u>POST03/141</u>	:	<u>PROFESSIONAL NURSE SPECIALTY MATERNITY (OBSTETRICS AND GYNAE) REF UMZIN/01/2025 (POSTS 8)</u>
<u>SALARY</u>	:	Grade 1: R451 533.per annum Grade 2: R553 454.per annum
<u>CENTRE</u>	:	Kwa-Zulu Natal- UMzinyathi health District Office Sub District Dundee Hospital (2 Posts) Charles Johnson Hospita (2 Posts) Church of Scotland (2 Posts) Greytown Hospital (2 Posts)
<u>REQUIMENTS</u>	:	Degree/ Diploma in General Nursing with Midwifery Registration certificate with SANC as a General Nurse with Midwifery A post basic qualification in Advanced Midwifery and Neonatal Science Post Basic registration certificate accredited by SANC in relevant specialty: Neonatal Nursing Science. Current registration receipt with SANC Knowledge, Skills And Competencies Required: Knowledge of public services acts, regulations and policies Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices standards Perform a clinical nursing practice in accordance with scope of practice and nursing standards as determined by relevant health facility Demonstrate effective communication with client/patients supervision and other clinicians, including report writing when required Able to plan and organize own work and that of support personnel to ensure proper nursing care Knowledge and experience in implementation of Batho Pele principles, patients' rights charter and code of conduct
<u>DUTIES</u>	:	Key Performance Areas/Kra's: Coordination of optical, holistic specialized nursing care provided within set standards and professional /legal framework Manage effectively and efficiently the utilization and supervision of all resources Participate in the analysis, formulation and implementation of policies, practices and procedures for example correct use partogram and maternity guidelines Monitor and control the quality of patient care Maintain accreditation standard by knowledge of policies and procedures, implementation of all programmes ESMOE, HBB, BANC, PMTCT and BFHI Compile monthly and quarterly of report Establish and maintain adherence to clinical governance pillars and processes Display a concern for patients, promoting, advocating and facilitating proper treatment and care ensuring that the unit adheres to the principles of Batho Pele Advocate and ensure promotion of nursing Ethos and professionalism Participate in health promotion and illness prevention initiative To assist in Employee Performance Management Development System (EPMDS) of staff and implement Employee Assistance Program (EAP)
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. K Edi Tel: 034 2999100 Applications forwarded to or Hand Delivery Umzinyathi Health District Office 34 Wilson Street Private Bag x2052 Dundee Dundee 3000 3000 Attention to: Ms. M Ngwenya Application may also be emailed to: Bongumusa.masondo@kznhealth.gov.za or Mbalenhle.Ngwenya@kznhealth.gov.za NBPlease note that due to financial constraints, there will be no payment of S & T and resettlement claims
<u>CLOSING DATE</u>	:	07 February 2025 at 16h00
<u>POST 03/142</u>	:	<u>PROFESSIONAL NURSE (GENERAL STREAM) WITH MIDWIFERY MATERNITY (OBSTETRICS AND GYNAE) REF UMZIN/02/2025 (POSTS 4)</u>
<u>SALARY</u>	:	Grade 1: R307 473.per annum Grade 2: R375 480.per annum Grade 3: R451 533.per annum
<u>CENTRE</u>	:	Kwa-Zulu Natal- UMzinyathi health District Office Sub District Dundee Hospital (1 Post) Charles Johnson Memorial Hospital (1 Post) Greytown Hospital (1 Post)
<u>REQUIMENTS</u>	:	Senior Certificate (Grade 12) or equivalent qualification PLUS Diploma/B Degree in nursing or equivalent qualification that allows registration with the

SANC as a Professional Nurse with Midwifery. Registration with the SANC as Professional Nurse with Midwifery Current SANC receipt (2024) knowledge, skills and competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other legal frameworks such as: Nursing Act, Health Act, Patient's Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, etc. Good skills in: Communication, report writing, facilitation, co-ordination, planning & organizing, decision making, computer usage. Ability to formulate patient related policies. Basic understanding of HR and Financial policies and procedures. Team building and cross cultural awareness.

DUTIES

: Key Performance Areas/Kra's: Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure accurate and proper record keeping for statistical purpose. Implement activities aimed at the improvement of women's health. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Adhere to the correct use of partogram. Implement infection control standards and practices to improve quality of nursing care. Ensure adherence to the ARV/TB/STI and VTP guidelines. Help Babies Breath (HBB) Ensure proper utilization of all the resources.

ENQUIRIES

: Mrs. K Edi Tel: 034 2999100

APPLICATIONS

: Applications forwarded to or Hand Delivery Umzinyathi Health District Office 34 Wilson Street Private Bag x2052 Dundee Dundee 3000 3000 Attention to: Ms. M Ngwenya Application may also be emailed to: Bongumusa.masondo@kznhealth.gov.za or Mbalenhle.Ngwenya@kznhealth.gov.za NB Please note that due to financial constraints, there will be no payment of S & T and resettlement claims

CLOSING DATE

: 07 February 2025 at 16h00

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

Limpopo Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for the filling of the vacant posts, which exist in the Limpopo Department of Agriculture and Rural Development. Women and people with disabilities are encouraged to apply.

- APPLICATIONS** : Applicants must quote the relevant reference number on the application and apply on the following website: <https://erecruitment.limpopo.gov.za>
- CLOSING DATE** : 07 February 2025
- NOTE** : Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5(1)(2) of the Promotion of Administrative Justice Act 3 of 2000. By virtue of applying, you are consenting that the department subject you to personnel suitability checks e.g. the verification of educational qualifications, previous experience, citizenship, reference checks, financial check, and security vetting. Candidates with foreign qualifications are advised to attach SAQA accreditation of their qualifications. Successful incumbents will be expected to sign a performance agreement within three months of the assumption of duty and be required to disclose their financial interest in accordance with the prescribed regulations. Note: Shortlisted candidates for Senior Management Services (SMS) will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency Assessment tool. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be a successful completion of the Senior Management pre-entry certificate/programme as endorsed by the National School of Governance (NSG) with effect from 01st April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS level. The link for the completion of the SMS pre-entry certificate is as follows: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All short-listed candidates will be required to have completed the pre-entry SMS certificate and be in possession of such prior to taking the post (submit such before appointment). Failure to comply with the above requirements will result in the disqualification of the application. The Department reserves the right not to make any appointment for the advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department. Note: Due to austerity measures, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

MANAGEMENT ECHELON

- POST 03/143** : **CHIEF DIRECTOR: AGRICULTURE REGULATORY AND TECHNOLOGY DEVELOPMENT (REF NO: LDARD 01/01/2025) (01 POST)**
Re-advertisement) Those who have applied before are encouraged to re-apply.
- SALARY** : R1 436 022 per annum (Level 14), all-inclusive package to be structured in terms of applicable rules and guidelines.
- CENTRE REQUIREMENTS** : Head Office: Polokwane
Grade 12 plus an appropriate undergraduate/ Bachelor`s degree (NQF level 7) in Agriculture as recognized by SAQA. A Minimum of 5 years of experience at a senior managerial level in Agriculture. A valid driver`s license (with exception of people with disabilities). Proof of completion of SMS pre- entry certificate must be submitted before appointed. Knowledge, Competencies, and Skills:

		Extensive knowledge and understanding of the legislative framework governing the Public Service. Experience and knowledge in agricultural research. Understanding of Agricultural Education and Training environment. Proven experience and thorough understanding of agriculture and rural development sector. Core and Process Competencies: Strategic capability and leadership, People Management and empowerment, Programme and project management, Financial Management, Change Management, Knowledge Management, Services delivery innovation, problem solving analysis, client orientation and customer focus, communication.
<u>DUTIES</u>	:	Provide high level strategic leadership and direction on policy and programmes development and implementation within the chief directorate. Manage and coordinate the provision of agriculture research and technology development services in animals. Manage and coordinate the provision of agriculture research and technology development services in crops. Manage and coordinate the provision of veterinary services. Manage and coordinate the provision of agricultural training services. Manage and utilise resources (financial, human, and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST 03/144</u>	:	<u>DEPUTY DIRECTOR: EXTENSION AND ADVISORY SERVICES (02 POSTS)</u>
<u>SALARY</u>	:	R1 003 890 per annum (Level 12), all-inclusive package to be structured in accordance with MMS dispensation.
<u>CENTRE</u>	:	Mopani North, Ref No: LDARD 02/01/2025) (01 Post) Sekhukhune South Central Ref No: LDARD 03/01/2025) (01 Post)
<u>REQUIREMENTS</u>	:	Grade 12 plus NQF level 6 Qualification in Agriculture or equivalent appropriate tertiary qualification as recognised by SAQA. Three (3) - five (5) years' relevant working experience of which three (3) years' must be at Junior Management/ Assistant Director level within Agriculture Operations. Valid driver's licence (with exception of people with disabilities). Knowledge, skills and competencies: Proven management competencies. Competent knowledge in computer applications and writing skills. Knowledge of Agricultural operations. Knowledge of Public Service Regulations, Public Service Act and any acts governing agricultural extension and advisory services, Policies and procedures. Knowledge of Public Finance Management Act. Strategic capability & leadership. Program and project management skills. Financial management skills. Change management skills. Communication skills, Conflict management skills. Policy analysing skills. Report writing skills. Facilitation skills.
<u>DUTIES</u>	:	Overall management of Agro Ecological Zone and activities. Manage provision of extension services. Manage the provision of information to farmers in relation to agriculture. Facilitate access of services to farmers. Mobilization and linkages of farmers, communities and other stakeholders. Manage the identification and need analysis for agricultural enterprise. Manage crop and animal production services. Establishment and management of departmental structures to support and manage supply chain, state assets, expenditure, budget and human resources. Manage agricultural relationships among targeted interest groups and key stakeholders in the local wards. Analyse Agro-economic conditions of the Agro Ecological Zone for effective intervention strategy development. Evaluate feasibility of agricultural projects and attract agricultural investment into the Agro Ecological Zone. Evaluate policy and strategic interventions at local projects level and provide consistent advice to District Director, Chief Director, HOD, Councilors, Municipal Managers, Mayor, MEC and LDARD clients. Provide capacity building and training services to farmer.
<u>ENQUIRIES</u>	:	Ms Malatji MA, Chaka NS and Hlungwani G Tel No: (015) 812 3210 / 11 / 18
<u>POST 03/145</u>	:	<u>DEPUTY DIRECTOR: ACADEMIC AFFAIRS (REF NO: LDARD 04/01/2025) (01 POST)</u>
<u>SALARY</u>	:	R849 702 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.
<u>CENTRE</u>	:	Tompi Seleka College

<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate NQF level 9 professional qualification in Education/Agriculture as recognised by SAQA. Registration as a facilitator, assessor and moderator or PGC qualification will be added advantage. A minimum of 3 years' experience at a junior management level/ Assistant Director. A valid driver's licence (with exception of persons with disabilities). Knowledge, Competencies and skills: Extensive knowledge and understanding of Public Service Act, Public Service Regulations, PFMA, DORA and relevant DPSA Prescripts or legislative frameworks governing Education and training institutions. Analytical and Innovative thinking. Written and verbal communication skills. Decision making. Strong leadership, management and team building skills. Problem solving and conflict resolutions.
<u>DUTIES</u>	:	Manage the Higher Education Training (HET) programme of the Agricultural Training Institute (ATI). Manage the development and implementation of strategies and policies in relations to Higher Education requirements. Coordinate and manage the implementation of Education and Training programs. Manage the creation of linkages and strategic partnerships with South African and international Agricultural education and training institutions to engage in joint training projects. Manage the provision of student affairs services. Manage and perform administrative and related functions.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST 03/146</u>	:	<u>STATE VETERINARIAN REF NO: LDARD 05/01/2025 (01 POST)</u>
<u>SALARY</u>	:	R849 702 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation
<u>CENTRE REQUIREMENTS</u>	:	Sekhukhune East
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate qualification NQF level 8 in Veterinary medicine (BVSc/BVMCH) as recognised by SAQA and current proof of registration with the South African Veterinary Council. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Thorough knowledge of the Meat Safety Act. Animal Diseases Act and supporting legislation and policies. Working knowledge of food safety risk management system. Interest and knowledge in veterinary pathology. Excellent interpersonal, negotiation and communication skills (verbal & written). Extensive knowledge on disease control programmes, Knowledge of international trade and legislation. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Manage animal disease control in the Agro Ecological Zone. Management of Veterinary Services personnel and resources in the Local Agricultural offices. Formulation and implementation of disease control strategies and policies in the Local Agricultural offices. Monitor and evaluate disease control strategies in the Local Agricultural offices. Manage animal identification in the Local Agricultural offices. Liaison with other role players.
<u>ENQUIRIES</u>	:	Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000
<u>POST 03/147</u>	:	<u>PROFESSIONAL SCIENTIST PRODUCTION GRADE A: ANIMAL NUTRITION AND PRODUCT QUALITY (REF NO: LDARD 06/01/2025) (01 POST)</u>
<u>SALARY</u>	:	R721 476 per annum (OSD), all-inclusive package to be structured in accordance with OSD dispensation.
<u>CENTRE REQUIREMENTS</u>	:	Mara Research Centre
<u>REQUIREMENTS</u>	:	Grade 12 plus a Science degree (Bsc) (Hon) or relevant qualification/equivalent qualification as recognised by SAQA. Compulsory registration with the SACNASP as a professional. 3 years post qualification experience. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Technical Competencies: Programme and Project management. Scientific Methodologies and models. Research and Development. Computer-aided Scientific applications. Knowledge of legal compliance. Technical report Writing. Creating high Performance. Professional Judgment. Data analysis. Policy development and analysis. Presentation Skills. Mentoring. Generic competencies: Decision making. Team leadership. Analytical skills. Creativity. Financial Management. Customer focus and Responsiveness. Communication. Networking. Computer literacy. People

- management. Planning and Organizing. Conflict management. Change. Management. Problem solving and Analysis. Innovation.
- DUTIES** : Develop and implement methodologies, policies, systems and procedures. To perform scientific analysis and regulatory functions. Research and development. Human capital development.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
- POST 03/148** : **ASSISTANT DIRECTOR: RURAL DEVELOPMENT FACILITATION AND SUPPORT SERVICES (REF NO: LDARD 07/01/2025) (01 POST)**
- SALARY CENTRE REQUIREMENTS** : R552 298 per annum (Level 10)
: Vhembe District Office
: Grade 12 plus an appropriate qualification NQF level 7 in Agriculture or equivalent tertiary qualification as recognized by SAQA. A minimum of three (3) years relevant experience at supervisory level in the Agricultural Advisory environment. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills: Extensive knowledge and understanding of Public Service Act, Public Service Regulations, Relevant DPSA Prescripts, Division of Revenue Act, Public Finance Management Act, Land Redistribution for Agricultural Development Policy, Land Reform Act, 1997 (Act 3 of 1997), Policies and Strategies: APAP, RAAVC, Limpopo Development Plan, National Policy on Comprehensive Producer Development Support. Project management skills, Computer literacy (Excel Spreadsheets, Power Point and Microsoft Word), Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; Supportive; Flexible; Willing to work under changing and difficult circumstances. Strategic capability and leadership, People Management and empowerment, Programme and project management, Financial Management Change management. Knowledge Management, Service delivery innovation, problem solving analysis, client orientation and customer focus, communication.
- DUTIES** : Coordinate and conduct social facilitation and participatory community development processes. Facilitate skills development. Facilitate co-operation between communities and public and private sector organizations. Sensitize rural communities on rural development initiatives. Conduct household profiling services. Provide post settlement support services. Establish and strengthen existing institutions for socio-economic development. Intergovernmental coordination municipalities, provincial and national departments.
- ENQUIRIES** : Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963
- POST 03/149** : **ASSISTANT DIRECTOR: EXTENSION AND ADVISORY SERVICES (REF NO: LDARD 08/01/2025) (02 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R552 081 per annum (Level 10)
: Capricorn North Western Zone
: Grade 12 plus an appropriate qualification NQF level 7 in Agriculture/ Crop Production or equivalent appropriate tertiary qualification as recognized by SAQA. A minimum of 3 years relevant experience at Supervisory level in Extension and Advisory Services. Compulsory registration with a professional body (e.g. SACNASP). A Valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills: Extensive knowledge in agricultural advisory. Knowledge of production planning and management. Knowledge of Public Service Legislation. IDPS, PGDS and CASPJ extension norms and standards. Report writing skills, Computer skills, Problem solving skills, Analytical skills, and ability to communicate with stakeholders at all levels. Knowledge of new agricultural technology and agricultural technical knowledge. Knowledge of project monitoring and evaluation. Knowledge of planning and organising, Facilitation skills. Networking skills and knowledge of other agricultural programmes, e.g. CASP, Letsema, Extension Recovery Plan (ERP), Land care and Fetsa Tlala. Language proficiency will be tested. Thorough knowledge report writing, problem solving, decision making, communication, computer literacy, presentation. Management and financial, Goal driven, Dedicated, Assertiveness, well discipline, conflict management, leadership development, teamwork and good communication.

- DUTIES** : Provide leadership and allocate responsibilities ties to the extension and advisory personnel in the service center. Ensure the provision of institutional and technical support to all Agricultural programmes. Ensure technical support to poverty alleviation programmes, food, security, youth, disabled, woman, emerging and commercial farmers. Monitoring and evaluation of extension and advisory personnel (All personnel in service centre) in relation to the planned programmes. coordinates linkages with stakeholders.
- ENQUIRIES** : Ms. Sebatjane LD Tel No: (015) 632 8609, Ms. Moeti M Tel No: (015) 632 8619
- POST 03/150** : **ASSISTANT DIRECTOR: HAST & HPM (REF NO: LDARD 09/01/2025) (01 POST)**
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)
: Head Office: Polokwane
: Grade 12 plus an appropriate qualification NQF Level 8 in social work/ clinical psychology. Registration with South African Council for Social Service Professions (SACSSP) as a Social Worker/Health Professions Council of South Africa as a Registered Counsellor or Psychologist. A minimum of three 3 years relevant experience in Employee Health and Wellness. Experience in HAST and HPM will be an added advantage. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Knowledge and understanding Employee Health and Wellness (EHW) Strategic Framework for the Public Service, HR practices and procedures on Incapacity Management, EAPA SA Standards. Thorough knowledge and understanding of National Strategic Plan (NSP) for HIV, TB and STIs. Understanding of Public Finance Management Act, Treasury Regulations. Knowledge of the Code of Ethics for the profession. Knowledge and understanding of project and programme coordination. Sound knowledge of relevant Public Service policies and regulations. Planning and organising skills, effective communication skills, interpersonal skills, problem solving and negotiation skills, coordination, innovation, creativity and presentation skills. Report writing skills. Computer literacy.
- DUTIES** : Coordinate the Mainstreaming HIV, TB and STIs programmes into the core mandate of the department. Coordinate the provision of HIV testing, TB, and health screening. Coordinate HIV, TB and STIs prevention programmes. Provide care and support programmes (Psychosocial assessment, counselling, referral services of employees on Incapacity Management). Coordinate the implementation of Health and Productivity programmes. Coordinate Mental Health programmes. Implement Peer Education programme. Coordinate Disease Management programmes (Communicable and Non-Communicable). Compile and submit HAST & HPM reports. Coordinate the development, review, implementation of HAST, HPM policies and Standard Operating Procedures (SOP). Liaise with relevant internal and external stakeholders on the implementation of HAST & HPM programmes.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
- POST 03/151** : **ASSISTANT DIRECTOR: WELLNESS MANAGEMENT (REF NO: LDARD 10/01/2025) (01 POSTS)**
(Re – advertisement Those who have applied before are encouraged to re-apply.)
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)
: Head Office: Polokwane
: Grade 12 plus an appropriate qualification NQF Level 8 in Social work/ Clinical Psychology. Current Registration with South African Council for Social Service Professions (SACSSP) as a Social Worker/Health Professions Council of South Africa as a Registered Counsellor or Psychologist. A minimum of three 3 years relevant experience in Employee Health and Wellness. Experience in Wellness Management will be an added advantage. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Knowledge and understanding Employee Health and Wellness (EHW) Strategic Framework for the Public Service, HR practices, Public Service Regulations and EAPA SA Standards. Thorough knowledge and understanding of Public Finance Management Act, Treasury Regulations. Knowledge of the Code of Ethics for the profession. Knowledge and

		understanding of project and programme coordination. Sound knowledge of relevant Public Service policies and regulations. Planning and organising skills, effective communication skills, interpersonal skills, problem solving and negotiation skills, coordination, innovation, creativity and presentation skills. Report writing skills. Computer literacy.
<u>DUTIES</u>	:	Develop strategies to ensure the overall physical wellness of employees. Provide Psycho-Social Wellness services. Coordinate Organisational Wellness programmes. Promote and monitor work-life balance programmes. Monitor the utilisation of Wellness Centre. Compile analysis reports.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST 03/152</u>	:	<u>ASSISTANT DIRECTOR: CONTRACT AND PERFORMANCE MANAGEMENT (REF NO: LDARD 11/01/2025) (01 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444,036 per annum (Level 09) Head Office: Polokwane Grade 12 plus an appropriate NQF Level 6 qualification in commerce/ finance / public administration/ public management / supply chain or equivalent qualification as recognised by SAQA. A minimum of 3-5 years' experience in Performance and Contract management environment. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Knowledge of Supply Chain Management Prescripts. Knowledge of Public Service Regulations, Acts, Policies and procedures. Knowledge of Public Finance Management Act (PMFA). Leadership skills. Project Management skills. Financial Management skills. Change & Knowledge Management skills. Communication skills. Conflict Management skills. Policy analysing skills. Report writing skills. Negotiation skills. People Management. Financial Management. Responsiveness. Pro-activeness. Professionalism. Accuracy. Flexibility. Independent. Co-operative. Team player; Supportive. Willing to work under changing and difficult circumstances. Client focused strategist.
<u>DUTIES</u>	:	To provide contract and performance management services. Coordinate the drafting and signing of contracts and service level agreements. Monitor maintenance of database of registers. Monitor contract administration. Monitor performance of service providers. Liaise with Provincial and National Treasury. Supervise subordinates and utilise resources (human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST 03/153</u>	:	<u>SENIOR AGRICULTURAL ADVISOR/SENIOR LECTURER - ANIMAL PRODUCTION (REF NO: LDARD 12/01/2025) (03 POSTS)</u> Twelve months (12) fixed term contract
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum (Level 09) Tompoti Seleka College Grade 12 plus an appropriate minimum qualification NQF level 8 in Agriculture in Animal Production. Post graduate Diploma in Education or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of Three (03) years' experience in Animal Production. Master's Degree and Teaching/training experience will be an added advantage. A Valid driver's license (with exception of people disabilities). Knowledge, Competencies and Skills: Advanced communication/Presentation skills. Knowledge of project planning and management. Computer literacy skills. Problem solving and conflict management skills. Planning and organizing skills. Ability to work with people of diverse culture and communicate and interact at various levels. Good verbal and written communication skills. Ability to travel, work under pressure and beyond normal working hours.
<u>DUTIES</u>	:	Provision of lectures to Diploma students and farmer training in Animal Production. Help during selection, admission and orientation of first year students. Research information on the internet and library. Prepare learner, practical, workbook, facilitator guide and lesson plan. Prepare tests, assignments, quiz, tutorial and their memorandums. Prepare examination and reexamination question papers. Mark tests, assignment scripts and prepare

- semester and final mark. Invigilates during tests and examinations. Providing counselling, mentoring, coaching, and parental and pastoring roles. Placing and monitoring of students on work integrated learning/experimental learning. Marking or assessment of work integrated learning/Experimental learning reports. Conduct outreach service. Perform post-related administrative duties
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
- POST 03/154** : **VETERINARY TECHNOLOGIST REF NO: LDARD 13/01/2025 (01 POST)**
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum (Level 08)
: Mokopane Laboratory
: Grade 12 plus an undergraduate qualification NQF level 6 in Veterinary Technology. Registration with the South African Veterinary Council as Veterinary Technologist. A minimum of one (1) year experience in Veterinary Laboratory. Valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills: Proven interpersonal, negotiation & communication skills (verbal & written). Time management. Computer proficiency skills will be tested. Quality assurance, Reproduction, Parasitology, hygiene survey and Serology.
- DUTIES** : Render technical support service to the laboratory veterinarian, which includes the doing of serological, histological, biochemical and toxicological analysis, as well as the identification of microorganisms, internal and external parasites. Information management. Analyse and interpret laboratory diagnostic tests results. Review and verification of laboratory test results. Participate in the compilation of SOP's and implementation of approved SOP's in accordance with the applicable quality management system. Control and maintenance of laboratory equipment, including calibration. Stock control of the relevant diagnostic section
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
- POST 03/155** : **AGRICULTURAL ADVISOR: EXTENSION AND ADVISORY SERVICES (07 POSTS)**
- SALARY CENTRE** : R376 413 per annum (Level 08)
: Sekhukhune South Central (Ref No: LDARD 14/01/2025) (01 Post)
: Vhembe Central (1) (Ref No: LDARD 15/01/2025) (01 Post)
: Vhembe Far North (2) Ref No: LDARD 16/01/2025) (02 Posts)
: Vhembe West (2) (Ref No: LDARD 17/01/2025) (02 Posts)
: Mopani North (Ref No: LDARD 18/01/2024) (01 Posts)
- REQUIREMENTS** : Grade 12 plus an appropriate minimum qualification NQF Level 8 in agricultural extension or equivalent appropriate tertiary qualification as recognised by SAQA. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) or other applicable and recognized statutory body. A valid driver's license (with exception of people with disabilities). No experience required. Knowledge, Competencies, and Skills: Computer skills. Knowledge of extension methodology. Communication/presentation skills.
- DUTIES** : To promote sustainable development in the agricultural sector through the application of the appropriate extension principles and methods. Render scientific and technical advice to internal and external clients under mentorship to ensure sustainable development. Provide technical support in terms of planning, advice and after care for organized agriculture and other agricultural stakeholders. Provide technical support on Government funded projects (such as CASP, LRAD etc.) and also assist with planning, advice and after care. Promote sustainable production of Agricultural products. Involvement in research activities under guidance of seniors. Perform administrative and related functions. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective extension service.
- ENQUIRIES** : Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000
: Vhembe District: Mamburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007

- POST 03/156** : **ANIMAL HEALTH TECHNICIAN (02 POST)**
- SALARY** : R376 413 per annum (Level 08)
CENTRE : Waterberg North (Ref No: LDARD 19/01/2025) (01 Post)
Capricorn West (Ref No: LDARD 20/01/2025) (01 Post)
- REQUIREMENTS** : Grade 12 plus an appropriate qualification NQF level 6 in Animal Health or equivalent appropriate tertiary qualification as recognised by SAQA. Compulsory registration with the South African Veterinary Council as Animal Health Technician. A valid driver's licence (with exception of people with disabilities). No experience required. Knowledge, Competencies, and Skills: Excellent interpersonal, communication and negotiation skills. Time management. Thorough knowledge of Animal Diseases Act, 1984 (Act 35 of 1984). Thorough knowledge of Animal Identification Act, 2002 (Act 6 of 2002). Knowledge of Meat Safety Act, 2000 (Act 40 of 2000). Thorough knowledge of specific diseases control programmes and eradication schemes. Knowledge of the PFMA. Computer proficiency. Report writing skills.
- DUTIES** : To render an Animal Health Regulatory Support Service in terms of the Animal Health Diseases Act (Act 35/1984). Implement disease control measures. Render a support service to the State Veterinarian with regard to animal disease control, reproduction and production advancement, sample collection and law enforcement. Assist in the provision of extension services on animal health to animal owners. Perform administrative and related functions, which would, inter alia, entail populating databases and compile and submit monthly and quarterly reports.
- ENQUIRIES** : Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324
- POST 03/157** : **VETERINARY PUBLIC HEALTH OFFICER: (REF NO: LDARD 21/01/2025) (01 POST)**
- SALARY** : R376 413 per annum (Level 08)
CENTRE : Head Office: Polokwane
- REQUIREMENTS** : Grade 12 plus a relevant National Diploma (NQF Level 6) or equivalent appropriate tertiary qualification as recognised by SAQA. Six years appropriate experience (post qualification experience). A paid-up registration with the South African Veterinary Council; A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Excellent interpersonal, communication and negotiation skills. Time management. Thorough knowledge of Animal Diseases Act, 1984 (Act 35 of 1984). Thorough knowledge of Animal Identification Act, 2002 (Act 6 of 2002). Knowledge of Meat Safety Act, 2000 (Act 40 of 2000). Thorough knowledge of specific diseases control programmes and eradication schemes. Knowledge of the PFMA. Computer proficiency. Report writing skills.
- DUTIES** : To render and manage a veterinary public health in terms of the Meat Safety Act (Act 40 of 2000). Ensure meat hygiene and food safety through inter alia:- Abattoir & sterilization plants. Promote awareness regarding meat hygiene and food safety. Investigation and control illegal slaughtering in collaboration with the relevant authorities and advise the public regarding informal slaughtering of animals. Determine slaughter needs of communities and make recommendations in this regard. Provide training, technical assistance and health education to communities, schools and public on meat hygiene and food safety. Liaison with internal and external stake holders. Assist with risk assessment. Collect samples for surveillance projects (BSE, residue, bacteriological, etc) on identified diseases in animal products and report; accordingly. Assist in planning and execution of contingency plans for disaster management in case of disease outbreaks; Assist in managing and monitoring risk assessment audits at rendering plants, source establishments of hides and skins and inter-hides and stores; Assess the food safety risk of local products and report accordingly. Perform administrative and related functions. Compile and submit monthly and quarterly reports, letters and notices as required. Populate databases and Provide inputs to the drafting Operational Plan for Veterinary Public Health.

- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
- POST 03/158** : **SENIOR STATE ACCOUNTANT: SUPPLY CHAIN AND ASSET MANAGEMENT-ACQUISITION (REF NO: LDARD 22/01/2025) (01 POST)**
- SALARY** : R376 413 per annum (Level 08)
CENTRE : Head Office: Polokwane
REQUIREMENTS : Grade 12 plus an undergraduate qualification (NQF Level 6) in Supply Chain Management/Financial Management, Public Management or Accounting field of study or any other relevant qualification. A minimum of 3 years' experience in Supply Chain Management field. Any related prescripts, contact management. A qualification related to Treasury and competence for Finance officials will be an added advantage. Preparedness to security clearance and disclosure of financial interest. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Supervisory skills, good planning and organized skills. Good interpersonal relations and good communication skills (written and verbal). Ability to work under pressure and preparedness to work overtime, when required. Skills in Microsoft Word and Excel.
- DUTIES** : Advertising of the bids. Opening and closing of the tender box. Bid Management. Responsible for the full Supply Chain Management procedures and processes. Opening and closing of the tender box. Compile bid register and check lists after closing and stamping the documents. Evaluation of the bids. Compilation of the evaluation reports. Arrange meetings of both committees. Compile monthly procurement reports. Compilation of agenda for the bid and sub-bid committees. Communicate with the end user on decisions made by sub-bid committee. Conduct physical inspections. Ensure an uninterrupted flow of goods and services for all users.
- ENQUIRIES** : Ms. Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
- POST 03/159** : **SENIOR PERSONEL PRACTITIONER: HUMAN RESOURCE PLANNING AND INFORMATION (REF NO: LDARD 23/01/2025) (01 POST)**
- SALARY** : R376 413 per annum (Level 08)
CENTRE : Head Office: Polokwane
REQUIREMENTS : Grade 12 plus an appropriate NQF level 6 tertiary qualification in Public Management/ HRM/ HRD or equivalent qualification as recognised by SAQA. Minimum of 3-5 years working experience in human resource planning and information. A valid driver's licence (with the exception of people with disabilities). Knowledge, Competencies and skills: Knowledge of Public Service Regulations, Acts, Policies and procedures. Knowledge of Human Resource Management / Planning. Communication skills. Communication skills. Presentation skills. Report writing skills.
- DUTIES** : To provide human resource planning and information services. Provide the development and review of Human Resource Plan. Facilitate the development and review of Employment Equity Plan. Facilitate the achievement of employment equity status for women SMS and for people with disabilities. Facilitate Employee satisfaction survey and Exit interviews. Supervise subordinates
- ENQUIRIES** : Ms. Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
- POST 03/160** : **SCIENTIFIC TECHNICIAN GRADE A: ANIMAL NUTRITION AND PRODUCT QUALITY (REF NO: LDARD 24/01/2025) (01 POST)**
- SALARY** : R371 253 per annum (OSD), all-inclusive package to be structured in accordance with OSD dispensation.
CENTRE : Mara Research Centre
REQUIREMENTS : Grade 12 plus a National Diploma (NQF Level 6) in Science or relevant qualification as recognised by SAQA. Compulsory registration with the SACNASP as a Certificated Natural Scientist. 3 years post qualification technical (scientific) experience. A valid driver's licence (with exception of

people with disabilities). Knowledge, Competencies and Skills: Technical Competencies: Programme and project management. Scientific methodologies. Research and development. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Data analysis. Mentoring. Generic competencies: Decision making. Team leadership. Analytical skills Creativity. Self-management. Financial Management. Customer focus and Responsiveness. Communication. Computer literacy. Networking. People management. Planning and organising. Conflict management. Change Management. Problem solving and analysis.

DUTIES : To provide technical support for research, assessment, evaluation, development, innovation and protection to ensure the sustainability of resources and contribute towards a knowledge economy. Develop and implement methodologies, policies, systems and procedures. Provide technical support and advice. To perform technical scientific analysis and regulatory functions. Research and development. Human capital development.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST 03/161 : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN AND ASSET MANAGEMENT- (REF NO: LDARD 25/01/2025) (01 POST)**

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: Capricorn District
: Grade 12 plus an undergraduate qualification NQF Level 6 in Transport Management, Supply Chain Management/Financial Management, Public Management or Accounting field of study or any other relevant qualification. A minimum of 3 years' experience in Supply Chain Management field. Knowledge, Competencies, and skills: Supervisory skills, good planning and organized skills. Good interpersonal relations and good communication skills (written and verbal). Ability to work under pressure and preparedness to work overtime, when required. Skills in Microsoft Word and Excel.

DUTIE : Conduct need analysis for the acquisition of GG and Subsidized Vehicles. Develop and update the subsidized and GG vehicle register. Facilitate maintenance of vehicles. Conduct inspection of GG and subsidized Vehicles. Supervise subordinates.

ENQUIRIES : Ms. Sebatjane LD Tel No: (015) 632 8609, Ms. Moeti M Tel No: (015) 632 8619

POST 03/162 : **ADMINISTRATIVE OFFICER: HRD AND TRANSFORMATION (REF NO: LDARD 26/01/2025) (01 POST)**

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: Sekhukhune District
: Grade 12 plus NQF level 6 in Public Management/ Administration / Human Resource Management/ Human Resource Development/ Social Science / Psychology Qualification or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of 2 to 3 years' experience. PERSAL Certificate/ Results. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Public Service Regulations. Public Service Act, EEA. Able to handle confidential information. Knowledge of PERSAL System. Strong organizational skills. Communication skills. Interpersonal skills. Experience with technology and software. Problem-solving skills. Customer service skills. Knowledge of the PFMA. Computer proficiency. Report writing skills. Knowledge of Batho Pele Principles

DUTIES : Provide Safety, Health, Environment and Special Program Services. Provide HIV / AIDS, HAST, Cancelling and Health Productivity Management Services. Provide Employee Health and Wellness Service. Provide Performance Management and Development System Service. Provide Human Resource Training and Development Services. Provide Service Delivery Improvement Services. Render Administrative Support Services.

ENQUIRIES : Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000

POST 03/163 : **ADMINISTRATIVE OFFICER: HUMAN RESOURCE TRAINING AND DEVELOPMENT (REF NO: LDARD 27/01/2025) (01 POST)**

SALARY : R308 154 per annum (Level 07)
CENTRE : Head Office: Polokwane
REQUIREMENTS :

Grade 12 plus an appropriate NQF Level 6 tertiary qualification in Human Resource Development / Human Resource Management. A minimum of 2-3 years experience in Human Resource Development/ Management. A Valid driver's license. (with the exception of people with disabilities). Knowledge, Competencies and Skills: Financial solving Planning & Organizing, Time Management, Policy analysis, good communication skills, Facilitation skills and Co-ordination skills. Deep knowledge of Human Resource Training and Development, Knowledge of Public Service Act, policies and procedures, Knowledge of Public Finance Management and Knowledge of Skill development Act.

DUTIES : Provide Skills Development Programmes. Implement learnership /RPL, internships. Experiential and AET programs. Administer bursaries. Provide induction and orientation program. Provide administrative support to HR training and development services.

ENQUIRIES : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

POST 03/164 : **ADMINISTRATIVE OFFICER: ADMINISTRATION SUPPORT SERVICES (REF NO: LDARD 28/01/2025) (01 POST)**

SALARY : R308 154 per annum (Level 07)
CENTRE : Sekhukhune East
REQUIREMENTS :

Grade 12 plus NQF level 6 in Public Management/ Administration / Human Resource Management/Financial Management Qualification or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of 2-3 years' experience in Administration. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies, and skills: Strong organizational skills, Communication skills, Experience with technology and software. Problem-solving skills. Knowledge of working procedure in terms of the working government. Customer service skills. Knowledge of the PFMA. Computer proficiency. Report writing skills. Knowledge of Batho Pele Principles.

DUTIES : Supervise and render administrative support services at Agro-ecological zone. Supervise and render general clerical support services. Supervise and provide supply chain clerical support services. Supervise and provide personnel administration clerical support services. Supervise and provide financial administration support services. Supervise and provide transport support services. Supervise human resources/staff.

ENQUIRIES : Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000

POST 03/165 : **ADMINISTRATIVE OFFICER: FACILITIES MANAGEMENT (02 POSTS)**
(Re-advertisement)

Those who have applied before are encouraged to re-apply.

SALARY : R308 154 per annum (Level 07)
CENTRE : Head Office: Polokwane (Ref No: LDARD 29/01/2025) (01 post)
Mopani District (Ref No: LDARD 30/01/2025) (01 post)

REQUIREMENTS : Grade 12 plus NQF level 6 in Public Management/ Administration / Facilities Management/Human Resource Management/Property Management or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of three years' experience in administration. A valid driver's licence (with the exception of people with disabilities). Knowledge, Competencies and Skills: Knowledge of working procedure in terms of the working government. Knowledge of the PFMA. & Treasury Regulations. Knowledge of Batho Pele Principles. Strong organizational skills. Communication skills. Interpersonal skills. Managerial functions. Problem-solving skills. Customer service skills. Computer proficiency. Report writing skills.

DUTIES : Provide administrative support for infrastructure maintenance. Coordinate infrastructure major and minor projects. keeping custody of office building. Coordinate the day-to-day maintenance of facilities. Coordinate the building

inspections. Provide the OHS support and implementation of recommendations. Ensure that specifications are scrutinized in consultation with PDPWRI. Monitor onsite contractors. Liaise with stakeholders. Ensure the availability of facility maintenance equipment's and materials. Provide administrative support for property leases and acquisition. Process payment of rentals and municipality. Provide supervisory support for Facilities Management (Cleaning and hygiene, reception). Adhere to all relevant legislation and procedures within facilities management. Supervise subordinates.

ENQUIRIES : Head Office: Polokwane: Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
Mopani District: Ms Malatji MA, Chaka NS and Hlungwani G Tel No: (015) 812 3210 / 11 / 18

POST 03/166 : **ADMINISTRATIVE OFFICER: FACILITIES AND RECORDS MANAGEMENT (01 POST) (Ref No: LDARD 31/01/2025)**
(Re-advertisement Those who have applied before are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: Mopani District
: Grade 12 plus NQF level 6 in Public Management/ Administration / Facilities Management/Human Resource Management/Property Management or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of three years' experience in administration. A valid driver's licence (with the exception of people with disabilities). Knowledge, Competencies and Skills: Knowledge of working procedure in terms of the working government. Knowledge of the PFMA. & Treasury Regulations. Knowledge of Batho Pele Principles. Strong organizational skills. Communication skills. Interpersonal skills. Managerial functions. Problem-solving skills. Customer service skills. Computer proficiency. Report writing skills.

DUTIES : Provide administrative support for infrastructure maintenance. Coordinate infrastructure major and minor projects. keeping custody of office building. Coordinate the day-to-day maintenance of facilities. Coordinate the building inspections. Provide the OHS support and implementation of recommendations. Ensure that specifications are scrutinized in consultation with PDPWRI. Monitor onsite contractors. Liaise with stakeholders. Ensure the availability of facility maintenance equipment's and materials. Provide administrative support for property leases and acquisition. Process payment of rentals and municipality. Provide supervisory support for Facilities Management (Cleaning and hygiene, reception). Adhere to all relevant legislation and procedures within facilities management. Supervise subordinates.

ENQUIRIES : Ms Malatji MA, Chaka NS and Hlungwani G Tel No: (015) 812 3210 / 11 / 18

POST 03/167 : **REGISTRY CLERK (SUPERVISOR): RECORD MANAGEMENT (REF NO: LDARD 32/01/2025) (01 POST)**

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: Head Office
: Grade 12 Certificate or equivalent appropriate qualification as recognised by SAQA. A minimum of three years' experience in registry with a valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Good verbal and written communication skills, Interpersonal relations skills, Flexibility, Teamwork, Computer proficiency, Planning and organizational skills. Communication skills. Interpersonal skills. Report writing skills. Knowledge of Batho Pele Principles.

DUTIES : Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render an effective filing and record management service. Supervise the operation and operate office machines in relation to the registry function. Supervise the processing

- and process documents for archiving and/disposal. Supervise human resource/staff.
- ENQUIRIES** : Head Office: Polokwane: Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
- POST 03/168** : **ARTISAN PRODUCTION GRADE A (02 POSTS)**
- SALARY CENTRE** : R230 898 per annum (OSD)
: Head Office: Polokwane (Ref NO: LDARD 33/01/2025) (01 Post)
: Mopani District Office (Ref NO: LDARD 34/01/2025) (01 Post)
- REQUIREMENTS** : Grade 12 plus an appropriate Trade Test Certificate (Electrical) or equivalent appropriate tertiary qualification as recognised by SAQA. A Valid driver's license (With exception of people with disabilities). Knowledge, Competencies and Skills: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process. knowledge and skills. Technical analysis knowledge. Problem solving and analysis. Decision making. Teamwork. Analytical skills. Creativity. Self-management. Customer focus and responsiveness. Communication. Computer skills. Planning and organizing
- DUTIES** : To render technical design, production, operation and maintenance services. Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Perform administrative related functions. Maintain expertise. Continuous individual development to keep up with new technologies and procedures.
- ENQUIRIES** : Head Office: Polokwane: Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 358
: Mopani District: Ms Malatji MA, Chaka NS and Hlungwani G Tel No: (015) 812 3210 / 11 / 18
- POST 03/169** : **ADMINISTRATION CLERK: STORES (SUPPLY CHAIN AND ASSET MANAGEMENT) (REF NO: LDARD 35/01/2025) (01 POST)**
- SALARY CENTRE** : R216 417 per annum (Level 05)
: Mopani District
- REQUIREMENTS** : Grade 12 certificate or equivalent qualification as recognized by SAQA. No experience required. Knowledge, Competencies and skills: Basic knowledge of Supply Chain Duties, Practices as well as the ability to capture data. Operate Computer and collect statistics. Basic Knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Job Knowledge. Computer skills. Communication skills. Planning and Organization. Interpersonal Relations skills. Flexibility Good verbal and written. Teamwork. Problem-solving skills. Customer service skills. Knowledge of the PFMA. Knowledge of Batho Pele Principles
- DUTIES** : Administer inventory database. Administer capturing of order on Logis System. Receive and issue inventory. Maintain inventory register. Render inventory management clerical services. Control stores and warehouse. Render stocktaking
- ENQUIRIES** : Mopani District: Ms Malatji MA, Chaka NS and Hlungwani G Tel No: (015) 812 3210 / 11 / 18
- POST 03/170** : **ADMINISTRATION CLERK (03 POSTS)**
- SALARY CENTRE** : R202 233 per annum (Level 05)
: Sekhukhune East (Ref No: LDARD 36/01/2025) (01 Post)
: Lephhalale Laboratory (Ref No: LDARD 37/01/2025) (01 Post)
: Waterberg North (Ref No: LDARD 38/01/2025) (01 Post)
- REQUIREMENTS** : Grade 12 or equivalent qualification as recognised by SAQA. Knowledge, Competencies and Skills: Knowledge of clerical duties, practices as well as the

		ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job Knowledge Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork. Computer literacy. Planning and organisation.
<u>DUTIES</u>	:	Render general clerical support services. Provide supply chain clerical support services. Provide personnel administration clerical support services. Provide financial administration support services. Provide transport support services.
<u>ENQUIRIES</u>	:	Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000 Lephalale Laboratory: Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587 Waterberg North: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324
<u>POST 03/171</u>	:	<u>FINANCE CLERK: FINANCIAL AND MANAGEMENT ACCOUNTING (REF NO: LDARD 39/01/2025) (01 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 per annum (Level 05) Mopani District Grade 12 certificate or equivalent qualification as recognized by SAQA. No experience required. Knowledge, Competencies and skills: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.) Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Accuracy. Aptitude of figures. Computer operating skills. Planning and organization. Language proficiency. Good verbal and written communication skills. Basic Numeracy skills. Ability to perform routine tasks. Ability to operate office equipment.
<u>DUTIES</u>	:	Render Financial Accounting Transactions. Perform Salary Administration Support Services. Perform Bookkeeping Support Services. Render Budget Support Services. Receiving of Payment Vouchers. Capturing of Payment Vouchers. Control of Payment Vouchers. Dispatch proof of Payment Vouchers. Verifications, collections and banking of state revenue. Processing receipts and clearing of bank exceptions. Recording, filling and safekeeping of face value books. Liaise with internal and external clients with matters concerning revenue and debt. Render Administrative Support Services.
<u>ENQUIRIES</u>	:	Ms Malatji MA, Chaka NS and Hlungwani G Tel No: (015) 812 3210 / 11 / 18
<u>POST 03/172</u>	:	<u>REGISTRY CLERK: GENERAL RECORDS (REF NO: LDARD 40/01/2025) (01 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 per annum (Level 05) Head Office: Polokwane Grade 12 certificate or equivalent qualification as recognized by SAQA. No experience required. Knowledge, Competencies and skills: Knowledge of registry responsibilities, practices as well as the ability to capture data, and operate computer, working knowledge and understanding of the legislative framework governing the Public Service, Knowledge of storage and retrieval procedures in terms of working environment. Understanding of the work in registry. Ability to work in a team. Good communication skills, good interpersonal relation skills. Report writing. Computer literacy (MS Office). Good organizing skills. Accuracy and attention to details.
<u>DUTIES</u>	:	Provide registry services. Provide human resource services. Handle incoming and outgoing correspondence. Render effective filing and record management services. Operate office machines in relation to the registry function. Process documents for archiving and/ disposal.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

<u>POST 03/173</u>	:	<u>TRANSPORT CLERK: FLEET MANAGEMENT (REF NO: LDARD 41/01/2025) (01 POST)</u>
		(re-advertisement Those who have applied before are encouraged to re-apply.
<u>SALARY</u>	:	R216 417 per annum (Level 05)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification in Public Management, Logistics or Transport Management as recognised by SAQA. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies and skills: Knowledge of Fleet Maintenance. Thorough knowledge and understanding of Fleet Management and Policies Reading and writing. Good communication skills. Ability to work abnormal hours and independently. Ability to plan and organize. Good customer care.
<u>DUTIES</u>	:	To ensure record management for transport service. Interaction with district offices for vehicles profiles and allocation of vehicles. Interact with service providers, officials for licensing and inspection on new vehicles. Loading of turndowns with service providers and allocation of gg vehicles. Conducts GG motor vehicle inspection. Keeping and updating of gg vehicles register.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mthapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST 03/174</u>	:	<u>ADMINISTRATION CLERK: TRANSPORT (SUPPLY CHAIN AND ASSET MANAGEMENT) (REF NO: LDARD 42/01/2025) (01 POST)</u>
<u>SALARY</u>	:	R216 417 per annum (Level 05)
<u>CENTRE</u>	:	Waterberg District
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification in Public management, Logistics or Transport management as recognised by SAQA. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies and skills: Knowledge of Fleet Maintenance. Thorough knowledge and understanding of Fleet Management and Policies Reading and writing. Good communication skills. Ability to work abnormal hours and independently. Ability to plan and organize. Good customer care.
<u>DUTIES</u>	:	To ensure record management for transport service. Interaction with district offices for vehicles profiles and allocation of vehicles. Interact with service providers, officials for licensing and inspection on new vehicles. Loading of turndowns with service providers and allocation of gg vehicles. Conducts GG motor vehicle inspection. Keeping and updating of gg vehicles register.
<u>ENQUIRIES</u>	:	Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324
<u>POST 03/175</u>	:	<u>ADMINISTRATION CLERK: CORPORATE MANAGEMENT (REF NO: LDARD 43/01/2025) (01 POST)</u>
<u>SALARY</u>	:	R216 417 per annum (Level 05)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	A grade 12 certificate or equivalent. NQF level 6 Qualification in Management Assistant and Public Management will be an added advantage. Basic knowledge of Clerical administrative work. Knowledge, Skills and Competencies: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job Knowledge Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork. Computer literacy. Planning and organisation.
<u>DUTIES</u>	:	Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mthapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST 03/176</u>	:	<u>ANIMAL HEALTH ASSISTANT (REF NO: LDARD 44/01/2025) (02 POSTS)</u>
<u>SALARY</u>	:	R183 279 per annum (Level 04)

<u>CENTRE</u>	:	Mopani North
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification as recognised by SAQA. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies and skills: Good communication skills. Ability of mixing dip stuff, cleaning and re-assemble syringes, handling of veterinary tools and equipment. Experience in handling of cattle, small stock and poultry. Ability to read and write. Interpersonal, communication, evaluation persuasion, time management, conflict management.
<u>DUTIES</u>	:	Assist to implement disease control measures. Assist to improve animal health through biosecurity, vaccination and surveillance for disease and treatment of animals. Assist in collecting specimens, examination and dispatch samples of animal diseases. Assist in the provision of extension services on animal health to animal owners.
<u>ENQUIRIES</u>	:	Ms Malatji MA, Chaka NS and Hlungwani G Tel No: (015) 812 3210 / 11 / 18
<u>POST 03/177</u>	:	<u>LABORATORY ASSISTANT (02 POSTS)</u>
<u>SALARY</u>	:	R183 279 per annum (Level 04)
<u>CENTRE</u>	:	Mokopane Laboratory (Ref No: LDARD 45/01/2025) (01 Post) Lephalale Laboratory (Ref No: LDARD 46/01/2025) (01 Post)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification (with Science and Maths as recommendation). Knowledge, Competencies and skills: Ability to read and write. Interpersonal skills, communication skills, Time management, conflict management. Ability to analyse data.
<u>DUTIES</u>	:	To render a support service to Technicians in the preparation of laboratory tests for analyses. Prepare samples for the determination of i.e. chemical residues, pH, EC, mycology etc. Perform routine analysis of samples under mentorship/supervision of senior personnel. Perform basic maintenance on selected equipment and instrumentation. Maintain tidiness of laboratories, clean/sterilize glassware and equipment. Perform basic maintenance and control functions of animal production stock. Perform administrative and related functions.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST 03/178</u>	:	<u>HANDYMAN (03 POSTS)</u>
<u>SALARY</u>	:	R155 148 per annum (Level 03)
<u>CENTRE</u>	:	Mara Research Station (Ref No: LDARD 47/01/2025) (01 Post) Sekhukhune District (Ref No: LDARD 48/01/2025) (01 Post) Tompoti Seleka College (Ref No: LDARD 49/01/2025) (01 Post)
<u>REQUIREMENTS</u>	:	ABET L4 or an appropriate N3 certificate in either Carpentry, Plumbing, Electrical, Masonry or equivalent appropriate qualification as recognised by SAQA. Minimum 0–6-month experience in Construction and maintenance of buildings and related infrastructure. Knowledge, Competencies, and Skills: Knowledge of maintenance tools and equipment. Safety regulations. Communication skills. Good interpersonal relation and knowledge of Batho Pele Principles. Buildings and related farm infrastructure maintenance experience and knowledge of various types of farm infrastructure and maintenance tools will be an added advantage. Driver's licence will be an added advantage
<u>DUTIES</u>	:	Maintenance of building, fitting and furniture. Conduct regular building inspections. Attend to minor electrical, plumbing, building and carpentry problems. Maintenance of office equipment, Repair broken furniture and equipment. Safekeeping of maintenance tools and supplies. Report defects.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST 03/179</u>	:	<u>TRACTOR DRIVER (REF NO: LDARD 50/01/2025) (01 POST)</u>
<u>SALARY</u>	:	R155 148 per annum (Level 03)
<u>CENTRE</u>	:	Mara Research Station
<u>REQUIREMENTS</u>	:	Basic education (literacy and numeracy - ABET level 2) certificate or equivalent qualification as recognised by SAQA. A minimum of 1 years' experience in operation of farm machinery and maintenance of water infrastructure. A valid

		driver's License Code EC1 with PDP (with exception of people with disabilities). N3 certificate or equivalent qualification in diesel mechanics as recognised by SAQA will be an added advantage Knowledge, Competencies, and Skills: Knowledge of Agricultural Equipment, Ability to Operate the Tractor. Basic diesel mechanic skills. Water/Diesel Engine maintenance skills. Knowledge of various types of farm equipment. Knowledge of Batho Pele Principles. Discing, planting, and harvesting of crop fields. Driving skills.
<u>DUTIES</u>	:	Operate specialised farming machinery and equipment (including implements). Operate a tractor with various implements (such as ploughs, Rippers, planters, crop sprayers etc.) attached to assist with the physical execution of various general farming activities. Perform vehicle maintenance and administrative support activities. Operate a specialised machinery (such as harvesters, drilling equipment, excavators etc.).
<u>ENQUIRIES</u>	:	Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST 03/180</u>	:	<u>PHOTOCOPIER OPERATOR: (REF NO: LDARD 51/01/2025) (01 POST)</u>
<u>SALARY</u>	:	R131 265 per annum (Level 02)
<u>CENTRE</u>	:	Tompi Seleka College
<u>REQUIREMENTS</u>	:	Grade 8 certificate or equivalent qualification. No experience required Knowledge, Competencies and skills: Knowledge of operating office machine or equipment's. Report writing skills, computer skills, problem solving skills. Ability to communicate with stakeholders at all levels. Computer literacy will be tested.
<u>DUTIES</u>	:	To provide photocopier services. Operate the photocopier and fax machines. Binding and laminating documents. Provide counter service. Perform minor maintenance on the photocopier machine. Make requisition for photocopying materials.
<u>ENQUIRIES</u>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<u>POST 03/181</u>	:	<u>CLEANER (06 POSTS)</u>
<u>SALARY</u>	:	R131 265 per annum (Level 02)
<u>CENTRE</u>	:	Sekhukhune East (Ref No: LDARD 52/01/2025) (1 Post) Sekhukhune District (Ref No: LDARD 53/01/2025) (01 Post) Vhembe Central (Ref No: LDARD 54/01/2025) (02 Posts) Vhembe District (Ref No: LDARD 55/01/2025) (01 Post) Vhembe Far North (Ref No: LDARD 56/01/2025) (01 Post)
<u>REQUIREMENTS</u>	:	Grade 10 / ABET / AET or equivalent qualification as recognised by SAQA. Knowledge, Competencies, and Skills: Basic literacy and numeracy. Able to read and write. Communication skills. Good interpersonal relations and knowledge of Batho Pele Principles. Knowledge of cleaning products/materials and equipment. Knowledge of operating cleaning equipment. Good interpersonal skills. Ability to work under pressure. Teamwork. Client focus and responsiveness. Be able to perform manual work. Show commitment and loyalty. Must be punctual, productive and show good behaviour towards customers. Knowledge of Batho Pele Principle. Health and safety measures. Working procedures in respect of working environment.
<u>DUTIES</u>	:	Cleaning of offices, storerooms, corridors, elevators, and boardrooms. Dust and take out waste and provide water during meetings. Refill aqua cooler/s washing walls and windows. Cleaning equipment and machinery. Cleaning windows and all general kitchen utensils. Scrubbing toilets and polishing office floors. Vacuum cleaning using vacuum machine. Provide toilet paper in the toilets. Keep and maintain cleaning materials and equipment.
<u>ENQUIRIES</u>	:	Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000 Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007
<u>POST 03/182</u>	:	<u>FARM AID (03 POSTS)</u>
<u>SALARY</u>	:	R131 265 per annum (Level 02)
<u>CENTRE</u>	:	Madzivhandila College (Ref No: LDARD 57/01/2025) (02 Posts) Mara Research Centre (Ref No: LDARD 58/01/2025) (01 Posts)

- REQUIREMENTS** : Basic literacy and numeracy (ABET level 2) or equivalent qualification as recognised by SAQA. Knowledge, Competencies, and Skills: Basic literacy and numeracy. Able to read and write. Communication skills. Good interpersonal relation and knowledge of Batho Pele Principles. Farm work experience and knowledge of various types of farm activities will be an added advantage.
- DUTIES** : To perform routine manual farming activities. Perform routine activities in respect of crop production. Perform routine activities in respect of livestock. Perform general routine activities. Perform general routine activities in respect of infrastructure.
- ENQUIRIES** : Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
- POST 03/183** : **GENERAL WORKER (REDLINE GATE/ GUARD/FENCE PATROLER (05 POSTS)**
- SALARY CENTRE** : R131 265 per annum (Level 02)
: Vhembe Far North (Ref No: LDARD 59/01/2025) (03 Posts)
: Mopani North (Ref No: LDARD 60/01/2025) (02 Posts)
- REQUIREMENTS** : Grade 10 / ABET / AET or equivalent qualification as recognised by SAQA. Knowledge and experience in Security Services will be an added advantage. Knowledge, Competencies, and Skills: Basic literacy and numeracy. Able to read and write. Communication Skills. Good interpersonal relations. Report writing.
- DUTIES** : To perform routine manual farming activities. Control over Movement of cloven hooved animals. Stop, register, and search vehicle from the redline area. Check meat, dairy product, dung, grass, hides, skins, etc. Confiscate and dispose of products. Open and close the gate. Report confiscated products to the supervisor for further attention. Conduct fence patrol. Routine check of the redline fence. Repair of fence breakage. Trace animal track along the redline fence. Clear bushes along the redline fence. Control over quarantined animals. Check permit for animal quarantined. Liaise with the Animal Health Technician for inspection. Keep records. Keep permits register. Keep register for quarantined animals. Keep register for vehicle movement.
- ENQUIRIES** : Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007
: Mopani District: Ms Malatji MA, Chaka NS and Hlungwani G Tel No: (015) 812 3210 / 11 / 18
- POST 03/184** : **GENERAL WORKER: FACILITIES AND RECORDS MANAGEMENT (REF NO: LDARD 61/01/2025) (01 POST)**
- SALARY CENTRE** : R131 265 per annum (Level 02)
: Sekhukhune District
- REQUIREMENTS** : Grade 10 / ABET / AET or equivalent qualification as recognised by SAQA. Knowledge, Competencies, and Skills. Basic numeracy. Knowledge of cleaning procedures and gardening principles. Ability to operate basic garden equipment and machinery. Knowledge of maintenance of relevant equipment. Good interpersonal relations.
- DUTIES** : Maintenance of grounds and gardens. Maintenance and safekeeping of gardening equipment. Cleaning and maintenance of laboratory equipment and stores. Removing garbage and empty boxes. Moving equipment and furniture as required. Cleaning of laboratory service vehicles. Assist in receiving stock and goods. Reporting losses/damages to equipment
- ENQUIRIES** : Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000

DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE

The Department of Public Works, Roads and Infrastructure is an equal opportunity and affirmative action employer. Women and people living with disabilities are encouraged to apply.

- APPLICATIONS** : Applicants should apply through the following website <http://erecruitment.limpopo.gov.za>. The application on the eRecruitment system should be accompanied by the new Z83 and recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates). Failure to attach required documents will result in the application not being considered/disqualified. The application on eRecruitment

system should be accompanied by recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates) as well as copies of all qualifications, Identity Document and valid driver's license ONLY. Failure to attach copies and required documents will result in the application not being considered/disqualification.

Applications may also be hand delivered/posted to: Department of Public Works, Roads and Infrastructure: Private Bag X9490 Polokwane 0700 or hand delivered at Works Tower Building, No. 43 Church Street, Polokwane, 0699.

For Capricorn District: Private Bag X9378, Polokwane 0700 Or hand deliver at 15 Landros Mare street, next to Correctional Services.

For Mopani District: Private Bag X576, Giyani 0826 or hand deliver at 570 Parliamentary Building, Giyani.

For Sekhukhune District: Private Bag X02 Chuenespoort, 0745 or hand deliver at Lebowakgomo Zone A, next to traffic department.

