



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 08 OF 2023

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENTS

DEPARTMENT OF HIGHER EDUCATION AND TRAINING (THEKWINI TVET COLLEGE): This is an erratum on the external vacancy advertisement, for permanent posts, published in Public Service Vacancy Circular 07 dated 24 February 2023. The closing date has been amended to Friday 10 March 2023. **NATIONAL TREASURY:** Kindly note that the position of Manager: Project Implementation (Ref no: S050/2022) (For National Treasury) advertised in the Public Service Vacancy Circular 08 of 2022 dated 08 July 2022 with a closing date of 22 July 2022, The requirements section of the advert was captured erroneously and should read as follows: The requirements for the role: A minimum National Diploma (equivalent to an NQF level 6) or Bachelor's Degree (equivalent to an NQF level 7) in Project Management/ Business Management/ Building/ Developmental Planning. All applicants who have already applied need not reapply. The closing date has been extended to 20 March 2023. We apologise for the inconvenience caused. For enquiries please send to Recruitment.Enquiries@treasury.gov.za

NATIONAL PROSECUTING AUTHORITY: The post of State Advocate with Recruit 2023/92 and Personal Assistant with Recruit 2023/121 advertised in PSVC 07 dated 24 February 2023 are hereby withdrawn. The correct e mail addresses for the posts of Communication Officer are as follow: Head Office: Pretoria email Recruit2023107@npa.gov.za Port Elizabeth: e mail Recruit2023108@npa.gov.za Cape Town e mail Recruit2023109@npa.gov.za Bloemfontein e mail Recruit2023110@npa.gov.za Polokwane e mail Recruit2023111@npa.gov.za Durban e mail Recruit2023112@npa.gov.za Nelspruit e mail Recruit2023113@npa.gov.za Mmabatho e mail Recruit2023114@npa.gov.za Kimberley e mail Recruit2023115@npa.gov.za DPP: North Gauteng e mail Recruit2023116@npa.gov.za DPP: South Gauteng e mail Recruit2023117@npa.gov.za The closing date for the above Communication Officer posts is 20 March 2023. And The post of State Advocate with Recruit 2023/92 and Personal Assistant with Recruit 2023/121 advertised in PSVC 7 of 24 February 2023 are hereby withdrawn.

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DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE

: 17 March 2023 at 16:00

NOTE

: The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the 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/training-course/sms-pre-entry-programme/>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

ERRATUM: The position of Assistant Registrar of Deeds: Examination and Sorting, Office of the Registrar of Deeds: Western Cape (Cape Town) with Ref No: 3/2/1/2022/701 that was advertised in Public Service Vacancy Circular 44

dated 18 November 2022 has reference: The post of Assistant Registrar of Deeds with Ref No: 3/2/1/2022/701 has been withdrawn. The Department apologises for any inconvenience caused.

OTHER POSTS

<u>POST 08/01</u>	:	<u>CHIEF PROFESSIONAL SURVEYOR (GRADE A - B) REF NO: 3/2/1/2023/181 (X2 POSTS)</u> Directorate: Inspection Services
<u>SALARY</u>	:	R939 408 – R1 755 627 per annum, (Salary will be in accordance with the OSD requirements)
<u>CENTRE</u>	:	Western Cape (Mowbray)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and 4-years Bachelor of Science Degree in Land Surveying / Geomatics. Minimum of 6 years post qualification survey experience required. Compulsory registration with South African Geomatics Council (SAGC) as a Professional Land Surveyor on appointment. Compulsory registration with South African Geomatics Council (SAGC) as a Professional Surveyor to perform cadastral surveys. Job related knowledge: Programme and project management. Survey, legal and operational compliance, Survey operational communication, Process knowledge and skills, Maintenance skills and knowledge, Mobile equipment operating skills, Survey design and analysis knowledge, Research and development, Computer-aided survey applications, Creating high performance culture, Technical consulting and Survey and professional judgement. Job related skills: Strategic capability and leadership skills, Problem solving analysis skills, Decision making skills, Team leadership skills, Creativity skills, Customer focus and responsiveness skills, Communication skills