For Vhembe District: Private Bag X2248, Sibasa, 0970 or hand deliver at Cnr. Traffic and Raluswielo Street, Sibasa.

For Waterberg District: Private Bag X1028, Modimolle, 0510 or hand deliver at Cnr. Thabo Mbeki & Elias Motsoaledi Street.

CLOSING DATE
NOTE

: 07 February 2025 at 16:00
: Applications must be submitted on a duly completed prescribed Z83 application for employment form (2021 version) obtainable from any public service department or can be downloaded from www.dpsa.gov.za. Applications must be accompanied by a detailed CV. Applicants are not required to submit copies of qualifications and other relevant documents on application except when applying through the recruitment system. All fields in Part A, Part C and Part D of the Z83 form should be completed. In Part B, all fields should be completed in full. Part E, F & G applicants often indicate "refer to CV or see attached", this is acceptable as long as the CV has been attached and provides the required information. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose his or her financial interests in accordance with the prescribed regulations. Shortlisted candidates for SMS posts will be subjected to a competency-based assessment and a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS posts. Proof of the completion of the SMS pre-entry programme (Nyukela) must be submitted prior appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The recommended candidate for appointment will be subjected to Personnel Suitability Check for security reasons. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserve the right not to make any appointment(s) to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. Correspondence will be limited to shortlisted candidates only. If you do not hear from us within three (3) months after the closing date, please consider your application as being unsuccessful. However, should there be any dissatisfaction, applicants are advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No. 3 of 2000. The department will not carry any related costs (transport, accommodation or meals) for candidates attending interviews.

MANAGEMENT ECHELON

POST 03/185

: **DIRECTOR: DISTRICT CO-ORDINATION, REF NO. S. 4/3/11/3**
Component: District Co-ordination

SALARY

: R1 216 824.per annum (to be structured according to Individual needs), (Level 13)

CENTRE

: Sekhukhune District

REQUIREMENTS : A qualification at NQF level 7 as recognised by SAQA. Five (05) years of experience at a middle/senior managerial level. Valid driver's license with the exception of applicants with disabilities. Core And Process Competencies: Strategic Capability and leadership. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem solving and analysis. People Management and Empowerment. Client orientation and customer focus. Communication. Honesty and Integrity. Knowledge Of: Public Service Act. Public Finance Management Act. Treasury Notes. Labour Relations Act. Promotion of Access to Information Act. Public Service Regulations. Government Immovable Assets Management Act (GIAMA).

DUTIES : Provide project and programme support: Provide and implement project and programme management systems for infrastructure management. Provide portfolio, programme and project governance standards for infrastructure delivery and property management. Provide quality and safety standards aligned to legislative requirements for infrastructure delivery and property management. Provide document management system for infrastructure delivery and property management in close collaboration with Departmental Supply Chain Management. Manage the mapping of all business processes for infrastructure delivery and property management. Manage the development of standardised operating procedure manuals for infrastructure delivery and property management. Provide strategies to improve the rendering of infrastructure and property management. Provide quality and safety standards for all government buildings including leases-in. Manage the provision of project mentoring programme, professional registration mentoring, coaching programmes and support with planning, budgeting and accounting services. Provide reports and presentations to provide consolidated progress on the implementation of infrastructure and property management projects and programmes being implemented in the province. Manage district coordination services: Map property and infrastructure processes and make continuous recommendation for improvement. Determine the definition, methodology and design of portfolio, programme and project governance standards. Develop and maintain project documentation system and build records. Determine quality and safety standards. Undertake research and enforce green technologies. Consolidate district budget inputs. Monitor the district expenditure against the allocated budgets. Manage and oversee the development of district procurement plans. Manage district assets in terms of availability and movements. Manage the district property and facilities services: Provide the district acquisition, transfer and donation of state land. Provide and maintain the immovable asset register. Provide support to other departments in the district on matters pertaining to office and residential accommodation. Manage rentals and leases. Manage the payment of rates and taxes to the municipalities. Provide district landscaping designs and services. Manage and provide cleaning services. Provide district support services: Manage and monitor the district accounts and payments. Manage the acquisition of goods and services. Manage the stores and district movable assets. Manage the provision of human resources. Manage the capacitation and performance of human resources. Manage and monitor the safekeeping of district records. Manage the provision of fleet and office services. Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation: Give direction to the district team in realizing the district strategic objectives. Develop action plans to execute strategic initiatives. Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilization of equipment. Ensure that the division is adequately staffed. Manage and monitor performance of district employees. Ensure capacity and development of staff. Manage discipline.

ENQUIRIES : Ms Makalela RC, Mr Mathabatha MJ Tel No: (015) 636 8300/8330

OTHER POSTS

POST 03/186 : **CHIEF CONSTRUCTION PROJECT MANAGER: GRADE A, REF NO. S.4/3/2/7**
Component: Health Infrastructure Delivery

SALARY : R1 200 426 per annum (to be structured according to Individual needs), OSD Grade A

CENTRE : Head Office, Polokwane

- REQUIREMENTS** : A qualification at NQF level 7 as recognised by SAQA in Built Environment with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP, Valid driver's license with the exception of applicants with disabilities. Core And Process Competencies: Programme and project management. Project Management skills, principles and methodologies. Project and professional judgement. Computer-aided engineering and project applications. Project design and analysis knowledge. Project operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Legal and operational compliance. Research and development. Creating high performance culture. Technical consulting
- DUTIES** : Project design and analysis effectiveness: Perform final review and approvals or audits on project designs according to design principles or theory. Co – ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain project operational effectiveness: Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organizational goals to direct or redirect project services for the attainment of organizational objectives. Financial Management: Ensure availability and management of funds to meet the MTEF objectives within the project environment/ services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Governance Allocate, monitor and control resources. Compiles risk logs (database) and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of project related matters to minimise possible project 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. People management Direct the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of project services according to organisational 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** : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S at Tel No:(015) 284 7570/7586/7627,7262.
- POST 03/187** : **SENIOR PROJECT MANAGER: ROADS INFRASTRUCTURE MAINTENANCE (2 POSTS)**
Component: Roads Infrastructure Maintenance
- SALARY** : R1 003 890 per annum (to be structured according to individual needs),(Level 12)
- CENTRE** : Sekhukhune and Vhembe District
Sekhukhune Ref No: S.4/3/10/116 (Re- Advert)
Vhembe Ref No: S.4/3/10/147
- REQUIREMENTS** : A qualification at NQF level 6 as recognised by SAQA in Civil Engineering. Five (05) years relevant experience in roads environment, three (03) years in Junior management position. Valid driver's licence with the exception of applicants with disabilities. core and process competencies: Programme and project management Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management. knowledge of: Relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation, PFMA and Treasury Regulations, Strategic capability and leadership.

- DUTIES** : Manage the regravelling of roads and construction of drainage structures: Plan and program roads regravelling and construction of drainage structures. Manage and coordinate the Identification, approval and the usage of the borrow pits. Manage and ensure the availability of resources (e.g. road regravelling material). Coordinate the execution of road regravelling activities. Monitor correct application and adherence to road regravelling and construction of drainage structure standards. Manage the district road maintenance operations: Manage the implementation of the road maintenance manual. Manage and control the utilization of heavy roads construction and maintenance plant and equipments. Manage adherence to Occupational Health and Safety by providing specifications for camp resources (sanitation resources etc.), protective clothing and equipments. Manage roads maintenance production and provide budget. Manage the provision of roads construction and maintenance inspection operations: Manage the process of conducting visual assessment on roads network and road works activities. Monitor the execution of roads construction and maintenance activities. Coordinate the implantation of roads projects. Manage the provision of mechanical services: Manage the acquisition and disposal of district plant and equipment. Manage the district repairs and scheduled maintenance of plant and equipment. Manage the mechanical maintenance systems. Manage roads maintenance plant and equipment. Manage the registration and renewal of licensing for plant and equipment. Manage the implementation of roads maintenance Expanded Public Works Programme: Manage the district Expanded Public Works Programme needs analysis and projects. Monitor and report on completion of small projects. Manage payment of NYS. Compile the district reports. Manage and utilize resources (human, financial, & physical) in accordance with relevant directives and legislation: Report on the utilisation of equipments. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.
- ENQUIRIES** : For Sekhukhune District: Ms Makalela RC, Mr Mathabatha MJ Tel No (015) 636 8300/8330, For Vhembe District: Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790
- POST 03/188** : **CONSTRUCTION PROJECT MANAGER: GRADE A REF NO. S.4/3/10/82**
Component: Roads and Bridges Maintenance and Building Maintenance (Re-Advert)
- SALARY** : R833 499 per annum (to be structured according to Individual needs), OSD - Grade A
- CENTRE** : Head Office, Polokwane
- REQUIREMENTS** : A qualification at NQF level 6 in built environment field with a minimum of 4 years and six months certified experience, A qualification at NQF level 7 in built environment field with a minimum of 4 years certified managerial experience, A qualification at NQF level 8 in any built environment field with a minimum of 3 years experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Programme and project management, project management skills, principles and methodologies, project and professional judgement, computer-aided engineering and project applications, project design and analysis knowledge, project operational communication, process knowledge and skills, maintenance skills and knowledge, mobile equipment operating skills, legal and operational compliance, research and development, creating high performance culture and technical consulting. Functional Competencies: Strategic capability and leadership, problem solving and analysis, decision making, team leadership, creativity, financial management, customer focus and responsiveness, communication, computer skills, people management, planning and organizing, conflict management, negotiation skills, change management.
- DUTIES** : Manage and coordinate all aspects of projects under the supervision of the Chief Construction Project Manager: Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology, Create and execute project work plans and revise as appropriate to meet changing needs and requirements, Identify resources needed and assign individual responsibilities, Manage day-to-day operational

aspects of a project and scope, Effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management: Report project progress to the Chief Construction Project Manager/Director, Manage project budget and resources. Office administration: Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client departments, and management, Maintain the record management system and the architectural library. Utilise allocated resources effectively. Research and development: Keep up with new technologies and procedures. Research/literature on new developments on project management methodologies, Liaise with relevant bodies/ councils on project management

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S at Tel No: (015) 284 7570/7586/7627,7262.

POST 03/189 : **PROJECT MANAGER: MECHANICAL SERVICES, REF NO: S4/3/1/23**
Component: Roads Infrastructure Maintenance

SALARY : R849 702 per annum (to be structured according to Individual needs), (Level 11)

CENTRE : Vhembe District
REQUIREMENTS : A qualification at NQF level 6 as recognised by SAQA in Mechanical Engineering. Five (05) years relevant experience in roads environment. Three (03) years in Junior management position. Valid driver's licence with the exception of applicants with disabilities. core and process competencies: Programme and project management Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management. Knowledge Of: Relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation, PFMA and Treasury Regulations, Strategic capability and leadership.

DUTIES : Facilitate the acquisition, provision and disposal of roads maintenance of earthmoving machinery, plant and equipment. Identify and analyze the needs. Compilation of specification to SCM. Pre-delivery inspection of machinery. Identify unserviceable, oblate and redundant machinery. Evaluate the condition of the machinery and draw technical reports. Invite Board of survey. Transportation of the machinery and plant to scrapyard. Manage the maintenance heavy earth moving machinery, trucks, light delivery vehicle and roads related plant and equipment. Develop service schedules. Ensure that service schedules are to and conducted to the manufacturer specifications. Monitor major breakdown repairs performed by original engineering manufacturers and departmental technicians. Develop repair trend statistics, apply corrective measures and re-engineering demand. Liaise with service providers on repairs of machinery. Ensure proper utilization of machinery. Control the road maintenance assets in the district. Compile and monitor the expenditure. Manage adherence to the relevant prescripts and eliminate waste of resources. Manage cost benefits analysis for earth moving machinery and equipment. Ensure that data is collected and captured. Monitor downtime data until the completion of repairs. Ensure that cost implications for machinery maintenance are acceptable. Ensure maintenance provide maximum viable level of availability versus hours worked and production. Identify unserviceable, obsolete and redundant machinery from cost benefit analysis end results. Ensure adherence to workshop administration processes e.g. job cards history file. Manage registration and renewal of licenses for machinery, trucks and equipment. Receive registration document of newly acquired machinery and equipment. Develop roadworthy and license renewal program and monitor adherence. Facilitate the arrangement of weighbridge, police clearance and roadworthy test for new and registered machinery and equipment. Facilitate the re-introduction of asset that was deregistered by request and default. Ensure deregistration of the plant and machinery. Conduct physical inspection. Monitor major repairs before and after completion. Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation. Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.

<u>ENQUIRIES</u>	:	Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790
<u>POST 03/190</u>	:	<u>DEPUTY DIRECTOR: ICT GOVERNANCE SERVICES, REF NO: S.4/3/7/19</u> Component: Corporate Services
<u>SALARY</u>	:	R849 702 per annum (to be structured according to individual needs) (Level 11)
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Polokwane A qualification at NQF level 6 as recognised by SAQA in Information Technology/ Computer Science/Studies/ Engineering/ Informatics. Five (05) years of experience within ICT Governance Services or relevant ICT Governance environment of which three (3) years must be at a middle managerial level (Assistant Director). Valid driver's license with the exception of applicants with disabilities. core and process competencies: Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising and Conflict management. knowledge of: Knowledge of COBIT 2019, ITIL, Microsoft Exchange and Office Suites, networks, switches (CISCO), cabling and wireless devices, knowledge on legislation and policies governing ICT in South Africa. Knowledge of international standards pertaining to ICT, Information Management and SITA Act, Knowledge and understanding/ Implementation of DPSA ICT Directives
<u>DUTIES</u>	:	Manage the development, implementation, review and monitoring of ICT governance framework, policies and procedures. Conduct research, define and develop ICT governance framework and ensure implementation of CGICTF deliverables within department. Develop all relevant ICT policies, standards, procedures and guidelines. Define and monitor IT processes and controls. Provide secretarial support and advice to the ICT Steering Committee. Ensure compliance to the ICT framework and ICT Policies. Review the Framework, Policies, Standards and Guidelines. Research on standards and best practices. Manage the identification and mitigation of ICT risks. Identify ICT related corporate and operational risks. Develop and maintain ICT risk plans and register. Ensure monitoring of risk mitigations for all ICT risks. Develop and ensure monitoring of ICT risk activities, including incident and problem management. Ensure monitoring of ICT Security activities. Manage the execution of ICT audits and monitoring audit action plans. Develop and maintain ICT Audit Action Plans in line with Departmental strategy and plan. Monitor ICT Audit Action Plans. Coordinate ICT audits, audits responses and portfolio of evidence. Initiate network and systems audits for continued efficiency and security. Manage ICT projects within the department. Define and Develop ICT project management methodology. Manage and Monitor ICT Project implementation through development of project charters and plans. Provide project administration services. Participate in ICT projects steering committees. Ensure compliance to Project Management Methodology. Conduct Project Review meetings. Develop a portfolio view of IT Projects. Manage SLAs and contracts for effective rendering of IT services. Facilitate new or review of the Information Technology Service Level Agreements. Compile monthly performance reports for each Service Level Agreement. Monitor services to be rendered. Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation. Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.
<u>ENQUIRIES</u>	:	Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S at Tel No: (015) 284 7570/7586/7627,7262.
<u>POST 03/191</u>	:	<u>DEPUTY DIRECTOR: ACQUISITION MANAGEMENT: INFRASTRUCTURE, REF. NO: S.4/3/9/27</u> Component: Procurement Management
<u>SALARY</u>	:	R849 702 per annum (to be structured according to individual needs) Salary (Level 11)

<u>CENTRE REQUIREMENTS</u>	:	Head Office - Polokwane
	:	A qualification at NQF level 7 as recognised by SAQA in Supply Chain Management. Five (05) years of experience at a middle managerial level (Assistant Director). Valid driver's license with the exception of applicants with disabilities. core and process competencies: Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising and Conflict management. knowledge of: Knowledge of Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations. Supply Chain Management procedures. Procurement Procedures. PFMA and DORA.
<u>DUTIES</u>	:	Manage and develop the infrastructure procurement plan. Develop Demand Management policy strategies and processes in line with the Supply Chain Management acts, regulations and directives. Manage and facilitate the approval of infrastructure procurement plan. Manage and communicate the procurement plan. Manage and monitor that is goods and services rendered according to the procurement plan. Manage and compile budget projection as per the departmental needs analysis. Manage and conduct market assessment. Develop and manage market analysis policy, strategies and processes. Develop a purchasing strategy for the department. Develop and conduct market assessment. Establish the estimated price for goods and services (insignificant items) at best advantage. Identify the targeted goods and ensure that they meet the supplier's requirements. Manage supplier database. Facilitate registration of supplier database. Manage and liaise with CIDB about professionals/ contractor's information. Manage the process of verifying supplier and professionals. Manage and utilise resources (human, financial, & physical). Report on the utilisation of equipments. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage division leave matters.
<u>ENQUIRIES</u>	:	Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S at Tel No: (015) 284 7570/7586/7627,7262.
<u>POST 03/192</u>	:	<u>DEPUTY DIRECTOR: FLEET MANAGEMENT, REF. NO: S.4/3/8/88</u> Component: Auxiliary Services
<u>SALARY</u>	:	R849 702 per annum (to be structured according to individual needs) (Level 11)
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Polokwane
	:	A qualification at NQF level 6 as recognised by SAQA in Transport Management/ Public Administration/Management. Five (05) years of experience in fleet management and at a middle managerial level (Assistant Director). Valid driver's license with the exception of applicants with disabilities. core and process competencies: Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising and Conflict management. knowledge of: Knowledge of Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations. Supply Chain Management procedures. Procurement Procedures. PFMA and DORA
<u>DUTIES</u>	:	Manage the administration of government owned vehicle. Develop and implement fleet management policy in line with the acts, regulations and directives. Conduct fleet needs analysis. Facilitate procurement of government fleet. Facilitate the establishment of the Departmental Transport committee. Validate the government-owned vehicles asset register. Facilitate the requisition of vehicle exemption. Monitor the renewal of licences. Facilitate licencing and verify certificates of vehicles. Monitor safekeeping of vehicles documentations. Liaise with the line management with regard to all relevant matters pertaining to Fleet Management. Manage the administration of subsidized vehicles. Manage provisioning of subsidized vehicle. Monitor payment of MMS and SMS running allowance. Conduct physical inspections. Advice the committee on matter pertaining motor transport. Facilitate the withdrawal of subsidised vehicle. Implement decisions taken at the Subsidized Vehicle Advisory Committee meetings. Verify vehicle fuel claims and other

related payments to Service Providers within prescribed timeframes and procurement policies. Facilitate the requisition of subsidized vehicles. Manage the administration of government owned vehicle's accident, Damaged, stolen and loss of vehicle. Provide guidance with reporting of accident/damaged/stolen vehicles. Monitor that misuse and abuse of government owned vehicle are investigated. Monitor that all users of government owned vehicles are assessed on their driving skills before they can be issued with the vehicle. Monitor that all users of government owned vehicles and subsidized vehicles are inducted on vehicle policies. Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation. Report on the utilisation of equipments. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates' motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S at Tel No: (015) 284 7570/7586/7627,7262.

POST 03/193 : **ASSISTANT DIRECTOR: LEASE MANAGEMENT, REF. NO.: S.4/3/3/106**
Component: Property Acquisition and Disposal Management

SALARY CENTRE REQUIREMENTS : R552 081 per annum, (Level 10)
: Head Office - Polokwane
: A qualification at NQF level 6 as recognised by SAQA in Property Management/Real Estate/ A qualification at NQF level 7 in Property Studies. Three (3) years of experience at supervisory level in property management environment. Valid driver's license, with the exception of applicants with disabilities. core and process competencies: Problem solving and analysis, decision making, team leadership, creativity, financial management, customer focus and responsiveness, communication, computer skills, facilitation, people management, planning and organising and conflict management. KNOWLEDGE OF: Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Government Immovable Asset Management Act of 2007. Provincial Infrastructure Delivery Management System Provincial Land Administration Act, 1998. Spatial Planning and Land Use Management Act, 2013.

DUTIES : Provide leases: Manage the implementation of lease policy and processes. Develop and validate the need of office space by users departments. Analyse needs using space norms and standards. Facilitate and conduct research and identify available office space/areas according to the needs of user departments. Facilitate meeting with the Departmental Bid Adjudication Committee for authority to negotiate with landlords around the needs. Negotiate with prospective landlords around the requested area. Facilitate meeting with the Departmental Bid Adjudication Committee for authority to rent the identified office accommodation on behalf of the user department. Administer leases: Facilitate the appointment of the landlord. Facilitate the signing of service level agreement by the landlord and user department. Administer lease contracts. Communicate with landlords on non-compliance in terms of maintenance. Communicate with user departments on non-adherence to conditions in lease contracts by the residents. Identify leases with six months to expire. Monitor the updating of the Asset Register on Leases. Renewals of leases: Manage the implementation of lease renewals policy and processes. Negotiate new offer for extension of leases. Interrogate the offer according to market prices. Negotiate with the landlord and where necessary. Facilitate and present the offer to the departmental bid adjudication committee for approval. Facilitate signing of revised service level agreement. Provide lease agreements in respect of unutilized state-owned properties rented out to private entities/institutions. Facilitate the appointment of Valuers to determine market rentals. Facilitate the signing of the lease agreements with the applicant. Monitor lease agreements. Provide resource (Human, Financial and Equipment): Manage the component's budget against its strategic objectives. Coordinate budget monitoring, projecting & reporting expenditure. Ensure that spending is maximized in line with strategic objective. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and

		maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.
<u>ENQUIRIES</u>	:	Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S at Tel No: (015) 284 7570/7586/7627,7262.
<u>POST 03/194</u>	:	<u>DEPUTY PROJECT MANAGER, REF. NO: S.4/3/2/74</u> Component: Regraveling and Drainage Structure
<u>SALARY</u>	:	R552 081 per annum, (Level 10)
<u>CENTRE</u>	:	Vhembe District
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 as recognised by SAQA in Civil Engineering. Three (3) years of experience at supervisory level in Roads Maintenance environment. Valid driver's license, with the exception of applicants with disabilities. core competencies: Problem solving and analysis. Decision making. Team leadership. Creativity, Financial management, Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organising. Knowledge Of: Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations.
<u>DUTIES</u>	:	Manage the roads regraveling of roads. Identify the areas of the that needs regraveling. Planning of work to be done. Coordinate and facilitate work. Facilitate the preparation of quarry site and stockpiling of gravel. Conduct assessment of the work. Manage construction of drainage structures. Identify the spot that needs drainage. Quantify the material needed. Identify all working area environment before the work is started. Conduct inspection (Installation of pipes, maintenance of existing pipes). Assess compliance to OHS legislation. Investigate and report accidents. Inform OHS unit about the potential danger. Consolidate the availability of equipment and ensure proper maintenance. Liaise with the mechanical workshop on: Equipment/plant that are available. Breakdowns are reported. Plant/equipment are well maintained. Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation. Report on the utilisation of equipments. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.
<u>ENQUIRIES</u>	:	Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790
<u>POST 03/195</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT, REF. NO.: S.4/3/9/52</u> Component: Finance
<u>SALARY</u>	:	R444 036 per annum, (Level 09)
<u>CENTRE</u>	:	Sekhukhune District
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 as recognised by SAQA in Financial Management/ Management Accounting. Three (03) years' supervisory position in financial Management environment. Valid driver's license, with the exception of applicants with disabilities. core competencies: Problem solving and analysis. Decision making. Team leadership. Creativity, Financial management, Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organising. knowledge of: relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations. Knowledge and understanding of the following: - Supply Chain Management procedures. Procurement Procedures. PFMA. DORA. PPPFA.
<u>DUTIES</u>	:	Manage payments and accounts: Implement payments and accounts strategy, policy and procedures. Implement and monitor internal controls relating to payments and accounts. Monitor the payments due to the supplier is paid on time within 30 days. Advice on fruitless, wasteful and unauthorized expenditure. Verify the reconciled supplier statements against payments. Authorise payment of vouchers. Attend to audit queries in relation to accounts and expenditure. Manage Salaries: Implement salary strategy, policy and procedures. Authorize all salaries transaction of the district. Provide PERSAL administration in salary enquiries and reports. Monitor submission of taxpayers IRP 3A to SARS. Identify and specify state liabilities on pension fund. Manage and submit signed payroll to Head Office. Manage Revenue: Implement

revenue strategy, policy and procedures. Confirm deposit on receipt batches. Provide revenue collection. Confirms deposit in the BAS system. Collecting all money due to state. Revenue collected and deposited in time. Monitor budget: Align the budget according to the needs of line managers. Monitor the spending pattern. Advice on over/under spending of budget. Render budget classification. Manage debt recovery: Analysis district finance in relation to debt management. Identify debts to be recovered. Notify the employee on the intension to recover the debt. Monitor the opening of debt file for relevant employer. Liaise with Head Office in updating of BAS records. Monitor the closing of Debt files. Manage resource (Human, Financial and Equipment): Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management.

- ENQUIRIES** : Ms Makalela RC, Mr Mathabatha MJ Tel No : (015) 636 8300/8330
- POST 03/196** : **ASSISTANT DIRECTOR: AUXILIARY SERVICES, REF. NO: S.4/3/8/47**
Component: Corporate Services
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum, (Level 09)
: Waterberg District Office
: A qualification at NQF level 6 as recognised by SAQA in Logistics, Transport Management/Public Management/Public Administration. Three (03) years of experience at supervisory level. Valid Driver's license, with the exception of applicants with disabilities. core and process competencies: Problem solving and analysis. Decision making. Team leadership. Creativity. Financial Management. Customer focus and responsiveness. Computer skills. People management. Planning and organizing. Conflict management. knowledge of: Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation.
- DUTIES** : Supervise the provision of District's Government owned and subsidized motor transport. Facilitate and provide acquisition of departmental fleet. Monitor the renewal process of licenses. Facilitate the maintenance and repair of government vehicles. Manage accidents. Facilitate the Disposal of Government vehicles. Facilitate the administration of subsidized vehicles. Supervise the Provision of Telecommunication systems of the District. Facilitate installations of landlines and extensions. Liaise with service providers with regard to service maintenance and activation of speed dials and Pin Codes. Evaluate applications for required cell phones for submission to Head office. Receive approval to procure and facilitate the procurement of the cell phones. Monitor compliance to allocated airtime as per Departmental policy. Analyse monthly statements of account and monitor payments of private calls. Supervise the provision and distribution of Labour Saving device and disposal of waste papers. Liaise with service provider with regard to distribution and maintenance and service of leased and procured office machines – photocopiers and fax machines. Facilitate ratification and processing of the invoices. Monitor compliance to service level agreements and advice Head Office to renew or arrange for new contracts. Facilitate sorting and shredding of waste papers. Liaise with service providers with regard to collection of packaged wastepaper. Compile report to Head Office with regard to units of papers collected and amount paid. Supervise the provisioning and distribution of office and domestic services. Conduct need assessment in respect of required number and type of office and domestic furniture and distribute according to the set norms. Determine and Facilitate maintenance and repair of broken office and domestic furniture. Facilitate the disposal of redundant or irreparable furniture. Conduct periodic inspection with regard to all furniture taken on stock. Procurement of uniform and protective clothing. Facilitate accommodation need. Manage and monitor security services. Manage and utilize resources (human, financial, & physical). Report on the utilization of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job descriptions to subordinates.
- ENQUIRIES** : Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027

POST 03/197 : **ASSISTANT DIRECTOR: REVENUE AND SYSTEMS CONTROL, REF. NO.: S.4/3/9/53**
Component: Finance

SALARY : R444 036 per annum, (Level 09)
CENTRE : Head Office - Polokwane
REQUIREMENTS : A qualification at NQF level 7 as recognised by SAQA in Financial Accounting/ Management / Business Management. Three (03) years' supervisory position in financial administration and accounting service environment. Valid driver's license, with the exception of applicants with disabilities. Core Competencies: Problem solving and analysis. Decision making. Team leadership. Creativity, Financial management, Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organising. Knowledge of: relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations. Knowledge and understanding of the following: - Supply Chain Management procedures. Procurement Procedures. PFMA. DORA. PPPFA.

DUTIES : Collection and recording of revenue. Cashier, banking service and electronic payments. Monitor and review the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts. Monitor and review the receipt and collection of monies to ensure that it is in accordance with the appropriate tariffs and properly recorded. Oversee that the banking of monies are done in accordance with the prescribed processes. Oversee that bank reconciliations are performed and are correct. Oversee the verification of the validity and allocation of payments received via electronic transfers. Oversee the safeguarding of source documents and face value forms. Monitoring and reporting on revenue. Oversee and monitor income against budget and review reconciliations. Oversee and undertake the develop of corrective measures when required. Oversee and review disclosure notes on revenue collection. Oversee and collate financial supporting information for planning purposes. Ensure completeness and accuracy of financial information. Provide financial systems. Capture objectives and responsibility in the BAS system. Extract reports to confirm completeness and accuracy of the code structure. Provide the BAS Structure to budget management, PERSAL and LOGIS. Update linked codes in the PERSAL system. Provide user financial system user accounts. Provide system training and registration. Facilitate training needs. Liaise with provincial treasury for system training. Facilitate with programmes upon receipt of training schedule from Provincial Treasury. Manage user accounts. Compile, maintain and implement departmental charts for accounts. Monitors and facilitate the clearing of interface exceptions, control and suspense accounts. Monitor system, technical, functional and other support to users, investigating issues experienced and consult with relevant treasury where required. Manage the system controller's activities. Manage the departmental financial system. Supervise employees to ensure an effective financial accounting service. This would, inter alia, entail the following: General supervision of employees. Allocate duties and do quality control of the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S at Tel No: (015) 284 7570/7586/7627,7262.

POST 03/198 : **ASSISTANT DIRECTOR: CONTRACT PERFORMANCE MANAGEMENT AND ADVISORY SERVICES, REF. NO.: S.4/3/9/79**
Component: Procurement Management

SALARY : R444 036 per annum, (Level 09)
CENTRE : Head Office - Polokwane
REQUIREMENTS : A qualification at NQF level 7 as recognised by SAQA. A qualification at NQF level 7 as recognised by SAQA in Procurement/SCM/Finance/Logistics will be an added advantage. Three (03) years 'supervisory position in Contract Management environment. Valid driver's license, with the exception of applicants with disabilities. Core Competencies: Problem solving and analysis.

Decision making. Team leadership. Creativity, Financial management, Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organising. knowledge of: relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations. Knowledge and understanding of the following: - Supply Chain Management procedures. Procurement Procedures. PFMA. DORA. PPPFA.

DUTIES : Monitor, analyse and determine actions to ensure proper contract administration. Administer variations to the contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancellations and develop proposals for approval. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure deliver off goods/services. Monitor contract compliance. Determine whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Monitor supplier performance according to the contract and service level agreement. Monitor RDP goals claimed. Monitor Participation of targeted groups in terms of the Departmental goals and PGDS. Verify the existence of project. Provide Supply Chain Management helpdesk. Provide advice and assistance to prospective contractors/ service providers on bidding matters. Attend to complaints from dissatisfied contractors/ service providers by accessing the evaluation reports. Attend to SCM queries. Attend to CIDB related enquiries and queries

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S at Tel No: (015) 284 7570/7586/7627,7262.

POST 03/199 : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT INFRASTRUCTURE REF. NO: S4/3/10/74 (2 POSTS)**
Component: Procurement Management
(Re-Advert)

SALARY CENTRE REQUIREMENTS : R444 036 per annum, Salary Level: 09
: Head Office - Polokwane
: A qualification at NQF level 7 as recognised by SAQA. A qualification at NQF level 7 as recognised by SAQA in Procurement/SCM/Finance/Logistics will be an added advantage. 03 years of experience at lower managerial level in supply chain. Valid driver's license, with the exception of applicants with disabilities. Skills: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, Treasury Regulations, Supply Chain Management procedures, Procurement Procedures, PFMA, DORA, PPPFA, Strategic capability and leadership.

DUTIES : Coordinate (synergize), review, research, analyze and plan the procurement needs of the department: Research the relevant identified needs. (in line with the SC strategy), Analyze requirements, undertake research, determine and develop proposals for implementation, Asses the results of the research on the market, interprets and develops proposals for procurement methodology, Ensure compliance with quality requirements, Determine whether specifications should contain any special conditions. Proposals as required. Coordinate review, collect and collate information for the annual procurement plan: Collect information from the relevant role players according to the prescribed template, Check (engage) and analyse the information, Confirm availability of budget, Check alignment against strategic and other objectives, Consolidate into procurement plan and table for approval by the accounting officer. Supervise and compile tender/quotation specifications as required: Determine whether a specification for the relevant commodity exists. If not oversee the collection and collation of information and the compilation of specifications/terms of reference, Compile and publish request for proposals as required. Develop, implement and maintain the supplier database: Perform general quality assurance of information in the supplier database (e.g. check and verify supporting documents). Manage and utilise resources (human, financial, & physical): Report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of subordinates, provide capacity development of subordinates, Enhance and maintain subordinates motivation and cultivate a culture of performance management, Provide job description to subordinates, Manage division leave matters.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S at Tel No: (015) 284 7570/7586/7627,7262.

POST 03/200 : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT INFRASTRUCTURE REF. NO: S4/3/10/75**
Component: Corporate Services
(Re-Advert)

SALARY CENTRE REQUIREMENTS : R444 036 per annum, (Level 09)
: Vhembe District
: A qualification at NQF level 7 as recognised by SAQA. A qualification at NQF level 7 as recognised by SAQA in Procurement/SCM/Finance/Logistics will be an added advantage. 03 years of experience at lower managerial level in supply chain. Valid driver's license, with the exception of applicants with disabilities. SKILLS: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, Treasury Regulations, Supply Chain Management procedures, Procurement Procedures, PFMA, DORA, PPPFA, Strategic capability and leadership.

DUTIES : Coordinate (synergize), review and execute the bidding process: Provide secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval), Compile bid documents, Publish tender invitations, Receiving and opening of bid documents. Coordinate, review, and compile the list of prospective providers for quotations: Compile terms of reference to invite service providers for an expression of interest, Receive, evaluate and adjudicate the expressions of interest, Compile a database of approved suppliers. Coordinate review, and source quotations from database according to the threshold values determined by the National Treasury. Manage and utilise resources (human, financial, & physical): Report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of subordinates, provide capacity development of subordinates, Enhance and maintain subordinates motivation and cultivate a culture of performance management, Provide job description to subordinates, Manage division leave matters

ENQUIRIES : Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790

POST 03/201 : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT, REF. NO: S.4/3/8/87**
Component: Corporate Services

SALARY CENTRE REQUIREMENTS : R444 036 per annum, (Level 09)
: Vhembe District
: A qualification at NQF level 06 as recognised by SAQA in Records Management, Information Management/ Science /Studies,/Archival Studies. Three (03) years' supervisory position in Records Management environment. Valid driver's license, with the exception of applicants with disabilities. core competencies: Problem solving and analysis. Decision making. Team leadership. Creativity, Financial management, Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organising. knowledge of: Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation.

DUTIES : Supervise the provision of Human Resource records. Assist in the development of file plan. Manage security of records. Monitor the classification and reference of records. Manage filling of documents. Supervise the provision of General records. Assist in the development of file plan. Manage security of records. Monitor the classification and reference of records. Manage filling of documents. Supervise the provision of postal and messaging services. Implement postal and messaging strategy and plans. Monitor registering and delivery of documents/ correspondence. Manage courier services. Manage renewals of franking machine and mailbags. Facilitate and coordinate the disposal of records. Identify the disposable records. Facilitate the approval process to dispose identify records. Facilitate the evaluation process of identify records. Transfer the valuable records to Provincial Archive repository. Dispose the outdate records. Manage and utilise resources (human, financial, & physical. Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a

		culture of performance management. Provide job description to subordinates. Manage leave matters.
<u>ENQUIRIES</u>	:	Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790
<u>POST 03/202</u>	:	<u>LEGAL ADMINISTRATION OFFICER GRADE 5 REF. NO: S. 4/3/8/66</u> (Re-Advert) Component: Legal Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R440 412 per annum Head Office - Polokwane A qualification at NQF level 08 (LLB) as recognised by SAQA. Eight (08) years' experience appropriate post qualification legal experience. Valid driver's license, with the exception of applicants with disabilities.
<u>DUTIES</u>	:	(Functional) Conduct, analyse, interpret, advise and mentor juniors on research that will provide information and case law relevant to the legal matter at hand. Present on and advise and mentor juniors on motivation/ proposals on how the specific case should be approached to obtain a desirable/ justifiable outcome / result. Draft legal documents and advise on and or mentor juniors on the drafting of legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Successfully conduct an interview in order to determine the client's goals and objectives. Advise the client on possible courses of action during the consultation process, in relation to legal entitlements and client's instructions. Document interview and all advice given during legal consultation in writing. Provide advice and guidance to lower level production employees on advanced interview techniques to address more sensitive or complicated issues as well as guide employees on the advice that should be rendered to the client. (Generic): Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction. Measure and improve or upgrade work methods, procedures and systems and decrease costs in order to improve the quality and cost efficiency of services and products delivered to customers. Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department. Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, videoconferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.
<u>ENQUIRIES</u>	:	Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S at Tel No: (015) 284 7570/7586/7627,7262.
<u>POST 03/203</u>	:	<u>CHIEF WORKS INSPECTOR, REF. NO: S.4/3/2/70</u> Component: Building Maintenance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 per annum, (Level 08) Mopani District A qualification at NQF level 6 as recognised by SAQA or N 3 and a passed trade test in the building environment, or Registration as an Engineering Technician. Three (3) years of experience in inspectorate (Building) environment. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Project Management. Technical analysis. Computer Literacy. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Teamwork. Customer focus and responsiveness. Planning and organising.
<u>DUTIES</u>	:	Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services. Prepare specifications for unplanned maintenance and minor new work. Develop bill of quantities. Develop proposals on the associated costs. Render an inspection service of work done on new projects and existing structures. Inspect new and/or maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is maintained. Compile an estimate of repairs and costs for

minor new work and maintenance work to be undertaken. Develop, implement and maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. Analyse and compile relevant project documentation for new and existing structures. Develop and interpret plans and sketches. Draw – up quotation documents and compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Manage the activities of contractors on project sites. Advice and guide contractors in respect of the compliance to legislation and procedures. Verify invoices and certify progress of payments. Check and process variation orders and make recommendations on requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Provide extended Public Works Programme. Gather and submit information in terms of the extended Public Works Programme. Supervise the performance and conduct of works Inspectors. Identify skills development needs and provide training and development opportunities for Works Inspector. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by works Inspectors and report on all work allocated. Monitor proper utilisation of equipment, stores and expenditure. Administer the departmental performance management and development system.

- ENQUIRIES** : Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075,
- POST 03/204** : **STATE ACCOUNTANT REVENUE AND SYSTEMS CONTROL (RE-ADVERT), REF. NO: S. 4/3/9/88**
Component: Management Accounting
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum, (Level 07)
: Head Office- Polokwane
: A qualification at NQF level 6 as recognised by SAQA in Financial Accounting/Management/Business Management. Two (02) years of experience in Financial Administration and Accounting environment, knowledge of BAS, LOGIS, PERSAL and PASTEL. Valid driver's license, with the exception of applicants with disabilities. skills and knowledge: Public Service Acts, regulations and frameworks. Knowledge of PFMA, Treasury Regulations, Directives, Notes and DORA. Knowledge on financial systems BAS, LOGIS, PERSAL. Knowledge and understanding of policy analysis, development and interpretation. Facilitation skills. Problem solving and analysis. Decision making. Team leadership. Creativity. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing.
- DUTIES** : Provide revenue collection: Verify collected cash against the receipt book. Capture receipt on BAS. Provide cash book: Reconcile cash book and deposit slip. Monitor closure of books. Provide weekly, monthly, quarterly and yearly cash book reports. Provide system maintenance: Provide maintenance of the financial system. Verify captured code structure against the departmental organizational structure. Activate removed and or inactive items. Capture new parameters and maintain the existing parameters. Provide user support: Advice and verify and user support functions to the users per directorate. Investigate blocked ids. Allocate functions. Monitor system output.
- ENQUIRIES** : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S at Tel No: (015) 284 7570/7586/7627,7262.
- POST 03/205** : **PERSONAL ASSISTANT (X2 POSTS)**
Component: Corporate Services and CFO
- SALARY CENTRE** : R308 154 per annum, (Level 07)
: Head Office- Polokwane
: CFO Ref No: S. 4/3/9/1 (Re - Advert)
: Corporate Services Ref No: S. 4/3/8/3
- REQUIREMENTS** : A qualification at NQF level 6 as recognised by SAQA in Secretarial/ Management Assistant/ Office Administration. Two (2) years' experience rendering support to Senior Management Services. skills and knowledge: Basic knowledge on financial administration. Knowledge on the relevant

legislation/ policies/ prescripts and procedures. Language skills and ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer Literacy. Sound organisational skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Good grooming and presentation. Self-management and motivation.

DUTIES

: Provide a secretarial/ receptionist support service to the Chief Director: Receive telephone calls in an environment where, in addition to the calls for the chief director, discretion is required to decide to whom the call should be forwarded. In the process finalise enquiries. Performs advanced typing work, Operates and ensures that office equipment, e.g. fax machines and photocopiers are in good working order, Records the engagements of the chief director, Utilise discretion to decide whether to accept/decline or refer to other employees' requests for meetings based on the assessed importance and urgency of the matter, Coordinates with and sensitises/ advises the Chief Director regarding engagements, Compiles realistic schedules of appointments. Render administrative support services: Effective flow of information and documents to and from the office of the chief director, Safekeeping of all documentation in the office of the chief director in line with relevant legislation and policies, Obtain inputs, collates and compiles reports e.g. progress, monthly and management reports, Scrutinises routine submissions/ reports and make notes and/ or recommendations for the managers, Responds to enquiries received from internal and external stakeholders, Drafts documents as required, Filing of documents for the chief director and the unit where required, Collects analyses and collates information requested by the chief director, Clarifies instructions and notes on behalf of the chief director, Ensure that travel arrangements are well coordinated, Prioritises issues in the office of the chief director, Manage the leave register and telephone accounts of the unit, Handles the procurement of standard items like stationery, refreshments etc. for the activities of the manager and the unit, Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Provides support to manager regarding meetings: Scrutinises documents to determine actions/ information/ other documents required for meetings, Collects and compiles all necessary documents for the chief director to inform him/her on the contents, Records minutes/ decisions and communicates to relevant role – players, follow – up on progress made, prepare briefing notes for the chief director as required, coordinates logistical arrangements for meetings when required. Supports the manager with the administration of the manager's budget: Collects and coordinates all the documents that relate to the chief director's budget, Assists manager in determining funding requirements for purposes of MTEF submissions, Keeps records of expenditure commitments, monitors expenditure and alerts chief director of possible over – under spending, Checks and correlates BAS reports to ensure that expenditure is allocated correctly, Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose, Compares the MTEF allocation with the requested budget and informs the chief director of changes. Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly: Remains up to date with regard to the prescripts/ policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the chief director, remains abreast with the procedures and processes that apply in the office of the chief director.

ENQUIRIES

: Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S at Tel No: (015) 284 7570/7586/7627,7262.

POST 03/206

: **ADMIN OFFICER: ICT INFRASTRUCTURE & OPERATIONAL SUPPORT, REF NO: S. 4/3/7/18**
Component: ICT Infrastructure & Operational Support

SALARY CENTRE REQUIREMENTS

: R308 154 per annum, (Level 07)
: Head Office- Polokwane
: A qualification at NQF level 6 as recognised by SAQA in Information Technology, Computer Science/Studies/Informatics. Two (02) years experience in relevant ICT environment. Valid Driver's license, with the exception of applicants with disabilities. skills and knowledge: Knowledge of Microsoft Exchange and Office Suites, Knowledge of networks, switches

- (CISCO), cabling and wireless devices, Knowledge on legislation and policies governing ICT in South Africa, Knowledge of international standards pertaining to ICT, Information Management, Knowledge of SITA Services.
- DUTIES** : Render ICT infrastructure: Installation and configuration of computers, laptops and printers. Provide 1st line support to all users in conjunction with contracted service providers. Render maintenance of computer equipment, servers, storage, server environment controls and network apparatus. Process orders for the directorate. Process invoices for the directorate. Update anti-virus software, standardise desktop software and server updates: Update anti-virus software. Update software and patches on server infrastructure. Update user's software to the recommended and prescribed software. Re-install any software that is corrupt. Install all new additional software. Maintain the software in general, Provide network services. Deploy and monitor switches, routers, security devices including updates and firmware upgrades. Identify new network and wireless access point connectivity, LAN repairs, and ensure that data cabinets are maintained with adequate space on patch panels. Ensure that the UPS and DRP equipment is always fully operational and fully functional. Provide ICT assets: Identify and compile needs for new equipment's. Compile report for equipment's that has to be written off or replaced. Provide electronic ICT assets register. Facilitate disposal of redundant ICT infrastructure.
- ENQUIRIES** : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S at Tel No: (015) 284 7570/7586/7627,7262.
- POST 03/207** : **ADMIN OFFICER: FACILITIES MANAGEMENT, REF NO: S.4/3/77**
Component: Facilities Management
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum, (Level 07)
: Sekhukhune District Office
: A qualification at NQF level 6 as recognised by SAQA. Two (02) years of experience in Facilities Management. Valid driver's license, with the exception of applicants with disabilities. Skills And Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, Strategic capability and leadership.
- DUTIES** : Provide landscaping services, Implement landscaping plans for the district. Facilitate procurement of protective clothing for the district. Provide specifications for procurement of landscaping equipment and materials. Facilitate repairs and servicing of landscaping equipment. Allocate groundsman to serve the district office and cost centres. Provide cleaning services, Implement cleaning plans for the district. Monitor budget for cleaning services. Procure protective clothing for the district. Provide specifications for procurement of cleaning equipment and materials. Facilitate repairs and servicing of cleaning equipment. Facilitate the distribution of cleaning material and chemicals for both district office and cost centre. Provide waste management services, Implement waste management plan. Facilitate sorting and shredding of wastepaper. Liaise with service provider with regards to collection of packaged wastepaper. Provide resource (Human, Financial and Equipment) Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline.
- ENQUIRIES** : Ms Makalela RC, Mr Mathabatha MJ Tel No: (015) 636 8300/8330
- POST 03/208** : **ADMINISTRATIVE OFFICER-MUNICIPAL RATES AND TAXES, REF NO: S.4/3/64**
Component: Operations Management
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum, (Level 07)
: Head Office- Polokwane
: A qualification at NQF level 6 as recognised by SAQA in Property Management/Real Estate/ A qualification at NQF level 7 in Property Studies as recognised by SAQA. Two (02) years relevant experience in property management. Valid Driver's license, with the exception of applicants with disabilities. skills and knowledge: Relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Knowledge of relevant Public Service Acts,

		regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Knowledge in office management and administration. Problem solving and analysis. Decision making. Team member. Creativity. Customer focus and responsiveness. Communication. Computer skills. Facilitation. People management. Planning and organising.
<u>DUTIES</u>	:	Facilitate payments of rates and taxes: Inspect properties to ensure correct billing in relation to correct land use of properties. Receive monthly and quarterly reports from the district. Check authenticity of the report from the district. Liaise with district on identified incorrect information. Process payments of municipal levies: Receive invoices from Eskom for the district. Monitor the application of MPRA Standard Procedure. Compile monthly municipal services report. Facilitate valuation services: Receive notification to inspect valuation roll. Request the valuer to visit all municipalities to check the valuation rolls for objections. Comply in terms of objection period of the valuation roll.
<u>ENQUIRIES</u>	:	Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S at Tel No: (015) 284 7570/7586/7627,7262.
<u>POST 03/209</u>	:	<u>ADMINISTRATIVE OFFICER -LEASE MANAGEMENT, REF NO: S.4/3/3/108</u> Component: Property and Facilities
<u>SALARY</u>	:	R308 154 per annum, (Level 07)
<u>CENTRE</u>	:	Waterberg District
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 as recognised by SAQA in Property Management/Real Estate/ A qualification at NQF level 7 in Property Studies as recognised by SAQA. Two (02) years relevant experience in property management. Valid Driver's license, with the exception of applicants with disabilities. skills and knowledge: Relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Knowledge in office management and administration. Problem solving and analysis. Decision making. Team member. Creativity. Customer focus and responsiveness. Communication. Computer skills. Facilitation. People management. Planning and organising.
<u>DUTIES</u>	:	Provide accommodation (residential). Implement accommodation policy, strategy and processes. Implement accommodation plan. Provide accommodation in the district. Facilitate accommodation allocation committee meetings. Receive applications of accommodations. Compile and monitor accommodation status register. Update allocation register. Provide leases. Implement lease policy, strategy and processes. Administer leases. Provide lease escalation report in terms of the lease agreement. Liaise with tenants on conditions of the lease arrangements. Monitor adherence to lease agreements. Provide and advice on terms and conditions of the contract. Provide rentals. Implement rental policy, strategy and processes. Provide rental collection in terms of the lease agreement. Advice tenants on the stipulated rental fees. Provide and analyse Persal reports on rental. Facilitate stop order payments. Analyse and report on stop order (debit order) payments. Monitor cash payments. Reconcile Persal reports against the residential accommodation register. Provide payment of rates, taxes and services. Implement municipal services policy, strategy and processes. Compile rates and taxes reports. Inspect property to ensure correct billing in relation to correct land use of property. Receive invoices on rates, taxes and services. Prepare requisitions for payment of rates, taxes and services. Facilitate submission of requisitions and invoices to finance for payment. Compile municipal services expenditure pattern reports. Liaise with municipalities on rates and taxes. Monitor payments to service providers. Provide refunds and arrears rental recovery. Implement refunds and arrears policy, strategy and processes. Retrieve reports and identify defaulters. Make arrangements with defaulters for rental collection. Analyse arrear rental patterns. Analyse monthly and quarterly reports for arrear rental to be recovered. Investigate and facilitate payment of refunds. Provide resource (Human, Financial and Equipment). Monitor and report on the utilisation of equipments. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

ENQUIRIES : Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027

POST 03/210 : **ADMIN OFFICER: ACQUISITION MANAGEMENT (Re-advert), Ref no: S.4/3/3/102**
Component: Acquisition Management

SALARY : R308 154 per annum, (Level 07)
CENTRE : Capricorn District – Polokwane District Office
REQUIREMENTS : An NQF Level 6 qualification in Supply Chain Management/Finance/Marketing/Economics or related field. 3 years' experience in Supply Chain Management environment. Valid Driver's license, with the exception of applicants with disabilities. skills and knowledge: Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations. Knowledge and understanding of the following: -Supply Chain Management procedures, Procurement Procedures, PFMA, DORA, PPPFA.

DUTIES : Provide the district demand for goods and services: Facilitate the development of the procurement plan. Facilitate the approval of procurement plan. Communicate the procurement plan. Provide goods and services according to the procurement plan. Provide costing of the procurement plan. Procure goods and services in line with the procurement plan. Advice on the performance of procurement in line with the plan. Provide the acquisition of goods and services: Implement supply chain management policy, strategies and processes. Acquire goods and service as per the transversal contract. Request for quotation. Verify and advice on specifications for goods and services. Issue purchase order. Verify received goods as per the specification. Provide BAC secretariat: Facilitate the appointment of BEC members. Facilitate logistical arrangements for BEC meetings. Provide secretariat function to the BEC. Implement of BEC recommendations. Provide bids evaluation: Facilitate evaluation of bids and quotations. Adhere to advertised criteria in the evaluation process. Verify captured information for all bids and quotations. Prepare an evaluation report- submission. Facilitate the clearance of the successful bidders. Customise and implement any changes on standard evaluation criteria. Provide Suppliers database: Facilitate registration of supplier database. Monitor and liaise with CIDB about professionals/ contractor's information. Monitor the process of verifying supplier and professionals. Provide resource (Human, Financial and Equipment: Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Manage division leave matters

POST 03/211 : **ADMINISTRATIVE OFFICER-FACILITIES SERVICES (2 POSTS)**
Component: Property and Facilities

SALARY : R308 154 per annum, (Level 07)
CENTRE : Mopani (Maruleng Cost Centre) and Waterberg District (Modimolle/ Mookgopong Cost Centre)
Mopani Ref No: S.4/3/3/79
Waterberg Ref No: S.4/ 3/3/28

REQUIREMENTS : A qualification at NQF level 06 as recognised by SAQA. Two (02) years relevant experience in property management or facilities management environment, Valid driver's license, with the exception of applicants with disabilities. skills and knowledge: Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Knowledge in office management and administration. Knowledge and understanding of policy analysis, development and interpretation. Problem solving and analysis. Decision making. Team member. Creativity. Customer focus and responsiveness. Communication. Computer skills. Facilitation. People management. Planning and organising. Conflict management.

DUTIES : Provide cost centre government vehicles services: Issue and receive trip authorisation form. Allocate cars. Monitor the inspections of cars upon

allocation. Facilitate exemption to drive after working hours. Report accidents and incidents to the district office. Safe keep the keys, fuel cars and logbooks. Monitor verification of the logbooks according to the trip authorisation form. Provide fleet report. Provide cleaning and landscaping services: Provide inputs for the procurement of protective clothing. Provide specifications inputs for procurement of landscaping equipment and materials. Report on repairs and servicing of landscaping equipment. Allocate cleaners and grounds men to serve for both the roads and building cost centre. Provide general and administration support services: Facilitate the residential accommodation services by: Receive and submit the accommodation application to the district office. Liaise with requestor about the status of the application. Update the allocation register. Facilitate the human resource services in the cost centre: Receive and consolidate cost centre leave application for submission to the district office. Receive and consolidate cost centre PMDS documents for submission to the Head Office. Facilitate and arrange district meetings, workshops etc. Monitor switchboard operation for cost centre. Provide resource (Human, Financial and Equipment): Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

ENQUIRIES : For Mopani District: Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075, For Waterberg District: Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027

POST 03/212 : **ADMINISTRATIVE OFFICER- RECORDS MANAGEMENT X2, REF NO: SEKHUKHUNE DISTRICT S.4/3/8/85 AND VHEMBE S.4/3/8/50**
Component: Corporate Services

SALARY CENTRE REQUIREMENTS : R308 154 per annum, (Level 07)
: Sekhukhune and Vhembe
: A qualification at NQF level 06 as recognised by SAQA in Records Management, Information Management/ Science /Studies/Archival Studies. Two (02) years of experience within Records and Information Management environment. Valid driver's license, with the exception of applicants with disabilities. skills and knowledge: Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Conflict management.

DUTIES : Provide the administration of Human Resource records: Assist in the development of file plan. Manage security of records. Verify the classification and reference of records. Manage filling of documents. Provide the administration of General records: Assist in the development of file plan. Ensure security of records. Verify the classification and reference of records. update filling of documents. Provide the administration of postal and messaging services: Implement postal and messaging strategy and plans. Register and deliver documents/ correspondence. Render courier services. Facilitate the renewals of franking machine and mailbags. Provide the administration of records disposal: Identify the disposable records. Facilitate the approval process to dispose identify records. Facilitate the evaluation process of identify records. Transfer the valuable records to Provincial Archive repository. Dispose the outdate records. Manage and utilise resources (human, financial, & physical: Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates' motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.

ENQUIRIES : For Sekhukhune District: Ms Makalela RC, Mr Mathabatha MJ Tel No (015) 636 8300/8330, For Vhembe District: Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790

<u>POST 03/213</u>	:	<u>ADMIN OFFICER- AUXILIARY SERVICES (X2 POSTS)</u> Component: Corporate Services
<u>SALARY CENTRE</u>	:	R308 154 per annum, (Level 07) Sekhukhune and Vhembe Sekhukhune District Ref No: S.4/3 /8/90 Vhembe Ref No: S.4/3/8/77
<u>REQUIREMENTS</u>	:	A qualification at NQF level 06 as recognised by SAQA. Two (2) years of experience in auxiliary services. Valid driver's license, with the exception of applicants with disabilities. core and process competencies: Knowledge of: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership. Skills: Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management
<u>DUTIES</u>	:	Provide the administration of District's Government owned and subsidised motor transport: Provide departmental fleet acquisition services. Administer the renewal process of vehicle licences. Issue government vehicle. Facilitate the maintenance and repair of government vehicle. render accidents administration. Facilitate the disposal of government vehicle. Facilitate the administration of subsidised vehicles. Provide the administration of Telecommunication systems of the District: Facilitate installations of landlines and extensions. Liaise with service providers with regard to service maintenance and activation of speed dials and Pin Codes. Evaluate applications for required cell phones for submission to Head office. Receive approval to procure and facilitate the procurement of the cell phone. Monitor compliance to allocated airtime as per Departmental policy. Analyse monthly statements of account and monitor payments of private calls. Provide the administration and distribution of Labour Saving device and disposal of waste papers: Liaise with service provider with regard to distribution and maintenance and service of leased and procured office machines – photocopiers and fax machines. Ratify and process the invoices. Monitor compliance to service level agreements. Facilitate sorting and shredding of waste papers. Liaise with service provider with regard to collection of packaged wastepaper. Compile report to Head office with regard to units of papers collected and amount paid. Provide the administration and distribution of office and domestic service: Conduct need assessment in respect of required number and type of office and domestic furniture and distribute according to the set norm. Determine and Facilitate maintenance and repair of broken office and domestic furniture. Facilitate the disposal of redundant or irreparable furniture. Conduct periodic inspection with regard to all furniture taken on stock. Procurement of Uniform and Protective Clothing. Facilitate accommodation need. Manage and utilise resources (human, financial, & physical): Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates.
<u>ENQUIRIES</u>	:	For Sekhukhune District: Ms Makalela RC, Mr Mathabatha MJ Tel No (015) 636 8300/8330, For Vhembe District: Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790
<u>POST 03/214</u>	:	<u>PERSONNEL PRACTITIONER (2 POSTS)</u> Component: Corporate Services
<u>SALARY CENTRE</u>	:	R308 154 per annum, (Level 07) Capricorn and Vhembe Capricorn District Ref No: S4/3/8/82 Vhembe District Ref No: S4/3/8/91
<u>REQUIREMENTS</u>	:	A qualification at NQF level 06 as recognised by SAQA in Human Resource Management/Public Administration/ Management/Human Resource Development/ Training Management. Two (02) years of experience within Human Resource Management environment. Valid driver's license, with the exception of applicants with disabilities. PERSAL knowledge. skills and knowledge: Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Problem

solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Conflict management. PERSAL knowledge.

DUTIES : Provide recruitment services. Receive applications from registry and keep record thereof. Provide statistics of received application per post. Compile scheduling of district posts. Provide the administration for district selection services. Facilitate shortlisting and interviews in the district. Provide the administration for district appointment services. Provide the administration of conditions of services. Provide the administration for service termination due to death/ resignation, retirement (normal and early retirement). Provide the administration for employee benefits such as pensions, housing allowances, medical aid scheme recognition of long service awards. Facilitate state guarantees. Monitor attendance and leave registers. Facilitate PILIR. Conduct district leave auditing. Provide the administration of post establishment and HR system. Provide the administration for transfer and translation of personnel. Effect the translation and transfer of personnel upon receipt of approval from the HOD. Conduct district head count. Capture PERSAL transaction. Facilitate and coordinate district human resource development services. Assist in the development of district workplace skills plan. Liaise with head office on schedule of courses to be attended. Provide the administration for the learnerships and internships. Verify the compilation of performance management and development system documentation. Render secretariat services in performance management and development system moderation. Conduct performance management and development system workshops. Provide the administration for performance management and development system rewards/incentives. Coordinate the employment relations services. Liaise with head office on grievances and misconducts. Facilitate district labour forums. Provide secretariat to the labour forums. Manage and utilise resources (human, financial, & physical). Report on the utilisation of equipments. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates.

ENQUIRIES : For Capricorn District: Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600, For Vhembe District: Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790

POST 03/215 : **CHIEF ARTISAN GRADE A: DRAINAGE STRUCTURES (2 POSTS)**
Component: Roads Maintenance

SALARY CENTRE : R455 223 per annum, OSD Grade A
: Capricorn and Sekhukhune
Ref No: Capricorn Ref No: S4/3/10/120 (Re-Advert)
Sekhukhune Ref No: S4/3/10/121

REQUIREMENTS : Trade Test Certificate in shuttering / steel fixing /concrete. Ten years relevant experience as an Artisan/Artisan Foreman. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Project Management, Technical design and analysis, Computer aided technical applications, Legal compliance, Technical report writing, Technical consulting, Production, process knowledge and skills.

DUTIES : Manage technical services: Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Manage administrative and related functions: Provide inputs to budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update database. Manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline – related activities and services. People Management: Manage the development, motivation and utilization of human resource for the discipline to ensure competent knowledge base for the continued success of technical 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. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters.
- ENQUIRIES** : For Capricorn District: Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600, For Sekhukhune District: Ms Makalela RC, Mr Mathabatha MJ Tel No (015) 636 8300/8330
- POST 03/216** : **CHIEF ARTISAN GRADE A (3 POSTS)**
(Re-Advert
Component: Building Maintenance
- SALARY CENTRE** : R455 223 per annum, OSD Grade A
: Mopani, Vhembe and Waterberg
Sekgosese (1 Post)
Building Maintenance Ref No: S4/3/2/69
Vhembe Ref No: S4/3/2/35
Waterberg (1 Post)
(Bakenberg Building Maintenance Ref No: S4/3/2/36
- REQUIREMENTS** : Trade Test Certificate in Plumbing, Carpentry, Bricklaying, Electrical. Ten years relevant experience as an Artisan/Artisan Foreman. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Project Management, Technical design and analysis, Computer aided technical applications, Legal compliance, Technical report writing, Technical consulting, Production, process knowledge and skills.
- DUTIES** : Manage technical services: Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Manage administrative and related functions: Provide inputs to budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update database. Manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline – related activities and services. People Management: Manage the development, motivation and utilization of human resource for the discipline to ensure competent knowledge base for the continued success of technical 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. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters.
- ENQUIRIES** : For Mopani District: Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075, For Vhembe District: Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790, For Waterberg District: Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027
- POST 03/217** : **ARTISAN FOREMAN: CARPENTRY, REF NO: S. 4/3/2/15**
Component: Building Infrastructure Maintenance
- SALARY CENTRE** : R362 130 per annum, OSD Grade A
: Sekhukhune (Nebo Building Maintenance)
- REQUIREMENTS** : Carpentry Trade Test Certificate. Five (05) years experience as an artisan. Valid driver's license with the exception of applicants with disabilities. Technical Competencies: Technical analysis. Computer aided technical applications. Legal compliance. Technical report writing. Technical consulting. Production, process knowledge and skills. Problem solving and analysis. Decision making.
- DUTIES** : Design. Produce designs according to client specification and within limits of production capability. Production. Produce objects with material and

equipment's according to job specification and recognised standards. Maintenance. inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Perform administrative and related functions. Compile and submit reports. Provide inputs on the compilation of technical reports. Keep and maintain job record and other registers. Maintain and adhere to agreed development plan. Supervise and mentor staff. Maintain expertise. Continuous individual development to keep up with new technologies and procedure
 Ms Makalela RC, Mr Mathabatha MJ Tel No: (015) 636 8300/8330

ENQUIRIES

POST 03/218

ARTISAN FOREMAN GRADE A: BRICKLAYER, REF NO: S.4/3/2/53
 COMPONENT: Building Infrastructure Maintenance

SALARY CENTRE

R362 130 per annum, OSD Grade A
 Waterberg (Bakenburg)

REQUIREMENTS

Bricklayer Trade Test Certificate. Five (05) years experience as an artisan. Valid driver's license with the exception of applicants with disabilities. Technical Competencies: Technical analysis. Computer aided technical applications. Legal compliance. Technical report writing. Technical consulting Production, process knowledge and skills. Problem solving and analysis. Decision making.

DUTIES

Design. Produce designs according to client specification and within limits of production capability. Production. Produce objects with material and equipment's according to job specification and recognised standards. Maintenance. inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Perform administrative and related functions. Compile and submit reports. Provide inputs on the compilation of technical reports. Keep and maintain job record and other registers. Maintain and adhere to agreed development plan. Supervise and mentor staff. Maintain expertise. Continuous individual development to keep up with new technologies and procedure.

ENQUIRIES

Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027

POST 03/219

ARTISAN FOREMAN: MECHANICAL (3 POSTS)
 Component: Roads Infrastructure Maintenance

SALARY CENTRE

R362 130 per annum, OSD Grade A
 Sekhukhune and Waterberg
 Sekhukhune (1 Post)
 (Lebowakgomo Mechanical Workshop Ref No: S. 4/3/10/121
 Waterberg (2 Posts)
 (Lephalale Ref No: S. 4/3/10/148
 Mokopane Mechanical Workshop Ref No: S.4/3/10/149

REQUIREMENTS

Mechanical Trade Test Certificate. Five (05) years experience as an artisan. Valid driver's license with the exception of applicants with disabilities. Technical Competencies: Technical analysis. Computer aided technical applications. Legal compliance. Technical report writing. Technical consulting Production, process knowledge and skills. Problem solving and analysis. Decision making.

DUTIES

Design. Produce designs according to client specification and within limits of production capability. Production. Produce objects with material and equipment's according to job specification and recognised standards. Maintenance. inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Perform administrative and related functions. Compile and submit reports. Provide inputs on the compilation of technical reports. Keep and maintain job record and other registers. Maintain and adhere to agreed development plan. Supervise and mentor staff. Maintain expertise. Continuous individual development to keep up with new technologies and procedure.

ENQUIRIES

For Sekhukhune District: Ms Makalela RC, Mr Mathabatha MJ Tel No (015) 636 8300/8330, For Waterberg District: Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027

- POST 03/220** : **ARTISAN FOREMAN: PLUMBING, REF NO: S4/3/10/137**
Component: Building Infrastructure Maintenance
- SALARY CENTRE REQUIREMENTS** : R362 130 per annum, OSD Grade A
: Vhembe (Thohoyandou Building Maintenance)
: Plumbing Trade Test Certificate. Five (05) years experience as an artisan. Valid driver's license with the exception of applicants with disabilities. TECHNICAL COMPETENCIES: Technical analysis. Computer aided technical applications. Legal compliance. Technical report writing. Technical consulting Production, process knowledge and skills. Problem solving and analysis. Decision making
- DUTIES** : Design. Produce designs according to client specification and within limits of production capability. Production. Produce objects with material and equipment's according to job specification and recognised standards. Maintenance. inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Perform administrative and related functions. Compile and submit reports. Provide inputs on the compilation of technical reports. Keep and maintain job record and other registers. Maintain and adhere to agreed development plan. Supervise and mentor staff. Maintain expertise. Continuous individual development to keep up with new technologies and procedure
- ENQUIRIES** : Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790
- POST 03/221** : **ARTISAN FOREMAN: CARPENTRY, REF NO: S4/3/10/146**
Component: Building Infrastructure Maintenance
- SALARY CENTRE REQUIREMENTS** : R362 130 per annum, OSD Grade A
: Vhembe (Makhado Building Maintenance)
: Carpentry Trade Test Certificate. Five (05) years experience as an artisan. Valid driver's license with the exception of applicants with disabilities. Technical Competencies: Technical analysis. Computer aided technical applications. Legal compliance. Technical report writing. Technical consulting Production, process knowledge and skills. Problem solving and analysis. Decision making.
- DUTIES** : Design. Produce designs according to client specification and within limits of production capability. Production. Produce objects with material and equipment's according to job specification and recognised standards. Maintenance. inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Perform administrative and related functions. Compile and submit reports. Provide inputs on the compilation of technical reports. Keep and maintain job record and other registers. Maintain and adhere to agreed development plan. Supervise and mentor staff. Maintain expertise. Continuous individual development to keep up with new technologies and procedure.
- ENQUIRIES** : Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790
- POST 03/222** : **ARTISAN PRODUCTION (PAINTING) (3 POSTS)**
Component: Building Maintenance
- SALARY CENTRE** : R230 898 per annum, OSD Grade A
: Capricorn and Sekhukhune
: Capricorn (1 Post)_
(Mankweng SRef No: S 4/3/2/55
And Sekhukhune (2 Posts)
Thabamooopo Ref No: S.4/3/2/54
Tubatse Ref No: S.4/3/2/56
- REQUIREMENTS** : Painting Trade Test Certificate. Valid driver's license, with the exception of applicants with disabilities. Technical analysis, Computer aided technical applications, Legal compliance, Technical report writing, Technical consulting, Production, process knowledge and skills.
- DUTIES** : Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment's according to job specification and recognised standards, Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults, Repair equipment and facilities according to

standards, Test repair equipment and/or facilities against specifications, Service equipment and/or facilities according to schedule, Quality assure serviced and maintained equipment and or facilities. Perform administrative and related functions: Compile and submit reports, provide inputs on the compilation of technical reports, Keep and maintain job record and other registers, Maintain and adhere to agreed development plan, Supervise and mentor staff. Maintain expertise: Continuous individual development to keep up with new technologies and procedures. Service equipment and/or facilities according to schedule.

ENQUIRIES : For Capricorn District: Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600, For Sekhukhune District: Ms Makalela RC, Mr Mathabatha MJ Tel No: (015) 636 8300/8330

POST 03/223 : **ARTISAN PRODUCTION (PLUMBING) (2 POSTS)**
Component: Building Maintenance

SALARY CENTRE : R230 898 per annum, OSD Grade A
: Sekhukhune and Mopani
: Sekhukhune (1 post)
Thabamooopo Cost Centre Ref No: S.4/3/10/137
Mopani (1 Post)
(Malamulele Cost Centre Ref No: S.4/3/10/150)

REQUIREMENTS : Plumbing Trade Test Certificate. Valid driver's license, with the exception of applicants with disabilities. Technical analysis, Computer aided technical applications, Legal compliance, Technical report writing, Technical consulting, Production, process knowledge and skills.

DUTIES : Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment's according to job specification and recognised standards, Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults, Repair equipment and facilities according to standards, Test repair equipment and/or facilities against specifications, Service equipment and/or facilities according to schedule, Quality assure serviced and maintained equipment and or facilities. Perform administrative and related functions: Compile and submit reports, Provide inputs on the compilation of technical reports, Keep and maintain job record and other registers, Maintain and adhere to agreed development plan, Supervise and mentor staff. Maintain expertise: Continuous individual development to keep up with new technologies and procedures. Service equipment and/or facilities according to schedule.

ENQUIRIES : For Sekhukhune District: Ms Makalela RC, Mr Mathabatha MJ Tel No: (015) 636 8300/8330, For Mopani District: Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075,

POST 03/224 : **ARTISAN PRODUCTION (X3 POSTS)**
Component: Building Maintenance

SALARY CENTRE : R230 898 per annum, OSD Grade A
: Mopani and Vhembe
Bricklaying
Mopani (2 Posts)
Tzaneen Ref No: S 4/3/10/190
Giyani Ref No: S.4/3/10/155)
Vhembe (1 Post)
Hlanganani Ref No: S.4/3/10/91

REQUIREMENTS : Bricklaying Trade Test Certificate. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Technical analysis, Computer aided technical applications, Legal compliance, Technical report writing, Technical consulting, Production, process knowledge and skills.

DUTIES : Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment's according to job specification and recognised standards, Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults, Repair equipment and facilities according to standards, Test repair equipment and/or facilities against specifications, Service equipment and/or facilities according to schedule, Quality assure serviced and maintained equipment and or facilities. Perform administrative

		and related functions: Compile and submit reports, provide inputs on the compilation of technical reports, Keep and maintain job record and other registers, Maintain and adhere to agreed development plan, Supervise and mentor staff. Maintain expertise: Continuous individual development to keep up with new technologies and procedures. Service equipment and/or facilities according to schedule.
<u>ENQUIRIES</u>	:	For Mopani District: Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075. For Vhembe District: Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790
<u>POST 03/225</u>	:	<u>ARTISAN PRODUCTION GRADE A (DRAINAGE), REF NO: S.4/3/10/86</u> Component: Roads Infrastructure Maintenance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R230 898.per annum, OSD Grade A Sekhukhune Shuttering Trade Test Certificate. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Technical analysis. Computer aided technical applications, Legal compliance, Technical report writing, Technical consulting, Production, process knowledge and skills, Generic Competencies: Problem solving and analysis, Decision making, Team work, Creativity, Self-Management, Customer focus and responsiveness, Communication, Computer skills, Planning and organizing.
<u>DUTIES</u>	:	Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment's according to job specification and recognised standards. Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and or facilities. Perform administrative and related functions, Compile and submit reports. Provide inputs on the compilation of technical reports. Keep and maintain job record and other registers. Maintain and adhere to agreed development plan. Supervise and mentor staff. Maintain expertise: Continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	Ms Makalela RC, Mr Mathabatha MJ Tel No: (015) 636 8300/8330
<u>POST 03/226</u>	:	<u>WORKS INSPECTOR, REF NO: S.4/3/2/27</u> Component: Building Infrastructure Maintenance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R255 450 per annum, (Level 06) Mopani A qualification at NQF level 06 as recognised by SAQA /N3 and a Trade Test certificate in build environment. Registration as an Engineering Technician, and a valid driver's license, with the exception of applicants with disabilities.
<u>DUTIES</u>	:	Render a basic inspection service of work done on minor new and existing structures on a project basis: Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation, Conduct inspections on work done, or to be done, to check that proper quality control is maintained, Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken, Maintain an electronic record system for work being done and work that was finalised, Develop progress reports on outstanding and finalised work. Analyse and compile relevant documentation for work to be done on minor new and existing structures, through inter alia the following: Development and interpretation of plans and sketches, Draw-up quotation documents and compile specifications, participate in the adjudication process and provide recommendations on quotations, Liaise with relevant stakeholders in respect of technical aspects. Oversee the work of contractors through inter alia the following: Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards, Advice and guide contractors in respect of the relevant legislation and regulations, Compile payment documents, Compile and process variation orders and requests for the extension of deadlines, Ensure effective contract administration, Timeous development of reports on problems emanating from projects. Render extended public works programme: Gather and submit information in terms of the extended public works programme.

- ENQUIRIES** : Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075,
- POST 03/227** : **ADMINISTRATION CLERK, REF NO: S4/3/9/190**
Component: Finance Management
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum, (Level 05)
: Vhembe
: A qualification at NQF level 4 as recognised by SAQA. No experience. knowledge and skills: Knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job knowledge. Communication. Interpersonal relations. Flexibility. Computer. Language and good verbal and written communication skills.
- DUTIES** : Process payments and accounts: Receive order from supply chain. Check for delivering note and invoice. Compile payment voucher for EBT transfer. Capture/ approve payment voucher on LOGIS. Receive EBT stubs. Link stubs and invoices and dispatch copy of stubs to suppliers. File payment vouchers according to system. Capture EPWP stipends on BAS. Provide salary: Check authenticity of documents to be capture on PERSAL system. Capture PERSAL transactions such as allowances, deductions, fringe benefits and IRP deductions. Identify and specify state liabilities on pension fund. Provide revenue. Collection of Government money. Issue receipts manual or online under correct allocation. Register receipts in cash book. Deposit money. Day-end receipts on BAS. Facilitate debt Open debt file for relevant employer. Complete BAS Debt take on and attached supporting documents for submission to Head Office for implementation of debt on suspense account. Close Debt files.
- ENQUIRIES** : Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790
- POST 03/228** : **ADMINISTRATION CLERK: BUILDING MAINTENANCE, REF NO: S4/3/2/57**
Component: Building Maintenance
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum, (Level 05)
: Mopani (Giyani Building Maintenance)
: A qualification at NQF level 4 as recognised by SAQA. No experience. knowledge and skills: Knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job knowledge. Communication. Interpersonal relations. Flexibility. Computer. Language and good verbal and written communication skills.
- DUTIES** : Render administration clerical support of building maintenance: Receive documentation for building maintenance, Record, organise, store, capture and retrieve correspondence and data in relation to roads maintenance, Update registers and statistics, Handle routine enquiries, Make photocopies and receive or send facsimiles, Distribute documents/packages to various stakeholders as required, Keep and maintain the filing system for the component, Type letters and/or other correspondence when required, Keep and maintain the incoming and outgoing document register of the component. Render administration clerical support on office services and accommodations: Liaise with internal and external stakeholders in relation to procurement of goods and services, obtain quotations, complete procurement forms for the purchasing of standard office items, Stock control of office stationery, Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component: Maintain a leave register for the component, Keep and maintain personnel records in the component, Keep and maintain the attendance register of the component, Forward component leave form to corporate services. Render financial administration support services in the component: Check correctness of subsistence and travel claims of officials and submit to manager for approval.
- ENQUIRIES** : Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075,

- POST 03/229** : **ADMINISTRATION CLERK: STORES (4 POSTS)**
Component: Finance
- SALARY CENTRE** : R216 417 per annum (Level 05)
: Vhembe, Mopani, Waterberg and Sekhukhune
Mopani (1 Post)
Giyani Stores Ref No: S4/3/9/89
Sekhukhune (1 Post)
Fetakgomo – Tubatse Stores Ref No: S4/3/3/107
Waterberg (1 Post)
Modimolle Mechanical Workshop Ref No: S4/3/2/68
- REQUIREMENTS** : A qualification at NQF level 4 as recognised by SAQA. No experience. knowledge and skills: Knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job knowledge. Communication. Interpersonal relations. Flexibility. Computer. Language and good verbal and written communication skills
- DUTIES** : Place order: Receive request of goods from the end user. Receive stock from the supplier. Verify stock received against the invoice. Sign off the invoice for received goods. Update and maintain register of suppliers. Capture goods in registers databases. Receive stock into the system. Capture the received stock into the system. Verify and update the register in line with the system stock. Issue goods to end users. Receive request of goods from the end user (LOGIS FORM). Issue the stores on the system. Issue the stores to end user. Receive issuing form back from the end-user. File the issuing form.
- ENQUIRIES** : For Vhembe District: Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790, For Mopani District: Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075, For Waterberg District: Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027, For Sekhukhune District: Ms Makalela RC, Mr Mathabatha MJ Tel No: (015) 636 8300/8330
- POST 03/230** : **ADMINISTRATION CLERK: AUXILIARY SERVICES REF NO: S. 4/3/8/73**
Component: Corporate Support
(Re-Advert)
- SALARY CENTRE** : R216 417 per annum, (Level 05)
: Capricorn
- REQUIREMENTS** : A qualification at NQF level 4 as recognised by SAQA. No experience. Knowledge And Skills: Knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job knowledge. Communication. Interpersonal relations. Flexibility. Computer. Language and good verbal and written communication skills.
- DUTIES** : Render administration clerical support of fleet services: Receive and provide GG allocation to use during and after normal working hours, Record, organise, store, capture and retrieve correspondence and data in relation to fleet management, Update fleet management registers and statistics, Handle routine enquiries, Make photocopies and receive or send facsimiles, Distribute documents/packages to various stakeholders as required, Keep and maintain the filing system for the component, Type letters and/or other correspondence when required, Keep and maintain the incoming and outgoing document register of the component. Render administration clerical support on office services and accommodations: Liaise with internal and external stakeholders in relation to procurement of goods and services, obtain quotations, complete procurement forms for the purchasing of standard office items, Stock control of office stationery, Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component: Maintain a leave register for the component, Keep and maintain personnel records in the component, Keep and maintain the attendance register of the component. Render financial administration support services in the component: Capture and update expenditure in component, Check correctness of subsistence and travel claims of officials and submit to

	:	manager for approval, Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Capricorn District: Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600
<u>POST 03/231</u>	:	<u>ADMINISTRATION CLERK: (ROAD INFRASTRUCTURE MAINTENANCE) (4 POSTS)</u> Component: Roads Infrastructure Maintenance
<u>SALARY CENTRE</u>	:	R216 417 per annum, (Level 05)
	:	Mopani and Sekhukhune
	:	Mopani (1 Post)
	:	Giyani Roads Maintenance) Ref No: S4/3/8/89
	:	Sekhukhune (3 Posts)
	:	Hoeraroep Roads Maintenance Ref No: S 4/3/1/140
	:	Mecklenburg Roads Maintenance Ref No: S4/3/10/141
	:	Lebowakgomo Roads Maintenance Ref No: S4/3/2/58
<u>REQUIREMENTS</u>	:	A qualification at NQF level 4 as recognised by SAQA. No experience. knowledge and skills: basic knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics. basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.
<u>DUTIES</u>	:	Render administration clerical support of Roads maintenance: Receive documentation for roads maintenance. Record, organise, store, capture and retrieve correspondence and data in relation to roads maintenance. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Render administration clerical support on office services and accommodations. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Forward component leave form to corporate services. Render financial administration support services in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval.
<u>ENQUIRIES</u>	:	For Mopani District: Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075, For Sekhukhune District: Ms Makalela RC, Mr Mathabatha MJ Tel No: (015) 636 8300/8330
<u>POST 03/232</u>	:	<u>ACCOUNTING CLERK, REF NO: S.4/3/9/46</u> COMPONENT: Finance
<u>SALARY CENTRE</u>	:	R216 417.00 per annum, Level 05
	:	Waterberg
<u>REQUIREMENTS</u>	:	A qualification at NQF level 4 as recognised by SAQA. No experience. Knowledge And Skills: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc)
<u>DUTIES</u>	:	Render Financial Accounting transactions. Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform Salary Administration support services. Receive salary advice. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents Perform Bookkeeping support services. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals.

ENQUIRIES : Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027

POST 03/233 : **REGISTRY CLERK, REF NO: S.4/3/8/86**
Component: Records Management

SALARY CENTRE REQUIREMENTS : R216 417 per annum, (Level 05)
: Vhembe
: A qualification at NQF level 4 as recognised by SAQA. No experience. knowledge and skills: Basic knowledge of registry duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of storage and retrieval procedure in terms of the working environment

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

ENQUIRIES : Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790

POST 03/234 : **PERSONNEL OFFICER (3 POSTS)**
Component: Corporate Services

SALARY CENTRE : R216 417 per annum (Level 05)
: Mopani and Vhembe
: Ref No: Mopani Ref No: S.4/3/8/54 (Re-Advert) (2 Post)
: Vhembe Ref No: S.4/3/8/85 (1 Post)

REQUIREMENTS : A qualification at NQF level 4 as recognised by SAQA. No experience. knowledge and skills: Knowledge of HR duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in HR.

DUTIES : Render administration clerical support of recruitment services. Receive application forms from registry and keep record thereof. Provide statistics of received application per post. Compile scheduling of district posts. Arrange boardroom, accommodation and transport claim for shortlisting and interviews in the district. Capture appointment on PERSAL system. Verify qualifications with academic institutions and other authorised bodies. Update PERSAL system in terms of personnel qualifications. Render administration clerical support of conditions of services. Receive notification of service termination due to death/ resignation, retirement (normal and early retirement). Circulate route form to relevant section for liabilities. Effect termination on the PERSAL system upon receipt. Issue the employee benefits (pensions, housing allowances, medical aid scheme recognition of long service awards) forms. Verify correctness of the forms and attachments. Capture benefits. Facilitate state guarantees. Issue the leave forms. Verify correctness of the forms and attachments. Acknowledge the receipt of leave applications. Capture leave on the PERSAL system. Conduct districts leave auditing. Render administration clerical support for post establishment and HR system. Receive transfer application letter. Verify correctness of the application and attachments. Verify the availability of post. Capture PERSAL transaction. Compile monthly statistics on transfers. Conduct district head count. Render administration

clerical support for district human resource development services. Create a training/ learning programmes database according to the WSP. Make logistical arrangements for the training programme. Liaise with personnel about the training logistics in time. Issue and receive the course attendance form from personnel. Capture the certificate(s) on PERSAL system. Liaise with head office on schedule of courses to be attended. Verify the compilation of performance management and development system documentation. Make logistical arrangements for performance management and development system moderation. Implement rewards on the PERSAL systems.

ENQUIRIES : For Mopani District: Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075, For Vhembe District: Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790.

POST 03/235 : **FOREMAN CLEANING AND GROUNDS (3 POSTS)**
Component: Property and Facilities Management

SALARY CENTRE : R183 279 per annum, (Level 04)
: Sekhukhune, Mopani and Vhembe
: Sekhukhune District-(Re-Advert) (3 Posts)
Makhuduthamaga Ref No: S4/3/3/58
Mopani Giyani Ref No: S/4/3/3/59
Vhembe Thohoyandou Ref No: S4/3/3/60

REQUIREMENTS : A qualification at NQF Level 04 as recognized by SAQA. No experience needed. core and process competencies: Machine Operations. Working procedures in respect of working environment. Basic Interpersonal relationship. Basic literacy. Organising.

DUTIES : Supervise cleaners: Perform administrative and related functions. Provide guidance and advice to cleaners. Develop and update the cleaning roster. Provision and monitor of grounds services. Oversee and monitor cleaning of: Surroundings. Premises. Manage and ensure the maintenance and replacement of cleaning materials and equipment's: Maintain and replace cleaning machines and equipment's. Make a requisition and issue cleaning materials.

ENQUIRIES : For Sekhukhune District: Ms Makalela RC, Mr Mathabatha MJ Tel No: (015) 636 8300/8330, For Mopani District: Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075, For Vhembe District: Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790

POST 03/236 : **ROADWORKER: ROADS MAINTENANCE (9 POST)**
Component: Roads Infrastructure Maintenance

SALARY CENTRE : R155 148 per annum, (Level 03)
: Waterberg, Mopani, Capricorn and Sekhukhune
Waterberg (8 Posts)
(Regravelling Ref No: S4/3/10/129 (2 Posts)
Bela Bela Ref No: S4/3/10/130 (2 Posts)
Mokopane Ref No: S43/10/131 (2 Posts)
Dwaalboom Ref No: S4/3/1/132
Lephalale Ref No: S4/3/10/152
Mopani (1 Post)
Giyani Ref No: S4/1/133
Capricorn (2 Posts)
Sandrivier Ref No: S4/3/10/153
Dendron Ref No: S4/3/10/154
Sekhukhune (1 Post)
Hoeraroep Ref No: S4/1/134)

REQUIREMENTS : A qualification at NQF level 01 /02 as recognised by SAQA. No experience. technical competencies: Computer Literacy, Good verbal and written communication, generic competencies: Job Knowledge Communication, Interpersonal relations Skills Flexibility Teamwork Accuracy Aptitude of figures

DUTIES : Construction of culvert and side drains, Erect and maintain steel guardrails and gabions, Construction of road earth and layer works Clean and maintain roads, sidewalks and resting areas, Surfacing and pothole patching, Road fencing and pipe laying, setting of road markings and road studs, Install Road signs, distance markers and barricade the work area, crushing of road material, Bush clearing and grass cutting

ENQUIRIES : For Waterberg District: Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027, For Mopani District: Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075, For Capricorn District: Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600, For Sekhukhune District: Ms Makalela RC, Mr Mathabatha MJ Tel No: (015) 636 8300/8330.

POST 03/237 : **DRIVER OPERATOR (18 POSTS)**
Component: Roads Infrastructure Maintenance

SALARY CENTRE : R155 148 per annum, (Level 03)
: Mopani, Waterberg, Sekhukhune and Capricorn
Mopani (4 Posts)
Giyani Roads Ref No: S4/3/10/11
Letaba Roads Ref No: S4/3/10/123
Tzaneen Roads Ref No: S4/1/10/125
Regraveling Ref No: S4/3/63
Waterberg (4 Posts)
Thabazimbi Ref No: S4/3/126
George Masebe Ref No: S4/3/10/61
Marken Ref No: S4/3/10/144
Tolwe Ref No: S4/3/1/145
Sekhukhune (7 Posts)
Regravelling Ref No: S4/3/10/60 (Re Adverts)
Drainage: Advert Ref No: S4/3 /10/162
Nebo Ref No: S4/3/10/158 (Re Adverts)
Tsimanyane Ref No: S4/3/10/156 (Re Adverts)
Veeplaas: Ref No: S4/3/10/157 (Re Adverts)
Mecklenberg Ref: S4/3/10/161 (Re Adverts)
Groblersdal Ref No: S4/3/10/155
Capricorn (3 Posts)
Alldays Ref No: S4/1/3/10/127
Drainage Structures Ref No: S4/1/3/10/128
Regravelling Ref No: S4/3/10/11

REQUIREMENTS : A qualification at NQF level 03 as recognised by SAQA. Valid driver's license Code EC, with the exception of applicants with disabilities. Operating certificate (Grader Operator). Five (05) years driving and operating specialised equipment experience. Generic Competencies: Communication, ability to read and write, good eyesight and Team work. Technical Competencies Operation of the equipment, physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles and interpret and follow operating manuals, maintenance manuals and service charts. of storage and retrieval procedures in terms of the working environment. Understanding of the work in HR.

DUTIES : Perform activities in respect of operation through: Operating specialized equipment. Load and offload goods/equipment. Inspection and maintenance of equipment and report defects. Keep log sheets of vehicles and machineries. Application of safety and precautionary measures. Cleaning and lubrication of machinery/equipment. Grading of gravel roads re-graveling/shoulder maintenance. Render driving services. Render driving services Perform activities in respect of operation through inter alia the following: - Transportation of work teams and materials/ equipments. Detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres and water). Inspection of the vehicles/equipment and report defects. Complete vehicle logbook, trip authorization for the vehicle.

ENQUIRIES : For Mopani District: Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075, For Waterberg District: Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027 For Sekhukhune District: Ms Makalela RC, Mr Mathabatha MJ Tel No (015) 636 8300/8330, For Capricorn District: Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600,

POST 03/238 : **DRIVER (2 POSTS)**
Component: Building Maintenance

SALARY : R155 148 per annum, (Level 03)

<u>CENTRE</u>	:	Mopani and Waterberg Mopani Giyani Ref No: S4/3/10/118 (1 Post) Waterberg (Modimolle Ref No: S4/3/110 (1 Post)
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 04 (matric) as recognized by SAQA. A valid drivers licence with 7 – 12 months experience. Skills And Knowledge: Procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks, consumables and basic services. Prescripts for the correct utilisation of the motor vehicle. Procedure to ensure that the vehicle is maintained properly. Confidentiality. Flexible. Good communication. High standard of workmanship.
<u>DUTIES</u>	:	Core driver functions: Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Perform routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled.
<u>ENQUIRIES</u>	:	For Mopani District: Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075, For Waterberg District: Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.
<u>POST 03/239</u>	:	<u>DRIVER HEAVY DUTY, REF NO: S4/3/10/47</u> Component: Building Maintenance
<u>SALARY</u>	:	R155 148 per annum, (Level 03)
<u>CENTRE</u>	:	Capricorn (Polokwane Mechanical Workshop)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 3 (Grade 10 certificate or equivalent). Driver's license Code EC with 7 – 12 months. skills and knowledge: Procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks, consumables and basic services. Prescripts for the correct utilisation of the motor vehicle. Procedure to ensure that the vehicle is maintained properly. Confidentiality. Flexible. Good communication. High standard of workmanship.
<u>DUTIES</u>	:	Drive Heavy duty vehicles. Transportation of work teams and materials/equipments. Detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres and water). Inspection of the vehicles/equipment and report defects. Complete vehicle logbook, trip authorization for the vehicle.
<u>ENQUIRIES</u>	:	Mr Seleka BN and Ms K Kganakga Tel No: (015) 287 5600.
<u>POST 03/240</u>	:	<u>TRADESMAN AID: BUILDING MAINTENANCE (13 POSTS)</u> Component: Building Maintenance
<u>SALARY</u>	:	R155 148 per annum, (Level 03)
<u>CENTRE</u>	:	Waterberg, Mopani and Sekhukhune Waterberg Bakenberg Ref No: S4.3/10/59 (7 Posts) Lephalale Ref No: S.4/3/10/60, (2 Posts) Thabazimbi Ref No: S.4/3/2/65 (2 Posts) Mokopane Ref No: S.4/3/10/165 Modimolle Ref No: S.4/3/2/66 Mopani (4 posts) Carpentry Services Ref No: S.4/3/2/78 Sekgosese Cost Centre Ref No: S.4/3/10/61 (2 Posts) Tzaneen Cost Centre Ref No: S.4/3/2/79 Sekhukhune (2 Posts) (Thabamooopo Ref No: S.4/3/10/61 Nebo Ref No: S.4/3/10/61)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 3 as recognized by SAQA. No experience. skills and knowledge: Ability to use electrical and hand tools, □ Good interpersonal, communication and organizational skills and ability to work independently.
<u>DUTIES</u>	:	Provide assistance in the maintenance of facilities and equipment: Conduct regular building inspections. Attend to minor electrical, plumbing, plastering and carpentry problems. Report defects. Repair, clean service and safe keeping of equipment and tools according to standards: Repair broken furniture and equipment's. Clean equipment's and machinery after use. Report faults.
<u>ENQUIRIES</u>	:	For Waterberg District: Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027, For Mopani District: Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075, For

Sekhukhune District: Ms Makalela RC, Mr Mathabatha MJ Tel No: (015) 636 8300/8330.

- POST 03/241** : **TRADESMAN AID MECHANICAL (3 POSTS)**
Component: Roads Maintenance
- SALARY CENTRE** : R155 148 per annum, (Level 03)
: Waterberg and Mopani
Waterberg (Mokopane Ref No: S4/3/10/136 (2 Posts)
Thabazimbi Mechanical Workshop Ref No: S4/3/10/163)
Mopani (Tzaneen Mechanical Workshop Ref No: S4/3/10/164) (1 Post)
- REQUIREMENTS** : A qualification at NQF level 3 as recognized by SAQA. No experience. skills and knowledge: Ability to use electrical and hand tools, Good interpersonal, communication and organizational skills and ability to work independently.
- DUTIES** : Provide assistance in the maintenance of vehicles and equipment. Repair, clean service and safe keeping of equipment and tools according to standards.
- ENQUIRIES** : For Waterberg District: Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027, For Mopani District: Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075.
- POST 03/242** : **GROUNDSMAN (2 POSTS)**
Component: Property and Facilities Management
- SALARY CENTRE** : R131 265 per annum, (Level 02)
: Waterberg and Mopani
Waterberg (1 Post)
(Mogalakwena Ref No: S4/3/3/68)
Mopani
Phalaborwa Ref No: S.4/3/3/112 (1 Post)
- REQUIREMENTS** : A qualification at NQF Level 01/ 02 as recognized by SAQA. No experience. Skills And Knowledge: Cleaning equipment. Safety. Health and safety measures. Working procedures in respect of working environment. Basic Numeracy. Basic Interpersonal relationship. Basic literacy. Organising.
- DUTIES** : Maintain premises and surroundings: Clean premises and surroundings. Empty dirty bins. Maintain the garden: Watering the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Cultivate the soil for trees and flowers. Maintain gardening equipment's and tools: Detect and report malfunctioning of gardening equipment's and tools. Repair minor defects of gardening equipment and tools. Keep gardening materials and equipment: Cleaning of machines and equipment's after use. Request gardening materials.
- ENQUIRIES** : For Waterberg District: Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027, For Mopani District: Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075.
- POST 03/243** : **CLEANER (03 POSTS)**
Component: Property and Facilities Management
- SALARY CENTRE** : R131 265 per annum (Level 02)
: Sekhukhune and Waterberg
Sekhukhune (X2 Posts)
Fetakgomo Tubatse Ref No: S4/4/3/105
Facilities Ref No: S4/3/3/101)
Waterberg (1 Post)
(Modimolle/ Mookgopong Cost Centre Ref No: S4/3/3/11 (1 Post)
- REQUIREMENTS** : A qualification at NQF Level 01/ 02 as recognized by SAQA. No experience. Skills And Knowledge: Cleaning equipment and safety. Health and safety measures. Working procedures in respect of working environment. Basic Numeracy. Basic Interpersonal relationship. Basic literacy.
- DUTIES** : Provide cleaning services: clean office corridors, elevators and boardrooms by: Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floor. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirty bins. Collect and removing of waste papers. Freshen the office areas. Provide cleaning services: kitchen and rest rooms by clean basins. Wash and keep stock of kitchen utensils. Provide cleaning services in restrooms: - Refill hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain

ENQUIRIES

cleaning materials and equipment: Report broken cleaning machines and equipment's. Cleaning of machines (microwaves, vacuum cleaners etc.) and equipment's after use. Request cleaning materials.
: For Sekhukhune District: Ms Makalela RC, Mr Mathabatha MJ Tel No: (015) 636 8300/8330, For Waterberg District: Ms MD Mokonyane, Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

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

CLOSING DATE : 07 February 2025

NOTE : N.B. Applicants are advised to apply as early as possible to avoid disappointments. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the correct references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za only online applications will be accepted. NB: Candidates who are not contacted within 90 days after the closing date must consider their applications as having been unsuccessful. please note. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications)

OTHER POSTS

POST 03/244 : **CLINICAL PSYCHOLOGIST GRADE 1 REF NO: MPDOH/JAN/25/748**

SALARY : R827 211 - R907 392 per annum

CENTRE : Matibidi Hospital (Ehlanzeni District)

REQUIREMENTS : Senior Certificate / Grade 12 plus Master's Degree in Clinical Psychology. Current registration with the Health Professional Council of South Africa (HCPSA) as a Clinical Psychologist (2025). knowledge, skills and competencies: Sound clinical knowledge regarding Clinical Psychology diagnostic assessment and treatment procedures. Knowledge and the ability to administer and interpret psychological tests. Ability to function in a multi-disciplinary team. Excellent Communication and interpersonal relationship skills. Quality Assurance and Improvement. Problem solving skills. Competency in psychological assessment and report writing within the context of forensic Mental Health Care services. Ability to develop and implement psychological rehabilitation programmes. Teaching and training ability. Administration skills. Knowledge of all applicable legislation pertaining to Mental Health Care and forensic Mental Health. Psychotherapeutic and clinical knowledge in patient assessment, diagnosis and treatment across the lifespan. Ethical and legislative framework of practice. Departmental guidelines and policies. Evidence based psychological practice. Understanding of broader community, cultural, contextual and socio-economic factors which impact mental health. Ability to work within a multidisciplinary team. Good organization

		and time management skills. Excellent communication and interpersonal relations. Sensitivity to gender, racial, ethnic, sexuality and disability issue. Computer Literacy in Microsoft Word, Excel, Outlook, PowerPoint, etc. Valid driver's licence.
<u>DUTIES</u>	:	Ensure the rendering of clinical psychologist services to hospital facilities. Ensure the development of training material and provide training in mental health to the wider MDT. Part of a multidisciplinary team. Outreach to regional and district hospitals and PHC Participation in the development of psychological services in the region. Participation in academic activities.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351, Mr. Samson Nyoni (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 03/245</u>	:	<u>CLINICAL PROGRAMME CO-ORDINATOR GR1 (PN-A5): INFECTION PREVENTION AND CONTROL REF NO: MPDOH/JAN/25/749</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R520 560 - R596 332 per annum Ermelo Hospital (Gert Sibande District) Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2025). A minimum of seven (7) years appropriate / recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Experience in infection control and prevention. Training in infection control will be an added advantage. Computer literacy. Understanding of infection control policy, good interpersonal skills, ability to plan and organize, presentation skills, conflict management skills, people management.
<u>DUTIES</u>	:	Coordinate infection control and prevention programmes, compile reports on compliance and non-compliance to quality standards, develop and ensure implementation of policies, norms and standards with regards to infection prevention and control, facilitate development of quality improvement plans in relation to infection control and prevention.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 03/246</u>	:	<u>CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (PN-A5): TB REF. NO: MPDOH/JAN/25/750</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R520 560 - R596 332 per annum Msukaligwa Sub-District (Gert Sibande District) Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2023). A minimum of seven (7) years appropriate / recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Ability to work in a team as well as independently. Extensive Knowledge and understanding of Primary Health Systems, Key policies and National Health Programmes including HIV and AIDS STIs, DS-TB, DR-TB and relevant government policies and prescripts. Experience in TB and Ototoxicity management will be an added advantage. Professional competence and knowledge of the TB data collecting tools, EDR web and Tier.Net (TB module in Tier). Excellent written and verbal communication. Presentation, Facilitation, problem solving, conflict management and time management skills. Willingness to travel and work overtime, when required. Valid driver's licence.
<u>DUTIES</u>	:	Coordinate the implementation of policies, National Guidelines and Treatment protocols for the prevention, identification and management of TB disease in Health care facilities and in the Community. Plan and coordinate all TB, TB and HIV management and TB Data management capacity building activities within the sub-district. Oversee implementation of the TB Control Programme in the sub-district in line with the National Guidelines and Protocols. Provide support

to all facilities to implement TB Control Guidelines correctly. Monitoring and evaluation of programme performance and outcomes through data management and oversight electronic reporting systems i.e. TB Phase 6 in Tier .net and the Electronic DR-TB Register (EDRweb). Facilitate the implementation of the National strategy for finding the missing TB patients. Coordinate laboratory services and communication with the laboratories. Conduct supervisory support visits to health facilities, NGOs laboratory services, private health care facilities, mining industry to provide guidance and exercise oversight in TB management. Collate and validate TB performance data from facilities and private sector health care services (mines, DCS etc). Support health care facilities to obtain the necessary supplies for diagnosis and treatment of TB at all times. Support facilities to implement and sustain TB and HIV integration service. Facilitate collaboration with all Stakeholders within the district in the provision of quality TB management services.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za

POST 03/247 : **PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL REF. NO: MPDOH/JAN/25/753 NURSING (3 POSTS)**
(Re-Advertised)

SALARY CENTRE : R307 473 – R362 187 per annum
: Sinqobile Clinic (2 Posts)
: Morgenzone Clinic (1 Post)
(Gert Sibande District)

REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (I.E. Diploma/ Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse (2025). Grade 1: A minimum of 1-10 years appropriate / recognizable Theatre experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills.

DUTIES : Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 03/248 : **PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING REF. NO.: MPDOH/JAN/25/760 (X7 POSTS)**

SALARY CENTRE : R307 473 – R362 187 per annum
: Carolina Town Clinic (1 Post)
: Ermelo Town Clinic (1 Post)
: Ferni 2 Clinic (1 Post)

- REQUIREMENTS** : Bethal Hospital (4 Posts), (Gert Sibande District)
Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (I.E. Diploma/ Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse (2025). Grade 1: A minimum of 1-10 years appropriate / recognizable Theatre experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills.
- DUTIES** : Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.

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

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

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

OTHER POSTS

POST 03/249 : **SENIOR REGISTRAR (MEDICAL) (CHILD AND ADOLESCENT PSYCHIATRY)**
(2-Year Contract)

SALARY : Grade R1 271 901 - R1 329 999 per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Inherent requirement of the job: Valid (Code B/EB) driver's licence. The position will be full-time (40 hours per week) and includes Child & Adolescent Psychiatry after-hours cover. Registration for the MPhil (Child & Adolescent Psychiatry) degree and complete the research component. Competencies (knowledge/skills): Excellent communication skills.

DUTIES : (key result areas/outputs): Service delivery will be in the Child & Adolescent Psychiatry unit/ward in the Department of Psychiatry Services a Tygerberg Hospital. The clinical service includes in-and out-patient management of child & adolescent psychiatric disorders. Teaching post-and under-graduate students in child & adolescent psychiatry.

ENQUIRIES : Dr Anusha Lachman, Tel No: (021) 938 4573, E-mail: anusha@sun.ac.za

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

NOTE : Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Medical Specialist in Psychiatry with the relevant council (including individuals who must apply for change in registration status)". - Appointment as a Senior Registrar will be for a maximum contract period of 2 years. Senior Registrars will function across health facilities, as per an agreed programme. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Senior Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Medical Sub-Specialist positions. -The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines.

CLOSING DATE : 07 February 2025

<u>POST 03/250</u>	:	<u>MEDICAL SPECIALIST: GRADE 1 TO 3 (INTERNAL MEDICINE: GENERAL)</u> (1-Year Contract)
<u>SALARY</u>	:	Grade 1: R1 271 901 per annum Grade 2: R1 451 214 per annum Grade 3: R1 680 780 per annum A portion of the package can be structured according to the individual's personal needs
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Internal Medicine. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Internal Medicine. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Internal Medicine. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Internal Medicine. Competencies (knowledge/skills): Clinical Skills required of a General Physician (e.g. Assessment, diagnosis and treatment of outpatients. Communication including report generation, letter writing, consultation in OPD setting.
<u>DUTIES</u>	:	(key result areas/outputs): Teaching and Training/Supervision of Junior Staff. Clinical Service provision at Clinic level – acute general medicine, MOPD and consultation services.
<u>ENQUIRIES</u>	:	Prof P Raubenheimer Tel No: (021) 404 6154 or peter.raubenheimer@uct.ac.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for other similar posts within Groote Schuur Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	07 February 2025
<u>POST 03/251</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (FAMILY AND EMERGENCY MEDICINE)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R949 146 per annum Grade 2: R1 082 988 per annum Grade 3: R1 253 415 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	George Regional Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Officer. Registration with a professional council: Registration with the HPCSA as Medical Officer. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3:

A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Participate in the after-hours call system. Competencies (knowledge/skills): Proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Competent and willing to work across disciplines if required.

DUTIES : (key result areas/outputs): Ensure an efficient and cost-effective clinical service of high quality with a patient centered focus and addressing the burden of disease in Rural East in the Western Cape. Ensure compliance by means of maintaining high quality clinical records. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters and Code of Conduct.

ENQUIRIES : Dr LS Jenkins, Tel No:(044) 802- 4619 / 4480

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

NOTE : Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert.

CLOSING DATE : 7 February 2025

POST 03/252 : **MEDICAL OFFICER GRADE 1 TO 3**
West Coast District

SALARY : Grade 1: R 949 146 per annum
Grade 2: R1 082 988 per annum
Grade 3: R1 253 415 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Swartland Hospital,
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirement of the job: Have a valid driver's licence. Ability to travel in the Sub District. Work after hours as needed. Competencies (knowledge/skills): Must be able to perform the full spectrum of District level services. This includes Emergency and Inpatient Care at a district hospital for the following disciplines: Internal Medicine, Paediatrics, Obstetrics

- and Gynaecology, General Surgery, Orthopaedics, Psychiatry, ENT, Ophthalmology, Dermatology. On the primary health care platform, the candidate will be expected to manage chronic diseases, HIV and TB cases. Must be able to handle all emergency cases as required at District level.
- DUTIES** : (key result areas/outputs): To perform above duties on times as required by the Clinical Manager. (Weekdays and on weekends) Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health. Supervise-, Support -, transfer of knowledge to-, training- and mentoring of the clinical staff and auxiliary staff. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the division. Ensure a cost-efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment.
- ENQUIRIES** : Dr J Brownbridge, Tel No:(022) 487-9200
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Swartland Sub-District for a period of 3 months from date of advert. 07 February 2025
- CLOSING DATE** : 07 February 2025
- POST 03/253** : **MEDICAL OFFICER GRADE 1 TO 3 (ORTHOPAEDICS)**
- SALARY** : Grade 1: R949 146 per annum
Grade 2: R1 082 988 per annum
Grade 3: R1 253 415 per annum A portion of the package can be structured according to the individual's personal needs.
- CENTRE** : Worcester Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Officer. Registration with a professional council: Registration with HPCSA as a Medical Practitioner. Experience: **Grade 1**: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2**: A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3**: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Participate in the after-hours call system. Competencies (knowledge/skills): Proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Competent and willing to work across disciplines if required.
- DUTIES** : (key result areas/outputs): Ensure an efficient and cost-effective clinical service of high quality with a patient centered focus and addressing the burden of disease in the Worcester healthcare ecosystem. Ensure compliance by means of maintaining high quality clinical records. Financial management by effective

		and efficient use of resources. Adhere to requirements for all HR matters and Code of Conduct.
<u>ENQUIRIES</u>	:	Dr AJ Troskie, Tel No: (023) 348-1121
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	07 February 2025
<u>POST 03/254</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3: MEDICINE (INTERNAL MEDICINE)</u> (1-Year Contract)
<u>SALARY</u>	:	Grade 1: R949 146 per annum Grade 2: R1 082 988 per annum Grade 3: R1 253 415 per annum A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Facilitation of management system. Effective and efficient administration. Communication including report generation, letter writing, consultation. Technical skills appropriate for investigation. Clinical Skills required of a Medical Officer (e.g. Assessment, diagnosis and treatment in inpatient, outpatient, and emergency contexts
<u>DUTIES</u>	:	(key result areas/outputs): Clinical Service Provision. Clinical Governance and Administration. Teaching and Training/Supervision of Junior Staff.
<u>ENQUIRIES</u>	:	Dr A Gcelu, Tel No: (021) 406 6422 or ayanda.gcelu@uct.ac.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this

includes individuals who must apply for change in registration status).’ The pool of applicants will be considered for other similar posts within Groote Schuur Hospital, for a period of 3 months from date of advert.
07 February 2025

CLOSING DATE

:

POST 03/255

:

MEDICAL OFFICER GRADE 1 TO 3 (X2 POSTS)
West Coast District

SALARY

:

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

CENTRE

:

Vredenburg Hospital, Saldanha Sub-district

REQUIREMENTS

:

Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 2:** A minimum of 5 years’ appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 6 years’ relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 3:** A minimum of 10 years’ appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years’ relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirement of the job: Knowledge of costs to ensure cost-effective quality service. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Good interpersonal, communication and computer skills. Sound knowledge of basic surgical and anaesthetic procedures.

DUTIES

:

(key result areas/outputs): Ensure an effective and appropriate health service for all patients at a District Level Hospital. Assist the Clinical manager with effective clinical administration. Provide comprehensive clinical services in the wards, Casualty/OPD, theatre, clinics and supervise and assist with the training of under- and postgraduate medical personnel. Prompt Completion of Administrative and Forensic task (J88 / Rape kits / DUI). Assist the Primary Health Care with Community Orientated Primary Care (COPC). Compulsory commuted overtime services on rotational basis

ENQUIRIES

:

Dr TV Zimri, Tel No: (022) 709-7208

APPLICATIONS

:

Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE

:

No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Saldanha Sub-District for a period of 3 months from date of advert.
07 February 2025

CLOSING DATE

:

POST 03/256

:

MEDICAL OFFICER GRADE 1 TO 3: PSYCHIATRY (1-YEAR CONTRACT)
(X2 POSTS)

SALARY

:

Grade 1: R949 146 per annum

Grade 2: R1 082 988 per annum
Grade 3: R1 253 415 per annum A portion of the package can be structured according to the individual's personal needs.

CENTRE REQUIREMENTS

: Groote Schuur Hospital, Observatory
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Commuted overtime is compulsory. Participate in the after-hours call system. Competencies (knowledge/skills): Proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Competent and willing to work across disciplines if required. Appropriate experience in Psychiatry. Excellent clinical assessment and management procedures. Excellent clinical skills in terms of consultation. Good professional attitude. Good communication skills. Diploma in Mental Health or Psych Part 1

DUTIES

: (key result areas/outputs): Uphold the reputation and integrity of the medical profession. Refer patients to specialists or other healthcare providers when necessary. Provide comprehensive medical care to patients by diagnosing and treating illnesses, injuries, and other health conditions. Complete the required CPD activities to maintain registration with the HPCSA. Refer patients to specialists or other healthcare providers when necessary. Prescribe and manage treatment plans, including medication and therapies. Provide comprehensive medical care to patients by diagnosing and treating illnesses, injuries, and other health conditions. Adhere to requirements for all HR matters and Code of Conduct. Financial management by effective and efficient use of resources. Ensure compliance by means of maintaining high quality clinical records. Ensure an efficient and cost-effective clinical service of high quality with a patient centered focus.

ENQUIRIES APPLICATIONS

: Dr Ian Lewis, ian.lewis@uct.ac.za or Dr J Jordaan Tel No: (021) 404 2164
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for similar vacant posts at Groote Schuur Hospital for a period of 3 months from date of advert.

CLOSING DATE

: 07 February 2025

POST 03/257

: **MEDICAL OFFICER GRADE 1 TO 3 (X2 POSTS)**
West Coast District

SALARY

: Grade 1: R949 146 per annum
Grade 2: R1 082 988 per annum

<u>CENTRE REQUIREMENTS</u>	: Grade 3: R1 253 415 per annum (A portion of the package can be structured according to the individual's personal needs). : Vredenburg Hospital, Saldanha Sub-District : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirement of the job: Knowledge of costs to ensure cost-effective quality service. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal, communication and computer skills. Sound knowledge of basic surgical and anaesthetic procedures.
<u>DUTIES</u>	: (key result areas/outputs): Ensure an effective and appropriate health service for all patients at a District Level Hospital. Assist the Clinical manager with effective clinical administration. Provide comprehensive clinical services in the wards, Casualty/OPD, theatre, clinics and supervise and assist with the training of under- and postgraduate medical personnel. Prompt Completion of Administrative and Forensic task (J88 / Rape kits / DUI). Assist the Primary Health Care with Community Orientated Primary Care (COPC). Compulsory commuted overtime services on rotational basis.
<u>ENQUIRIES</u>	: Dr TV Zimri, Tel No: (022) 709-7208
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Saldanha Sub-District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	: 07 February 2025
<u>POST 03/258</u>	: <u>MEDICAL OFFICER GRADE 1 TO 3 (INTERNAL MEDICINE)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	: Grade 1: R949 146 per annum Grade 2: R1 082 988 per annum Grade 3: R1 253 415 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	: George Regional Hospital : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of

foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Participate in the after-hours call system. Competent and willing to work across disciplines if required. A valid (Code B/EB) driver's license. Willingness to travel. Competencies (knowledge/skills): Sufficient appropriate clinical experience in the management of medical in- and outpatients, since obtaining the degree of MBChB and after completion of internal medicine rotations. Good work etiquette; excellent communication skills; conflict management; cost conscious care provision. Good technology and computer skills; problem-solving experience; leadership and mentoring experience. Performance of audits or research, publication and having passed or writing the FCP(SA) part 1 exam in February 2025. Valid ACLS Certificate. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively.

DUTIES : (key result areas/outputs): Clinical service provision: Provide efficient and cost-effective clinical service of high quality with a patient centered focus, addressing the burden of disease in the Rural East Geographical Service area (GSA). Effective clinical administration in maintaining high quality clinical patient records and reports. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters and Code of Conduct. Participate in the teaching program. Active participation in Research and Professional Development and clinical governance activities in the unit. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff, supervising and teaching community service medical officers, interns and medical students and liaise with consultants daily.

ENQUIRIES : Dr A Vermeulen, Tel; No: (044) 802-4529
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert.

CLOSING DATE : 07 February 2025

POST 03/259 : **ASSISTANT MANAGER NURSING (SPECIALTY: NIGHT DUTY)**

SALARY : R715 977 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in one of the specialties: Medical and Surgical Nursing Science: Operating Theatre Nursing, Oncology, Critical Care Nursing: General, Critical Care Nursing: Trauma and Emergency, Orthopaedic Nursing, Ophthalmological Nursing, Nephrology, Advanced Psychiatric Nursing Science

or Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Current registration with the SANC as a Professional Nurse Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Competencies (knowledge/skills): In-depth knowledge and understanding of nursing legislation, related legal and ethical practices and guidelines, relevant public sector legislation, People Management and Finance policies and procedures. Excellent problem solving, conflict resolution and leadership skills. Ability to work independently and under pressure.

DUTIES : (key result areas/outputs): Provide innovative leadership, management and guidance in the provision of Services on Night Duty. Coordinate the provision of person-centered care by setting standards, as well as involvement in policy and guideline development. Monitor the standard of nursing care, as well as guidance and participation in improvement projects with regards to quality of care. Effective management of human and financial resources on Night Duty. Coordinate the provision of effective training and research to ensure professional growth and adhere to ethical standards.

ENQUIRIES : Ms R. Sutcliffe, Tel No: (021) 404-2092

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

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 07 February 2025

POST 03/260 : **ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE)**
West Coast District

SALARY : R715 977per annum
CENTRE : Diazville CDC, Saldanha Sub-District
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with a duration of at least 1-year Diploma in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (i.e. R48). Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel and to attend to community needs after-hours. Competencies (knowledge/skills): Ability to function independently as well as in a multi-disciplinary team (including NPO sector) and the ability to direct the team to ensure Quality Primary Health Care Services. Demonstrate an in-depth knowledge of the Core Package of Primary Health Care Services, District Health system as well as public service legislation and Health Related Acts. Good communication, interpersonal relationships, exceptional leadership, conflict resolution skills and Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Experience in office administration, statistical data, financial management, supply chain and procurement processes.

DUTIES : (key result areas/outputs): Operational and strategic management of District Health Services for the sub-district to ensure effective and efficient implementation of integrated quality services for mobiles, satellites and fixed clinics. Management of Critical Support Services in PHC services to address pharmacy, infrastructure, policy and planning, information management, data analysis needs and improving quality of services. Adequate financial planning and support, budgeting and control of the service as well as People management support. Support to manager and colleagues. Management, Implementation and monitoring of Quality Assurance Programmes. Interface management with internal and external stakeholders to ensure community needs are addressed to ensure wellness in communities.

ENQUIRIES : Ms AR Louw, Tel No: (022) 709-5066
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs
(click "online applications").
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 07 February 2025

POST 03/261 : **ASSISTANT MANAGER NURSING (SPECIALTY UNIT: OPERATING THEATRE)**

SALARY : R715 977 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Competencies (knowledge/skills): Decision-making, negotiation, facilitation, problem-solving, interpersonal and communication skills. Grievance procedures and disciplinary legislation. Computer literacy (MS Word and Excel) Quality Assurance Human Resource, Finance and Change Management, Infection Prevention and control policies.

DUTIES : (key result areas/outputs): Co-ordinate, supervise and control nursing services within the designated specialty departments and CSSD. Ensure the provision of optimal, holistic, specialized nursing care within set standards and a professional and legal framework as well as ensuring that prescribed policies and procedures are adhered to. Effectively manage the initiation and utilization of human and material resources. Ensure the control and execution of quality of care and financial management. Co-ordinate the provision of effective training and research to maintain professional growth, ethical standards and self-development. Liaise directly with the Nursing and Medical managers as well as the relevant Departmental Heads (Ancillary and Support Services).

ENQUIRIES : Mrs R. Sutcliffe Tel. No. (021) 404-2092
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs
(click "online applications").
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 07 February 2025

POST 03/262 : **OPERATIONAL MANAGER NURSING (SPECIALITY: TRAUMA AND EMERGENCY)**
Cape Winelands Health District

SALARY : R656 964 per annum (plus, a non-pensionable rural allowance of 8% of the basic annual salary)
CENTRE : Robertson Hospital, Langeberg Sub-district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post- basic nursing qualification with a duration of least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Trauma and Emergency. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate /recognizable experience in nursing after registration as Professional nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (code B/EB) driver's licence. Computer literacy (MS Word, Excel, Power Point and Outlook). Willingness to work shifts, weekends public holidays and night duty, and overtime when necessary. Willingness to work in other wards inside

	hospital. Competencies (knowledge/skills): Knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Hospital Centre Triage, Information Systems (HECTIS) AND South African Triage System (Back knowledge and experience in human management, labour relations, financial and supply chain procurement processes. Esperance in the use of clinical equipment and control of budget implementation and monitoring of standards. Effective communication, interpretation, leadership, execute discipline, decision-making and resolution skills.
<u>DUTIES</u>	: (key result areas/outputs): Provision of quality specialised nursing patient centred care in a hospital trauma setting. Manage and co-ordinate the implementation of holistic, comprehensive specialised nursing care nursing care in the Trauma complex., in conjunction with team members, within a professional legal framework. Ensure the maintenance of quality care standards in the operating trauma services. Manage, supervise, and guide staff and keep records and statistics as required. Manage assets, consumables and services effectively. Manage and support education, in-service training and orientation and practice development initiatives in the area and prevent medicolegal risks. Effective utilisation of human and financial resources, Information management and support services. Improving quality of health services. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	: Ms. SM Kortje Tel No: (023) 626-8548
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	: 07 February 2025
<u>POST 03/263</u>	: <u>OPERATIONAL MANAGER NURSING (SPECIALTY: PSYCHIATRY)</u>
<u>SALARY</u>	: R656 964 per annum
<u>CENTRE</u>	: Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Psychiatry. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in Advanced Psychiatry Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and Psychiatry. Experience: 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 in Psychiatry after obtaining the one-year post-basic qualification as mentioned above. Inherent requirement of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Knowledge of Nursing legislation related legal and ethical nursing practices and framework. Human Resources and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook). Extensive knowledge in General Nursing and the relevant Nursing Speciality.
<u>DUTIES</u>	: (key result areas/outputs): Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery, including participation in and encouragement of nursing research.
<u>ENQUIRIE</u>	: Mrs A. Meiring tel. no. (021) 404-317
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	: 7 February 2025

POST 03/264 : **OPERATIONAL MANAGER NURSING (SPECIALITY: TRAUMA AND EMERGENCY)**

SALARY : R656 964 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A Post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: 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 in the speciality after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General. Inherent requirement of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, leadership, problem solving, conflict resolution and interpersonal/communication skills. Knowledge of Nursing legislation related legal and ethical nursing practices and framework. Human Resources, Labour relations legislation and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook). Knowledge of public sector policies and protocols.

DUTIES : (key result areas/outputs): Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery, including participation in and encouragement of nursing research.

ENQUIRIES : Mrs R. Sutcliffe, Tel No: (021) 404-2092
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 07 February 2025

POST 03/265 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
West Coast District

SALARY : R656 964 per annum
CENTRE : Hanna Coetzee CDC, Saldanha Sub-District
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post basic nursing qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a professional council: Current registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable nursing experience 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 in the specific specialty after obtaining the 1-year post-basic qualification (R48). Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Computer literacy (MS Word, Excel and PowerPoint). Competencies (knowledge/skills): Good interpersonal-, leadership and communication skills, strong sense of responsibility.

- Demonstrate an in-depth knowledge of nursing and public service legislation, regulators and. Departmental Policies. Knowledge of Human resource and financial guidelines, policies and protocols. In depth knowledge and application of Ideal clinic and National Core Standards. Knowledge of Community Oriented Primary care.
- DUTIES** : (key result areas/outputs): Effective integrated execution and management of all clinical programmes (i.e. Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI) to ensure provision of quality comprehensive health care within the facility. Effective management of support services which includes Information management w.r.t data collection, verification, report writing and submission of data, Human resources, i.e. supervision of staff, development and performance management, finance and supply chain management to ensure effective budgeting and control, Control over infrastructure, maintenance and security. Liaise with relevant stakeholders. Effective communication with all levels of service delivery.
- ENQUIRIES** : Ms AR Louw, Tel. No: (022) 709-5066
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Saldanha Sub-District for a period of 3 months from date of advert.
- CLOSING DATE** : 07 February 2025
- POST 03/266** : **EMS DISTRICT MANAGER GRADE 2 TO 3**
Chief Directorate: Emergency and Clinical Support Services
- SALARY** : Grade 2: R598 653 per annum
Grade 3: R919 851 per annum
- CENTRE** : Emergency Medical Services, Overberg District
- REQUIREMENTS** : Minimum educational qualification: Grade 2: Successful completion of the Emergency Care Technician Course (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT) or successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. Grade 3: Successful completion of the B-Tech Degree that allows registration with the HPCSA as a Emergency Care Practitioner (ECP). Registration with a professional council: Grade 2: Registration with the Health Professions Council of South Africa as an ECT or a Paramedic. Grade 3: Registration with the Health Professions Council of South Africa as an ECP. Experience: Grade 2: Minimum of 3 years experience after registration with the Health Professions Council of South Africa as Emergency Care Technician (ECT) or a Paramedic. Grade 3: Minimum of 3 years experience after registration with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Inherent requirement of the job: Current registration as an ECT, Paramedic or ECP. Valid code C1 driver's license. Valid professional driver's permit (PrDP). Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols. Good communication and interpersonal skills. Experience in the specific geographical area will be advantageous.
- DUTIES** : (key result areas/outputs): Effectively manage the Human Resource and Labour Relations function of the District in relation to staff management. Manage the budget and the facilitation of account payments for goods and services in line with the financial prescripts. Maintain responsibility for the audit compliance with regards to Financial Management, Supply Chain Management and Human Resource Management. Ensure effective management of Emergency Fleet and equipment. Ensure effective communication with regards to meetings, workshops, debriefs, compiling stats and report writing and forging sustainable relationships with external stakeholder. Effective support to Operational Manager and act in management capacity when required. Represent EMS as the District Manager at all DOH and relevant GSA meetings. Effective management of emergency medical services for the district (Overberg).
- ENQUIRIES** : Mr L Nankoo. no. (044) 802 2515
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates are subjects to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be

considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

- CLOSING DATE** : 07 February 2025
- POST 03/267** : **CHIEF AUDIOLOGIST GRADE 1**
- SALARY** : R545 262 per annum
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Audiologist/Audiologist and Speech Therapist. Registration with a professional council: Registration with the HPCSA as an Audiologist / Speech Therapist and Audiologist. Experience: A minimum of 3 years appropriate experience as an Audiologist after registration with the HPCSA as an Audiologist / Speech Therapist and Audiologist in independent practice. Inherent requirements of the job: HPCSA accredited Additional Training in Cochlear Implant MAPPING and Rehabilitation. Willingness to work overtime and be involved in research projects at the institution. Competencies (knowledge/skills): Competency in the assessment and management of patients with a hearing loss, in particular severe to profound sensorineural hearing loss. Good management, administrative and supervisory, problem-solving, conflict resolution, interpersonal, organisational and communication skills. Competent in Diagnostic audiology, hearing aid fitting and rehabilitation of children and adults with hearing loss. Interest in performing / cooperating in research projects within the Cochlear Implant Programme. Ability to supervise and teach junior staff members and students.
- DUTIES** : (key result areas/outputs): Manage a clinical caseload within the Cochlear Implant Unit, which includes Assessment and management of patients for cochlear implant candidacy, intra-operative and post-operative testing of implant function, programming (mapping) and rehabilitation of cochlear implant patients. Co-operate, train, consult and collaborate with outside agencies and/or professionals. Assist with the management of physical, financial and human resources in the Cochlear Implant Unit and co-ordination of all administrative activities regarding the patients, clinical area and unit. Supervise staff and train under and post-graduate Audiology students. Undertake and participate in appropriate research and investigations in area of work.
- ENQUIRIES** : Ms J Perold, tel. no. (021) 938-4824 / 5086
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for the post. Candidates may be subjected to a practical assessment.
- CLOSING DATE** : 07 February 2025
- POST 03/268** : **RADIOGRAPHER GRADE 1 TO 3 (ULTRASOUND)/ SONOGRAPHER**
Cape Winelands Health District
- SALARY** : Grade 1: R465 645 per annum
Grade 2: R545 262 per annum
Grade 3: R 641 436 per annum
- CENTRE** : Breede Valley Sub District,
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) in Ultrasound Radiography. Experience: **Grade 1:** None after registration with the HPCSA in Ultrasound Radiography in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography

(Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel within the Sub-district. Competencies (knowledge/skills): Computer literacy in word processing, data management and analysis. Ability to work independently and in a team with good interpersonal skills. Thorough knowledge of ante-natal-, ante-natal Doppler-, paediatric-, gynaecology- and abdominal- ultrasound studies. Completion of supplementary courses in diagnostic ultrasound and knowledge and interest in teaching in Obstetrics and Gynaecology at both undergraduate and post-graduate level.

- DUTIES** : (key result areas/outputs): Provide a comprehensive diagnostic ultrasound service at an advanced level with the focus on Obstetrics and Gynaecology (O&G) imaging in Breede Valley Sub District. General care of patients as part of a Multi-Disciplinary team. Effective administration within the ultrasound unit regarding patient service, appropriate referral as well as equipment management. Maintain case records and statistics. Supervise, train and assess junior colleagues, O&G / Radiology registrars and radiographers. Actively take part in CPD- program, as learner as well as In-service training.
- ENQUIRIES** : Ms M Bester, Tel No: (023) 348 8118
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 07 February 2025

POST 03/269 : **ULTRASOUND RADIOGRAPHER GRADE 1 TO 3**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R465 645 per annum
Grade 2: R545 262 per annum
Grade 3: R641 436 per annum

CENTRE : Worcester Regional Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with a professional council: -Registration with the HPCSA as a Radiographer in Ultrasound Radiography. Experience: -
Grade 1: None after registration with the HPCSA as a Radiographer in Ultrasound Radiography in respect of South African qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA as a Radiographer in Ultrasound Radiography in respect of South African qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience after registration with the HPCSA as a Radiographer in Ultrasound Radiography in respect of South African qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's license. Ability and willingness to be available for emergencies/mass incidents. Competencies (knowledge/skills): Comprehensive sonography education and extensive hands-on experience, demonstrating a strong commitment to professional growth and lifelong learning through advanced education, research, and staff training. A thorough understanding of human anatomy and physiology is required, along with knowledge of disease pathologies as they relate to sonographic findings. Perform cranial, abdominal, vascular, musculoskeletal, obstetrics and gynaecology ultrasound. A commitment to ethical practice, maintaining patient confidentiality, a professional demeanor, and the capacity to manage stressful situations calmly

are essential. Strong abilities to interact effectively with both patients and medical staff, clearly explaining technical information and collaborating on patient care. Understanding of basic computer programs and the use of reporting systems.

DUTIES : (Key result areas/outputs): Provide a sonography service to support the general specialist disciplines in Worcester Hospital and surrounding Geographical Service Area. Provision of patient centered ultrasound service by adhering to departmental protocols, procedures and professional conduct. Providing management of ultrasound services while producing Ultrasound imaging, reporting and statistics. Effective and efficient operational management of the sonography service within the Radiography department, including Human Resource Management, Finances and Asset Management where applicable. Support to managers and colleagues which provides effective interdepartmental communication. Adhering to self-development and training of students.

ENQUIRIES : Ms E Dreyden, Tel No: (023) 348-1129
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.

CLOSING DATE : 07 February 2025

POST 03/270 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA)**
Chief Directorate: Rural Health Services)

SALARY : Grade 1: R451 533 (PN-B1) per annum
Grade 2: R553 545 (PN-B2) per annum

CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least one year in Medical and Surgical Nursing Science: Operating theatre technique, which allows registration with SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse. Proof of current annual registration with SANC. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Operating Theatre after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/skills): Good verbal and written communication skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the Operating Theatre.

DUTIES : (key result areas/outputs): Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in the Operating Theatre. Render and supervise specialized clinical nursing care and support clinical staff with surgical and medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain and promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health WCG in the execution of duties.

ENQUIRIES APPLICATIONS : Ms LK De Goede, tel. no. (044) 802-4352
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.

CLOSING DATE : 07 February 2025

POST 03/271 : **CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PHC) (X2 POSTS)**
West Coast District

SALARY : Grade 1: R451 533 (PN-B1) per annum
Grade 2: R553 545 (PN-B2) per annum

CENTRE REQUIREMENTS : Darling CDC (1 post), Malmesbury CDC (1 post), Swartland Sub-District
: Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Current registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Demonstrate in-depth knowledge of Nursing and public service legislation. Appropriate experience in a primary health care setting. Appropriate experience in rendering a support service.

DUTIES : (key result areas/outputs): Deliver quality comprehensive healthcare, renders clinical services and manage burden of disease. Manage staff and assist Operational manager with administration functions. Implement nursing care management activities according to the Standards of Practice and Scope of Practice and act upon breaching of laws relating to nursing practice and professional code of conduct and practice standards. Collaborate with members of the health and social care teams and assist in decision-making pertaining to health care delivery. Create an environment of learning opportunities that foster professional growth and improvement in nursing and health care.

ENQUIRIES APPLICATIONS : Mr RA Christoffels, Tel No: (022) 482-2729
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care.

CLOSING DATE : 07 February 2025

<u>POST 03/272</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R451 533 per annum Grade 2: R553 545 per annum
<u>CENTRE</u>	:	Kuyasa CC, George Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: - Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the specific specialty. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Competencies (knowledge/skills): NIMART training or experience. Good communication skills. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook). (Key result areas/outputs): Assist with the management of the Burden of disease according to the comprehensive health programmes. Quality of service Plan and implement Health Promotion and Prevention activities in facility and Community. Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities. Assist with the management of Human Resources, Finance, SCM, Strategy and Health support and Infrastructure and equipment management under supervision.
<u>DUTIES</u>	:	(Key result areas/outputs): Assist with the management of the Burden of disease according to the comprehensive health programmes. Quality of service Plan and implement Health Promotion and Prevention activities in facility and Community. Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities. Assist with the management of Human Resources, Finance, SCM, Strategy and Health support and Infrastructure and equipment management under supervision.
<u>ENQUIRIES</u>	:	Ms MJF Marthinus, Tel No: (044) 814 -1100
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). The pool of applicants will be considered for similar vacant posts within the George Sub District for a period of 3 months from date of advert. Candidates will be subjected to a practical/ oral assessment.
<u>CLOSING DATE</u>	:	07 February 2025
<u>POST 03/273</u>	:	<u>ASSISTANT DIRECTOR: COMMUNICATIONS</u> Directorate: Communication
<u>SALARY</u>	:	R444 036 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma/Degree in Communication, Journalism, Marketing, or Public Relations. (not negotiable). Experience: Appropriate experience in a communication, public relations, or marketing environment, including. Appropriate experience in senior role. Appropriated experience with internal communication within a medium to large organisation (minimum 1 200 staff members). Inherent requirement of the job: Valid Code (B/EB) driver's licence. Must be willing to occasionally work outside of regular office hours, including weekends and public holidays. Willingness to travel within the province. Competences (knowledge/skills): Experience in stakeholder and staff engagement. Proficiency in compiling and implementing communication strategies. Expertise in developing and executing authentic and engaging internal and external communication campaigns. Excellent verbal and written

communication skills. Strong interpersonal and narrative management skills. Ability to work on reputation-building within the confines of a large organisation. Experience working in hierarchy with multi-level engagement.

DUTIES : (key result areas/outputs): The Assistant Director: Corporate Communication will lead internal and external communication efforts for the Western Cape Department of Health and Wellness by developing proactive campaigns, aligning messaging, and promoting organisational values and messages. They will source and craft engaging stories to enhance the profile of corporate business units, ensuring impactful communication through strategic planning and execution while reinvigorating the overall internal communication space: at all times aligned to organisational objectives. Be the custodian of the internal stakeholders (staff) to ensure that staff feel engaged and connected to the whole organisation Coordinate internal communication campaigns and initiatives and events. Enhance organisational alignment through proactive corporate communication and maintain internal official channels. Monitor, analyse, and report on communication effectiveness. Manage and develop communication staff, leading on the “internal perspective”. Driving organisational values, culture and belonging through initiatives such as storytelling.

ENQUIRIES : Mr D Evans (dwayne.evans@westerncape.gov.za / 072 236 8658)

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

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 07 February 2025

POST 03/274 : **ASSISTANT DIRECTOR: SUPPORT SERVICES**
Chief Directorate: Emergency & Clinical Support Services

SALARY : R444 036 per annum

CENTRE : Clinical Service Improvement (Service Platform Design)

REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Degree/Diploma in a Health Science or related field. Experience: Appropriate experience in management and coordination of public health programmes. Appropriate experience with policy, managerial and clinical aspects of public health programmes/ interventions and services. Appropriate exposure to health and social measurements (M&E) or project management is essential. Inherent requirements of the Job: Valid (Code B/ EB) driver’s licence. Willingness to travel nationally or provincially. Computer Literacy in MS Word, Excel, Power Point, Outlook and Teams. Competencies (knowledge/skills): Policy Development, Stakeholder Management and Strategic Thinking. M&E Expertise, Data Analysis, Reporting and Project Management. Technical Writing, Operational Excellence and Knowledge Management. Stakeholder Engagement, Relationship Management and Negotiations. Digital Literacy, Process Optimization, Training and Development.

DUTIES : (Key result areas/outputs): Draft telehealth and universal healthcare policies. Coordinate stakeholder consultations and workshops. Monitor policy implementation and impacts. Design and implement M&E frameworks for key projects. Collect and analyse project data. Report quarterly with actionable insights. Develop user-friendly SOPs and guides. Organize and update operational documentation. Maintain a lessons-learned repository. Facilitate meetings with internal and external stakeholders. Track and report on partnership outcomes. Initiate new partnerships. Introduce digital tools for project tracking and data management. Train staff on new tools. Automate manual processes.

ENQUIRIES : Ms. A Stemele, Tel No: (021) 815-8622

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

NOTE : No payment of any kind is required when applying for this post. Candidates may undergo a Competency Based Assessment. The pool of applicants will be considered for other vacant Assistant Director: Health Support posts within the Chief Director Emergency & Clinical Support Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 07 February 2025

<u>POST 03/275</u>	:	<u>QUALITY ASSURANCE COORDINATOR (X3 POSTS)</u> Cape Winelands Health District
<u>SALARY</u>	:	R444 036 per annum
<u>CENTRE</u>	:	Various Institutions
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate four-Year National Diploma / Degree or equivalent in Health Sciences registerable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate experience in Quality Assurance (QA). Appropriate experience in Infection Prevention Control (IPC), Occupation Health and Safety (OH&S). Appropriate experience in Management. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel extensively within the Rural Districts. Competencies (knowledge/skills): Ability to analyse and interpret Health Systems Information, compile reports and present the data to direct planning. Knowledge of Project and Financial Management. Good organizational, interpersonal, creative problem solving and research skills. Computer literacy (Ms Office: Word, Excel, PowerPoint and Outlook).
<u>DUTIES</u>	:	(key result areas/outputs): Support the Health Establishment staff with the implementation of the Ideal Clinic Realization and Maintenance (ICRM) and Ideal Hospital requirements in preparation for the Office of Health Standards Compliance (OHSC). Establish measures that will ensure health and safety of staff and users and ensure the maintenance of the Infection Prevention and Control (IPC) standards. Help build the competency of staff by identifying, planning and addressing Quality Improvement (QI), Infection Prevention and Control (IPC) and Occupational Health and Safety training needs and maintaining and updating the Health Establishment training data base. Monitor data quality in the Health Establishment. Manage service utilization by care coordination in order to meet the comprehensive Health needs of the individual client and to ensure quality and cost-effective outcomes.
<u>ENQUIRIES</u>	:	Ms. S Neethling, Tel No: (023) 348-8120 – Cape Winelands District Office. Dr E Titus, Tel No: (023) 316 9603 - Ceres Hospital. Ms. A Theron Tel No: (023) 348 1304 - Breede Valley Sub-district. Dr N Beyers Tel No: (023) 626 8543 – Robertson Hospital.
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within Ceres Hospital, Langeberg SD and Breede Valley SD for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	07 February 2025
<u>POST 03/276</u>	:	<u>PHYSIOTHERAPIST GRADE 1 TO 3</u> (Chief Directorate: Metro Health Services)
<u>SALARY</u>	:	Grade 1: R376 524 per annum Grade 2: R439 755 per annum Grade 3: R514 785 per annum
<u>CENTRE</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Experience: Grade 1: None after registration with the HPCSA as a Physiotherapist in respect of RSA employees. One-year relevant experience after registration as a Physiotherapist with a recognised foreign HPCSA in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 2: A Minimum of 10 years relevant experience after registration in as a Physiotherapist with a recognised foreign HPCSA in respect of RSA qualified employees. Minimum of 11 years relevant experience after registration as a Physiotherapist with a recognised foreign HPCSA in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 20 years relevant experience after registration as a Physiotherapist with the HPCSA in respect with RSA qualified employees. A Minimum of 21 years relevant experience after registration as a Physiotherapist with a recognised foreign HPCSA in respect of foreign qualified employees whom it is not required to perform Community Service as required in South

Africa. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to perform overtime, on-call duties and weekend work. Willingness to be involved in research projects at the institution. Willing to rotate within the Sub- structure due to operational needs. Competencies (knowledge/skills): Appropriate clinical physiotherapeutic skills in assessment and treatment of patients in an acute care setting on ward level, ICU and the outpatient department. Ability in assessing and issuing Mobility Assistive Devices. Ability to function within a multi-disciplinary team setting. Good problem solving, interpersonal and communication skills (written and verbal). Leadership and organizational skills. Ability to work independently and cope with a high patient load. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook.

DUTIES : (key result areas/outputs): Responsible for the rendering of clinical physiotherapy services in various clinical areas: In patients, outpatients and the ICU. Willing to rotate within the Sub- structure due to operational needs. Assist with administrative tasks and co-ordinate all relevant administrative activities in your clinical area. Assist the manager with education and training of junior staff and university students. Assist the manager with management of human resources. Assist the manager with physical and financial resources. Assist the manager in the strategic planning process of the Physiotherapy Department. Perform duties in line with the department's operational plans. Assist with current and relevant research activities.

ENQUIRIES : Ms R Isaacs tel. no. (021) 799 1152.

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

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status

CLOSING DATE : 07 February 2025

POST 03/277 : **CLINICAL TECHNOLOGIST GRADE 1 TO 3: NEUROPHYSIOLOGY**

SALARY : Grade 1: R376 524 per annum

Grade 2: R439 755 per annum

Grade 3: R514 785 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist: Neurophysiology. Experience: **Grade 1:** None after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years' relevant experience after registration with HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirement of the job: Willingness to work overtime when required. Competencies (knowledge/skills): Advanced knowledge of clinical neurology and the skill to work with paediatric, adult and geriatric patients. Relevant experience in all aspects of clinical neurophysiology.

DUTIES : (key result areas/outputs): Routine Electroencephalography (EEG) and long term (telemetry) scalp- and subdural electrode video EEG monitoring. Evoked Potentials (visual evoked potential and auditory brainstem evoked potentials), Nerve Conduction studies, Polysomnography, Multiple Sleep Latency Tests

(MSLT). Must be able to function in all areas of the hospital e.g.: infectious wards, ICU and EC. Provision of specialized neurophysiology diagnostic and investigative services according to GSH protocols within the neurophysiology Unit. Providing accurate interpretation and reporting of the above neurophysiology procedures. Monitoring of and maintaining neurophysiology and other electronic equipment. Infection and stock control as well as ensuring adherence to safety protocols in the neurophysiology laboratory. Expertise and experience in intraoperative monitoring would be a distinct advantage. Assisting with a development teaching plan for clinical technology students and neurologists and participating in and/or assisting with research

ENQUIRIES : Ms C Hanekom, email address: Carla.bailey@westerncape.gov.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

CLOSING DATE : 07 February 2025

POST 03/278 : **SENIOR TRAINING OFFICER (X2 POSTS)**
 Directorate: People Development, People Development Centre (PDC)

SALARY : R376 413 per annum
CENTRE : Head Office Structure, Cape Town, based in Plumstead)
REQUIREMENTS : Minimum educational qualification: Appropriate 4-year Health related National Diploma/Degree or equivalent registrable with a Health Professions Council of South Africa or South African Council for Social Service Professions. Experience: Appropriate experience in training and facilitation. Appropriate experience in training material development and assessments. Appropriate experience in counselling. Appropriate experience in the field of HIV/AIDS and other health and wellness related topics. Inherent requirement of the job: A valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Knowledge of training material development and facilitation. Knowledge and understanding of counselling methodologies as well as group work methodologies. Knowledge and understanding of HIV/AIDS, TB and STI's and other health and wellness related topics. Knowledge and understanding of health-related Acts, Regulations, Guidelines and other related policies. Ability to use all relevant computer applications effectively, independently and with ease, in particular MS Word, MS Teams, PowerPoint and Excel.

DUTIES : (key result areas/outputs): Deliver training in HIV/AIDS, STI, TB, Chronic diseases of lifestyle and other health and related counselling training courses both didactically and online. Deliver training on wellness and therapeutic training courses for various cadres of health staff. Develop and update training material in line with current counselling methodologies and departmental policies and guidelines. Develop and conduct training assessments. Conduct monitoring and evaluation activities in HIV/AIDS, TB and STI, counselling and health and wellness related training courses. Offer supportive counselling to learners who attend training at the PDC and members of the community who require assistance telephonically. Assist and support the functioning of the People Development Centre (PDC).

ENQUIRIES : Ms N Calvert, Tel No: (021) 763-5336
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 07 February 2025

POST 03/079 : **INDUSTRIAL TECHNICIAN SUPERVISOR (CLINICAL ENGINEERING: ELECTRONICS)**
 Directorate: Engineering & Technical Services Goodwood, (Electronics)

SALARY : R376 413 per annum
CENTRE : Head Office Cape Town

- REQUIREMENTS** : Minimum educational qualification: National Diploma in Electronics or Electrical (Light Current) Engineering (T; S or N stream), or registration as an Engineering Technician in terms of the Engineering Profession of South Africa Act (Act 46 of 2000). Experience: Appropriate maintenance experience after qualification on electronic medical and related equipment repairs. Inherent requirement of the job: Valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Competencies (knowledge/skills): Proven knowledge of health technology principles. Ability to compile technical specifications for medical equipment. Excellent ability to do faultfinding on equipment. Proven experience computer literacy (i.e. MS Word, Excel).
- DUTIES** : (key result areas/outputs): Carry out advanced maintenance, repairs, calibration, modifications and installations of medical (Electronic) equipment. Train junior technicians and users on equipment. Ensuring that the equipment meets legal and safety requirements of the manufacturers and statutory bodies. Perform all administrative functions as required by the Clinical Engineering Department, managers and health Technology prescripts while ensuring compliance with the Occupational Health and Safety Act of 1993. Liaison with hospital and private sector staff while reporting to the unit manager in charge of the relevant workshop. Manage the workshop in the absence of manager in charge of Electronics workshop and be willing to work within all Clinical Engineering disciplines. Advanced knowledge of managing, planning and organizing maintenance schedules.
- ENQUIRIES** : Mr W Padayachee, Tel No: (021) 590-5008
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment is required when applying for the post. Shortlisted candidates will be subjected to a competency test on day of interview and will also need to sign a form allowing background, criminal, qualification, credit and driver's license verification.
- CLOSING DATE** : 07 February 2025
- POST 03/280** : **SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES (ENVIRONMENTAL HEALTH AND HYGIENE SERVICES) (X2 POSTS)**
- SALARY** : R376 413 per annum
- CENTRE** : Tygerberg Hospital
- REQUIREMENTS** : Minimum educational qualification: An appropriate 3-year National Diploma/Degree. Experience: Appropriate support services experience. Appropriate experience in environmental health cleaning & hygiene services, contract management, linen management and general support services in a hospital or healthcare facility. Appropriate proven supervisory experience. Inherent requirement of the job: Valid Code (B/EB) Driver's license. Competencies (knowledge/skills): Ability to draft service level agreements/contracts and implement standard operating procedures. Extensive knowledge of the Treasury Regulations and Contract Management, People Management, PFMA, OHS, IPC and Public Service Acts. Computer skills (MS Office, Excel, and Word). Extensive knowledge of Western Cape Government maintenance protocols. Knowledge of SCM procedures.
- DUTIES** : (key result areas/outputs): Render supervision to the hospital environmental health and cleaning services and promote acceptable standards of quality of services delivered for the Support Services. Oversee General and HCR waste management. Manage internal housekeeping services. Manage outsourced cleaning. Responsible for environmental hygiene inspections related to cleaning in the entire hospital. Oversee pest control, linen management, other environmental cleaning related duties in and around the hospital. Act as GGHH hospital representative for Tygerberg Hospital. Participate in various audits and compliance processes. Participate or chair meetings related to your component, take minutes and write minutes. Responsible for the management of the Human resources, Labour relations, Financial & Supply Chain Management related duties.
- ENQUIRIES** : Mr JJ Roberts, Tel No: (021) 938 4121
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for the post. Candidates may be subjected to a practical/competency assessment test.
- CLOSING DATE** : 07 February 2025

- POST 03/281** : **COMMUNICATION OFFICER**
 Directorate: Communication (Based at Klipfontein/Mitchells Plain Sub-structure)
- SALARY** : R376 413 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree in Communication, Journalism, Public Relations, or Marketing. Experience: Appropriate experience in a communication, public relations or media environment, which include building and managing client and stakeholder relationships; developing visual communication products; media, reputation and response management; internal communication and brand management, and developing and executing communication campaigns. Appropriate experience in the public service, NGO or NPO environment. Appropriate experience in Adobe InDesign and photography. Inherent requirement of the job: Valid Code (B/EB) driver's licence. Willing to occasionally work outside regular office hours and to travel for work. Competencies (knowledge/skills): Media liaison. Reputation management. Written and visual content development. Excellent verbal and written communication skills. Strong interpersonal skills.
- DUTIES** : (key result areas/outputs): Conceptualisation and implementation of communication plans and campaigns. Reputation management. Internal communication and brand management. Project and event management. Stakeholder engagement support. Monitoring and evaluation of communication campaigns, risks, and sentiment.
- ENQUIRIES** : Ms M Lesch, tel. no. (021) 483-3245
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- CLOSING DATE** : 7 February 2025
- POST 03/282** : **SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES (MENTAL HEALTH REVIEW BOARD)**
 Directorate: Specialised Hospitals
- SALARY** : R376 413 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree in administration/ business/ health. Experience: Appropriate experience in general office administration or business management environment. Appropriate experience in health administration. Inherent requirements of the job: A valid unendorsed (Code B/EB) driver's licence. Willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Excellent interpersonal, communication and organisation skills. Excellent writing and grammatical skills, such as editing and formulating of documents. Ability to function independently and with confidence. Client and task orientated. Good team building skills within and outside the Mental Health Review Board. A sound knowledge of the functions and duties of Provincial Government Western Cape. A sound knowledge of the Mental Health Care Act 17 of 2002 and its Regulations. A sound knowledge of related prescripts and guiding documents, for example, PFMA, PAIA, POPIA, Public Service Act and Regulations, National Archives Act, Batho Pele Principles, Patients' Rights Charter. Ability to efficiently operate computer programmes such as Microsoft Word, Excel, PowerPoint and Office365. Creating and maintaining databases.
- DUTIES** : (key result areas/outputs): Provide technical and logistical support to MHRB by effective co-ordination of functions and services. Provide technical and logistical support to MHRB by effective co-ordination of functions and services. Effective communication, liaison and training to mental health care professionals, mental health care document co-ordinators and other organizations. Implementation, development and maintenance of effective information management systems for accurate data-capturing and reports. Management of allocated resources.
- ENQUIRIES** : Mr N Mavela Tel No: (021) 483-3316 / 073 875 8343
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.
CLOSING DATE : 7 February 2025

POST 03/283 : **INDUSTRIAL TECHNICIAN GENERAL ENGINEERING PRODUCTION (DENTAL)**

Directorate: Health Technology, Clinical Engineering, Goodwood

SALARY : R308 154 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: National Diploma for Technicians (T, S or N stream) – Electrical, Mechanical, Mechatronics or registration with the Engineering Council of South Africa (ECSA) as a professional Engineering Technician. Inherent requirements of the job: Valid driver' s license and competent to drive. Willing to work overtime, stay away and travel throughout the Western Cape Province. Experience: Appropriate experience with repair, maintenance and installation of dental and related medical equipment or demonstrate an aptitude for this type of work. Competencies (Knowledge/skills): Excellent ability to fault find and repair down to component level. Competent with hands-on practical work. Computer literate. Good written and verbal communication. Candidate must have strong understanding of mechanical, pneumatic and electrical principles.

DUTIES : (Key result areas/outputs): Support Section Head by: Completing task within time limits. Liaising with clients about information and work progress. Ensuring compliance with Occupational Health and Safety Act. Ensuring continuity of service by assisting other Units, prioritising work, considering operational requirements and assist with training of staff and operators. Admin duties in the Section: Requesting of parts and service via Logis system. Maintaining of Maintenance Management and internal records. Write reports and assist with specifications. Production: To carry out maintenance, repairs and installation of dental and related. medical equipment. Visit institutions to maintain service routes and preventative maintenance Schedules.

ENQUIRIES : Mr Arend Moelich / Mr Chriswill Rhodes Tel No:(021) 590 5007 / (021) 830-5133

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

NOTE : No payment of any kind is required when applying for the post. Candidates will be required to undertake a practical and oral test.

CLOSING DATE : 07 February 2025

POST 03/284 : **PROFESSIONAL NURSE GRADE 1 TO GRADE 3 (GENERAL: MATERNITY) (X2 POSTS)**

SALARY : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum
Grade 3: R 451 533 per annum

CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse and Midwifery. Registration with a professional council: Registration with SANC as Professional Nurse and Midwifery. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse. Inherent requirement of the job: Willingness to rotate to other departments within the maternity Unit. Willingness to work shifts including weekends, public holidays and night duty. Competencies (knowledge/skills): Knowledge of Nursing Practices, Infection Prevention Control, control measures and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to lift and turn patients, stand for long hours and lift heavy equipment.

DUTIES : (key result areas/outputs): Provide direction and supervision for the implementation of the nursing plan (clinical practice or quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders Utilise human, material and physical resources efficiently and effectively.

ENQUIRIES : Ms T Wulff Tel No: (021) 4042109

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". Short-listed candidates may be subjected to a compulsory competency test.
<u>CLOSING DATE</u>	:	07 February 2025
<u>POST 03/285</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: WELLNESS)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum
<u>CENTRE REQUIREMENTS</u>	:	De Rust/Dysselsdorp Cluster clinics, Oudtshoorn & Kannaland Sub District Minimum educational qualification: Basic R425 qualification (i.e., degree/diploma in nursing) that allows registration with the South African Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate recognisable experience after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate recognisable experience after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work after hours and travel if necessary to meet operational requirements. Valid (Code B/EB) driver's licence and willingness to travel. Ability to work in a team across the service platforms. Competencies (knowledge/skills): Excellent communication with community and other stakeholders' engagement and facilitation skills, Knowledge of relevant legislation, policies including Health care 2030, Sustainable Development Goals, 1st 1000 days. Excellent planning and organisational skills in Community Health Care, programs and services. Computer literate in Microsoft office programs. Verbal and written communication skills.
<u>DUTIES</u>	:	(key result areas/outputs): External interface management by planning, delivered and implementation of wellness initiatives and interventions with support from internal stakeholders to implement community orientated primary care. Intersectoral interface management with strong organisational linkages and partnerships with outside stakeholders, sectors, departments, NGOs and community structures. Lead and co-ordinate scheduled wellness activities for men, women, adolescents, and youth with a focus on the 1st 1000 Days initiative towards building healthy communities. Delivered wellness activities in the specific communities with a focus on Western Cape on Wellness (WoW!) to support an integrated approach in managing chronic conditions eg Diabetes, hypertension, TB, HIV, mental health. Delivered and support the collection, collation, interpreting of health data for reporting, monitoring and evaluation purposes.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NC Jackson, Tel No. (044) 203-7205
<u>NOTE</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). No payment of any kind is required when applying for this post. Shortlisted candidates may be requested to undertake practical test. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status) The pool of applicants will be

considered for similar vacant posts within Oudtshoorn and Kannaland Sub Districts for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.

<u>CLOSING DATE</u>	:	07 February 2025
<u>POST 03/286</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum
<u>CENTRE REQUIREMENTS</u>	:	Wesfleur Hospital, Southern Western Sub-structure Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: None. Grade 2: A Minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A Minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Required to work shifts and after hours (weekend, public holidays, and night duty). Willingness to rotate within the institution. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Computer literacy. Good verbal and written communication skills.
<u>DUTIES</u>	:	(key result areas/outputs): Provide optimal, holistic nursing care within set standards and professional/legal framework. Assist with management of people management services within the Department and compliance to professional, legal, and ethical regulations governing nursing practice. Effective utilization of financial and physical resources within the department. Ensure the promotion of Quality Assurance, Infection Control and Prevention & Occupational Health & Safety within the Department. Deliver a support service to the Operational Manager, whilst maintaining professional growth and ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms LA Abrahams, Tel No: (021) 816 500, Email: Lee-Anne.Abrahams@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration with the SANC after obtaining their qualification. The pool of applicants will be considered for similar vacant posts within Wesfleur Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	07 February 2025
<u>POST 03/287</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum
<u>CENTRE REQUIREMENTS</u>	:	Vredenburg Hospital, Saldanha Sub-District, Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwifery. Registration with a professional council: Current registration with the SANC as Professional Nurse and Midwifery. Experience: Grade 1: None Grade 2: A minimum of 10 years

- appropriate/recognizable experience in nursing after registration with the SANC as a Registered Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Good interpersonal skills. Valid (Code B/EB) driver's licence Willingness to travel. Competencies (knowledge/skills): Sound scientific knowledge of nursing. Computer literacy – able to capture and interpret relevant data. Ability to work independently and in a multi-disciplinary team. Willingness to work overtime and all relevant shifts as operationally required.
- DUTIES** : (key result areas/outputs): Provision of optimal, holistic nursing care with set standards and within a professional/ legal framework. Effective utilization of resources. Quality improvement. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ ethical standards and self-development
- ENQUIRIES** : Ms JJ de Nobrega, tel. no. (022) 709-7214
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Saldanha Sub-District for a period of 3 months from date of advert.
- CLOSING DATE** : 07 February 2025
- POST 03/288** : **PHARMACIST ASSISTANT (POST BASIC): GRADE 1 - 3 (X3 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R250 947 per annum
Grade 2: R290 436 per annum
Grade 3: R313 308 per annum
- CENTRE** : Strand Community Health Centre (1 post)
Helderberg Hospital (1 post)
Eerste River Hospital (1 post)
- REQUIREMENTS** : Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic). Registration with a professional council: Registration with the SAPC as a Pharmacist's Assistant (Post-Basic). Experience: **Grade 1:** None after registration with the SAPC as Pharmacist's Assistant (Post-Basic). **Grade 2:** A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. **Grade 3:** A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Competencies (knowledge/skills): Good computer literacy. Good Interpersonal and communication skills. Ability to work as part of a team or independently. Ability to work under pressure.
- DUTIES** : (key result areas/outputs): Perform the following services or acts under the direct personal supervision of a pharmacist: Assist with reading and preparation of a prescription, the selection, manipulation or compounding of the medicine, the labelling and supply of the medicine in an appropriate container following the interpretation and evaluation of the prescription by a pharmacist. Assist with the provision of instructions regarding the correct use of medicine supplied and information to individuals to promote health. Assist with the distribution, control of and ordering of medicine and scheduled substances. Assist with the compounding or manufacturing of a non-sterile or sterile medicine or scheduled substance according to a formula and standard operating procedures approved. Assist with general housekeeping and administrative tasks.
- ENQUIRIES** : Mr J Van Niekerk, Tel No: (021) 360 4641

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates registered in the category "Community Pharmacy" may also apply but must be willing to obtain registration in the category "Institutional Pharmacy" within 12 months and must work under direct supervision of a pharmacist during this period. Failure to comply will lead to the termination of services in the case of those appointed from outside the public service. In the case of serving employees, the employee will return to his/her previous post. The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment. 07 February 2025
<u>CLOSING DATE</u>	:	07 February 2025
<u>POST 03/289</u>	:	<u>ADMINISTRATION CLERK: FEES DEPARTMENT (PATIENT ADMINISTRATION: INPATIENT AND OUTPATIENT) (RADIATION)</u>
<u>SALARY</u>	:	R216 417 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/ or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a Hospital Fees-related environment. Competencies (knowledge/skills): Knowledge of Hospital Fees Memorandum Chapter 18, UPFS, HIS (Clinicom) Finance Instructions, PFMA and Treasury Instructions. Computer literacy (MS Word, Excel, Outlook). Strong sense of confidentiality. Good communication and interpersonal skills.
<u>DUTIES</u>	:	(key result areas/outputs): Patient administration. Auditing of outpatient accounts. Relieve for reception. Request folders, prep folders and follow-up on missing folders. Capturing of all ICD10 coding and all procedure codes for accounts. Filing of all clinical notes. Request medical notes of patients where it's necessary. Submission of medical aid accounts to the Case Managers. Collect revenue on outstanding hospital fees accounts.
<u>ENQUIRIES</u>	:	Ms M Blankenberg, tel no. (021) 404 4264
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	07 February 2025
<u>POST 03/290</u>	:	<u>ADMINISTRATION CLERK: FINANCE/ADMIN (COMPREHENSIVE HEALTH)</u> Cape Winelands District
<u>SALARY</u>	:	R216 417 per annum
<u>CENTRE</u>	:	Cape Winelands District Office, Worcester.
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate basic administrative experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to work independently and as part of a team. Good communication and interpersonal skills. Computer literacy (MS Office: MS Word, MS Excel and Power Point).
<u>DUTIES</u>	:	(key result areas/outputs): Provision of administrative support and office management of Community Based Programme. Assist with coordination of services within the different programmes within Comprehensive Health. Support with Information management. Procurement of stock, equipment, venues, catering. Assisting in preparation of presentations, compiling of reports, documents and effective data capturing.
<u>ENQUIRIES</u>	:	Ms. K Lucas, Tel No: (023) 348-8108
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test as part of the interview process. The pool of applicants will be considered for similar vacant posts within Cape Winelands District Office for a period of 3 months from date of advert.

CLOSING DATE : 07 February 2025

POST 03/291 : **PRINCIPAL HOUSEKEEPING SUPERVISOR**
Chief Directorate Metro Health Services

SALARY : R216 417 per annum
CENTRE : Victoria Hospital
REQUIREMENTS : Minimum educational qualifications: Senior Certificate (or equivalent). Experience: Appropriate supervisory experience in the hospital environment. Appropriate experience in Hospital Hygiene and Linen Bank. Inherent requirement of the job: Willingness to be trained and upskilled, and to attend training courses as designated by the hospital. Competencies (knowledge/skills): Computer literate MS Office and LOGIS. Ability to work in a co-operative way within a team context with good interpersonal skills. Basic understanding of Disciplinary processes. Knowledge of hospital cleaning and linen.

DUTIES : (key result areas/outputs): To provide effective and efficient Administrative and supervisory function to the cleaning staff, Linen Bank staff and contract supervisor on site. To implement and control an effective training program for the staff. Ensure all resources are utilized effectively and efficiently. Ensure a safe and hygienic environment for staff and clients of the institution. Maintain an efficient and effective acquisition and provisioning control system in the department. Maintain an efficient and effective linen service. Administrative support to management.

ENQUIRIES : Ms Y Nelukalo, Tel No: (021) 799 1123, email: yvonne.nelukalo@westerncape.gov.za

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

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a practical assessment on the day of the interview.

CLOSING DATE : 07 February 2025

POST 03/292 : **ADMINISTRATION CLERK: ADMISSIONS**
Cape Winelands District

SALARY : R216 417 per annum
CENTRE : Worcester CDC
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Office Administration, Information Management, Integrated Stationary. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Outlook and Power Point). The ability to accept accountability and responsibility with good interpersonal skills. Knowledge and experience in departmental systems (Clinicom\PHCIS, Sinjani, Ideal Facility,EDR.web).

DUTIES : (key result areas/outputs): Perform administrative role as a member of the Information management team. Effective data management in the subdistrict and hospital. Quality monitoring (i.e. collation, verification and validation and reporting of data). Records management. Generate pivot tables, and complete monthly reports. Provide in-service training to administrative staff working in patient administration.

ENQUIRIES : Ms A Saayman, Tel No: (023) 348-1391
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a practical test. The pool of applicants will be considered for similar vacant posts within Brewelskloof Hospital for a period of 3 months from date of advert."

CLOSING DATE : 07 February 2025

POST 03/293 : **STAFF NURSE GRADE 1 TO 3 (X4 POST)**
Garden Route District

SALARY : Grade 1: R209 112 per annum
Grade 2: R248 613 per annum
Grade 3: R290 805 per annum

<u>CENTRE</u>	:	Kwanokuthula CDC (1 post) Kranshoek CC (1 post) Hornlee CC (1 post) Knysna CDC (1 post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirements of the job: Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Competencies (knowledge/skills): Effective verbal and written communication skills. Self- discipline and motivation.
<u>DUTIES</u>	:	(Key result areas/outputs): Provide basic nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Participate in infection prevention and control. Take actions to improve quality nursing care.
<u>ENQUIRIES</u>	:	Ms JA Stander, Tel No: (044) 302 - 8400
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be requested to undertake practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Knysna/Bitou Sub District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	07 February 2025
<u>POST 03/294</u>	:	<u>STAFF NURSE GRADE 1 TO 3</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital (Internal Medicine) (X1 Post) (OBS & Gynaecology) (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the South African Nursing Council as a Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirements of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Willingness to rotate within different Functional Business Units. Competencies (knowledge/skills):-Sound knowledge of SANC Regulation which prescribe nursing practice. The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Good interpersonal and communication skills. Ability to deal with conflict situations and make sound decisions under pressure.
<u>DUTIES</u>	:	(Key result areas/outputs): Provision of basic holistic health care within the laws and regulations relevant to nursing and health care. Assist with cost-effective utilization of physical, human and financial resources. Provide health promotion and information to patient, family and groups. Responsible for carrying out quality patient care procedures according to the specific needs of patients. Ensure effective and accurate record-keeping and communication. Render support to the supervisor and colleagues.
<u>ENQUIRIES</u>	:	Ms S Vlok, tel. no. (023) 348-1208

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	07 February 2025
<u>POST 03/295</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (MATERNITY/NEONATAL)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R277 070 per annum
<u>CENTRE</u>	:	Oudtshoorn Hospital (Maternity/Neonatal), Oudtshoorn & Kannaland Sub-districts
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with SANC as a Nursing Assistant. Registration with a professional council: Registration with SANC as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirements of the Job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Willingness to rotate within the facility/hospital.
<u>DUTIES</u>	:	(Key result areas/outputs): Provide quality basic nursing care. Provide elementary clinical nursing care. Assist Patients with activities of daily living which includes Patient Hygiene, Nutritional status, mobility and elimination needs. Maintaining professional growth, Ethical standards and Self-development. Record Keeping.
<u>ENQUIRIES</u>	:	Mr CB Olivier, Tel No: (044) 203 -7203
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Oudtshoorn and Kannaland Districts for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	07 February 2025
<u>POST 03/296</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (X5 POSTS)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R277 070 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the South African Nursing Council as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Nursing Assistant. Grade 3: A minimum of 20 years appropriate/ recognisable

experience in nursing after registration with the SANC as Nursing Assistant. Inherent requirements of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Willingness to rotate within different Functional Business Units. Competencies (knowledge/skills): Sound knowledge of SANC Regulation which prescribe nursing practice. The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Good interpersonal and communication skills. Ability to deal with conflict situations and make sound decisions under pressure.

DUTIES : (key result areas/outputs): Assist patients in the provision of basic holistic health care within the laws and regulations relevant to nursing and health care. Provide health promotion and information to patient, family and groups. Assist with cost-effective utilization of physical, human and financial resources. Responsible for carrying out quality patient care procedures according to the specific needs of patients. Ensure effective and accurate record-keeping and communication. Render support to the supervisor and colleagues.

ENQUIRIES : Ms AE Badenhorst, Tel No: (023) 348-1137
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for the post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.

CLOSING DATE : 07 February 2025

POST 03/297 : **HOUSEKEEPING SUPERVISOR**
 Chief Directorate: Metro Health Services

SALARY : R183 279 per annum
CENTRE : Elsie's River Community Health Centre, Northern/Tygerberg Sub-Structure Office

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std7). Experience: Experience in housekeeping and cleaning in a health care facility environment. Experience in management and ordering of stock. Inherent requirements of the job: Manage and provide general housekeeping and cleaning services. Willingness to work shifts, weekends, public holidays and night duty. Ability to perform physical tasks e.g. utilization of cleaning equipment etc. Competencies (knowledge/skills): Supervisory skills, delegation of duties and optimal utilisation of sub-ordinates. Understanding of hospital waste management, Infection Prevention & Control, linen management and time management. Plan staff shift rosters & do in-house training of housekeeping staff.

DUTIES : (Key result areas/outputs): Supervise the provisioning of housekeeping, cleaning, safeguarding, maintenance services and inspect the duties of the Household Aids. Ensure high standard of cleaning by effective management of waste control. Handle administrative duties e.g. leave, correspondence, reports etc. Supervise human and physical resources. Supervise linen operations. Develop and manage duty rosters for housekeeping staff. Supervision and allocation of staff and delegation of functions.

ENQUIRIES : Mr L Makamba, Tel No: (021) 819-9032
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Housekeeping Supervisor posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Shortlisted candidates will be subjected to a practical test.

CLOSING DATE : 07 February 2025

POST 03/298 : **HOUSEHOLD AID**
 Cape Winelands District

SALARY : R131 265 per annum

CENTRE : Montagu Hospital, Langeberg Sub-district

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate household experience in a Hospital/ Clinic or similar environment. Appropriate experience in Food Service. Inherent requirements of the job: Ability and willingness to work shifts including weekends, public holidays and night duty. Incumbent must be physically fit to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of hygiene, Occupational Health, HACCP and safety principles.

DUTIES : (key result areas/outputs): General household tasks which include serving of patient's meals and beverages, cleaning of the ward kitchens, responsible for the crockery and cutlery of the ward kitchen. Willingness to help in other work areas. Assist in the receipt and storage of all provisions and stock. Weigh, dish and distribute food to various wards. Clean all areas, utensils and equipment in the Food Service Department. Adhere to Health and Safety prescripts, elementary control measures and standard operational procedures. Financial management and human resource support to supervisor.

ENQUIRIES : Mr G Petersen, Tel No: (023) 626-8551

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

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within Montagu Hospital for a period of 3 months from date of advert."

CLOSING DATE : 07 February 2025

POST 03/299 : **MEDICAL SPECIALIST GRADE 1 TO 3 (OPHTHALMOLOGY) (12 SESSIONS PER WEEK)**
(3-Year Contract)
(Chief Directorate: Rural Health Services)

SALARY : Grade 1: R612 per hour
Grade 2: R698 per hour
Grade 3: R809 per hour

CENTRE : Worcester Regional Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Ophthalmology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Ophthalmology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Ophthalmology. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Ophthalmology. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Ophthalmology. Inherent requirement of the job: Valid SA driver's licence. Competencies (knowledge/skills): Ability to manage all ophthalmology cases comprehensively. Proven leadership abilities and experience in supervision of staff and resources. Proven experience in principles of planning, organizing and implementation. Proven knowledge of Public health policies, guidelines and related prescript to manage resources effectively. Computer literacy.

DUTIES : (key result areas/outputs): Ensure an efficient and cost-effective Ophthalmology service of high quality with a patient centered focus and addressing the burden of disease in the Worcester Geographical Service area (GSA). Adhere to requirements for all HR and Financial policies. Ensure all general administrative functions, clinical reports and patient reports are done.

ENQUIRIES : Mr DM Matthew, Tel No: (023) 348-1113

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

NOTE : No payment of any kind is required when applying for the post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must

apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.

<u>CLOSING DATE</u>	:	07 February 2025
<u>POST 03/300</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3: DERMATOLOGY (SESSIONAL)</u>
<u>SALARY</u>	:	Grade 1: R612 per hour Grade 2: R 698 per hour Grade 3: R 809 per hour
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Dermatology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Dermatology. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professions Council in respect of foreign qualified employees) as a Medical Specialist in Dermatology. Grade 3: A minimum of 10 years appropriate experience as a Medical Specialist after registration with the HPCSA (or recognized Professional Council in respect of foreign qualified employees) as a Medical Specialist in Dermatology. Competencies (knowledge/skills): Facilitation of management system. Effective and efficient administration. Communication including report generation, letter writing and consultation. Technical skills appropriate for investigation. Clinical Skills required of a Medical Specialist in Dermatology (e.g. Assessment, diagnosis and treatment in inpatient, outpatient, and emergency contexts). MMED and FCDerm (SA) qualifications.
<u>DUTIES</u>	:	(key result areas/outputs): Clinical Service Provision. Teaching and Training/Supervision of Junior Staff. Clinical Governance and Administration.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof R Lehloenya, Tel No:(021) 404 6422 or Rannakoe.lehloenya@uct.a.za Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	07 February 2025
<u>POST 03/301</u>	:	<u>DENTIST GRADE 1 TO 3 (SESSIONAL)</u> (Contract Till 28 March 2028) Cape Winelands District
<u>SALARY</u>	:	Grade 1: R444 per hour Grade 2: R521 per hour Grade 3: R603 per hour
<u>CENTRE REQUIREMENTS</u>	:	Drakenstein Sub-district Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as a dentist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a dentist. Experience: Grade 1: None after registration as Dentist with the HPCSA in respect of SA-qualified employees 1- year relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Grade 3: Minimum of 12 years' appropriate experience as A job opportunity Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees Minimum of 13 years' relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Grade 2: Minimum of 7 years'

appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees Minimum of 8 years' relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Adhere to all departmental requirements and protocols. Excellent report writing, clinical documentation, recording keeping and referral writing skills. Sound verbal and written communication skills. Good computer skills (MS Word, Excel and PowerPoint) Comply with National Core Standards and or ideal facility/clinic requirements as applicable and good time management. Clinical therapeutic skills including assessment techniques, treatment, discharge planning and follow up as needed. Ability to be flexible and innovative in response to differing client needs.

DUTIES : (key result areas/outputs): Provide clinical primary and secondary dental treatment to children on the wellness bus and inpatients and outpatients as applicable to the designated work areas. Provide dental care support in dental clinics in the different sub-districts within Cape Winelands District Ecosystem. Provide a holistic dental service independently and as part of a team in a hospital and primary healthcare setting. Diagnose and appropriate management of patients. Daily collection and monthly submission of data as per departmental protocols. Effective, efficient and optimal use of resources including facilitating the repair and maintenance of dental equipment. Stock taking and ordering of consumables as required within departmental norms. Relevant in-service training and skills transfer. Provide relevant relief duty within the Cape Winelands District Ecosystem in absence of a peer colleague.

ENQUIRIES : Ms R Balie, Tel No: (023) 348-8122
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Drakenstein Sub District for a period of 3 months from date of advert.

CLOSING DATE : 07 February 2025

POST 03/302 : **MEDICAL OFFICER GRADE 1 TO 3 (39, 35, 30, 34 AND 13 SESSIONS)**
 (Contact Until 31 March 2028)
 Cape Winelands District

SALARY : Grade 1: R457 per hour
 Grade 2: R 521 per hour
 Grade 3: R 603 per hour

CENTRE : Langeberg Sub-district
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A

minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of general medical and surgical conditions on hospital and PHC level and Knowledge applicable to South African TB and HIV care guidelines and including paediatrics HIV and Drug-resistant TB. Comprehensive evidence-based, direct patient-centred Clinical Service Provision in the District Health Service and computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Primary healthcare experience. Ability and willingness to do outreach services to clinics throughout the Langeberg Sub-district, guiding health care colleagues in managing difficult PHC cases.

DUTIES : (key result areas/outputs): Provide quality outpatient care to patients in Langeberg Sub-district Primary Healthcare facilities. Provide an Outreach and Support service to PHC facilities in the Langeberg Sub-district. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Langeberg Sub-district facilities as required.

ENQUIRIES : Dr AAP Williams, Tel No: (023) 626-8543

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

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Langeberg Sub-district for a period of 3 months from date of advert.

CLOSING DATE : 07 February 2025

POST 03/303 : **MEDICAL OFFICER G 1- 3 (36 SESSIONS PER WEEK)**
Contract Until 31 March 2026
(Garden Route District)

SALARY : Grade 1: R457 per hour
Grade 2: R521 per hour
Grade 3: R603 per hour

CENTRE : NHI Project Garden Route District (Stationed at Knysna/Bitou Sub-district)

REQUIREMENTS : Minimum Educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA- qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid driver's licence (Code B/EB). Willingness to travel throughout the district. Competencies (knowledge/skills): Ability to

- work in integrated multi-disciplinary teams across platforms. Computer literacy in MS Office mandatory.
- DUTIES** : (key result areas/outputs): Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health. Supervise-, Support -, transfer of knowledge to-, training- and mentoring of the clinical staff and auxiliary staff. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the division. Ensure a cost-efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment.
- ENQUIRIES APPLICATIONS** : Dr FR Potgieter, Tel No: (044) 302-8400
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Knysna/Bitou Sub-district, for a period of 3 months from date of advert.
- CLOSING DATE** : 07 February 2025
- POST 03/304** : **MEDICAL OFFICER GRADE 1 TO 3 (OPHTHALMOLOGY) (SESSIONAL) (20 HOURS PER WEEK)**
(3-Year Contract)
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R457 per hour
Grade 2: R521 per hour
Grade 3: R603 per hour
- CENTRE REQUIREMENTS** : Worcester Regional Hospital
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Officer. Registration with a professional council: Registration with the HPCSA as Medical Officer. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: A valid (code B/EB) driver's license. Competencies (knowledge/skills): Proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively.
- DUTIES** : (key result areas/outputs): Ensure an efficient and cost-effective clinical service of high quality with a patient centered focus and addressing the burden of disease in the Worcester healthcare ecosystem. Ensure compliance by means of maintaining high quality clinical records. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters and Code of Conduct.
- ENQUIRIES** : Mr DM Matthew, tel. no. (023) 348-1113

- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for the post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.
- CLOSING DATE** : 07 February 2025
- POST 03/305** : **PHYSIOTHERAPIST GRADE 1 TO 3 (SESSIONAL) (X2 POSTS)**
(Contract Till 28 March 2028)
Cape Winelands Health District
- SALARY** : Grade 1: R248 per hour
Grade 2: R290 per hour
Grade 3: R340 per hour
- CENTRE** : Langeberg Sub-district (1 post), Drakenstein Sub-district (1 post)
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as a Physiotherapist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Experience: **Grade 1:** None after registration with the HPCSA as a Physiotherapist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as a job opportunity required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Adhere to all departmental requirements and protocols. Excellent report, clinical note and referral writing skills. Good computer skills (MS Word, Excel and PowerPoint). Comply with National Core Standards and or ideal facility/clinic requirements as applicable. Knowledge of prescription and issuing of assistive devices including mobility. Clinical therapeutic skills including assessment techniques, treatment, discharge planning and follow up as needed. Basic to intermediate wheelchair seating assessments, prescription, fitting and issuing and other relevant assistive devices and therapeutic knowledge and skills within the field of physiotherapy and rehabilitation.
- DUTIES** : (key result areas/outputs): Provide clinical physiotherapy service delivery to inpatients and outpatients as applicable to the designated work areas. Provide clinical physiotherapy service delivery to patients at a primary healthcare level, including transitional care facilities/ intermediate care facilities, and relevant NGO's applicable to the designated work areas. Oversee physiotherapy students and support their learning in designated clinical areas. Participate in ward rounds, multidisciplinary meetings, and support to specialist outreaches as applicable to the designated work area. Participate in personal, district, sub district and hospital in-service and training programs as applicable to the designated work area including transitional care facilities/intermediate care facilities, and relevant' s. Daily collection and monthly submission of data as per departmental protocols. Effective, efficient and optimal use of resources including facilitating the repair and maintenance of assistive devices. Stock taking and ordering of consumables and assistive devices as required within departmental norms. Relevant in-service training and skills transfer, clinical

- facilitation, and mentorship of placed students. Provide relevant relief duty in absence of a peer colleague and provide support to supervisor
- ENQUIRIES** : Ms R Felix, Tel No: (023) 348-8105
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Langeberg Sub-district and Drakenstein Sub-district for a period of 3 months from date of advert.
- CLOSING DATE** : 07 February 2025
- POST 03/306** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) SESSIONAL (X2 POSTS)**
(Contract Till 31 March 2028)
Cape Winelands District
- SALARY** : Grade 1: R203 per hour
Grade 2: R248 per hour
Grade 3: R298 per hour
- CENTRE** : Drakenstein PHC Support and Outreach, Drakenstein Sub-district
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the public sector and basic computer literacy (MS Word, Excel and Outlook) to be able to communicate, capture patient information, check results, capture data and do track referrals on the different electronic systems. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards. Inherent requirements of the job: Prepared to work at different facilities within the Sub-district inclusive a Mobile and when needed within the community (COPC concept). Valid (code B/EB) driver's licence.
- DUTIES** : (key result areas/outputs): Provision of Primary Health Care in accordance with the guidelines and protocols of the Western Cape. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff and improving quality of health services. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Ms E Williams Tel No: (023) 877-6400
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be

considered for similar vacant posts within the Drakenstein Sub-district for a period of 3 months from date of advert.

CLOSING DATE : 07 February 2025

POST 03/307 : **CLEANER (SESSIONS) (15, 20 AND 30 SESSIONS)**
(Contract Till 31 March 2028)
Cape Winelands Health District

SALARY CENTRE : R86.45 per hour
Breederiver CC
Nduli CC
Witzenberg Sub-district

REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience as a Cleaner in a health environment. Inherent requirement of the job: Relief according to the needs of the service. Competencies (knowledge/skills): Ability to work effectively in a team, independently and unsupervised, to accept accountability and responsibility. Ability to handle conflict and the ability to work under pressure. Ability to operate machinery and equipment.

DUTIES : (key result areas/outputs): General cleaning and maintenance (i.e. dusting, sweeping, polishing, scrubbing and mopping, cleaning windows and walls. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms and buckets are clean after usage and securely stored. Effective use of cleaning agents and stock as well as elementary stock control. Dispose/handle all waste according to waste policy. Attend in-service training appropriate to service delivery and optimal support to supervisor and colleagues.

ENQUIRIES APPLICATIONS : Mr N Ncobo, Tel No: (023) 316-9600
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within Witzenberg Sub-district for a period of 3 months from date of advert.

CLOSING DATE : 07 February 2025

POST 03/308 : **CLEANER (SESSIONS) (15 SESSIONS) 10-, 3-,28-, 8 SESSIONS**
(Contract Till 28 March 2028)
Cape Winelands Health District

SALARY CENTRE : R86.45 per hour
Breede Valley Sub-district

REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience as a Cleaner in a health environment. Inherent requirement of the job: Ability to lift/move heavy equipment and supplies and working at heights requiring the use of a stepladder. The ability to do physical tasks, operate heavy duty cleaning and household equipment. Rotate in different clinics according to operational needs and requirements. Competencies (knowledge/skills): Ability to work effectively in a team, independently and unsupervised, to accept accountability and responsibility. Ability to handle conflict and the ability to work under pressure. Ability to operate machinery and equipment.

DUTIES : (key result areas/outputs): Responsible for cleaning, including sweeping, dusting, mopping, scrubbing, polishing, refuse removal, cleaning of garbage bins daily, toilets, sluices and drains, cleaning of windows and walls in the clinic. Ensure that cleaning equipment are clean after usage and securely stored. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care of linen and serving of patients. Adhere to safety measures when handling waste. Attend in-service training appropriate to service delivery.

ENQUIRIES APPLICATIONS : Ms C van Staden Tel No: (023)348-1350
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 07 February 2025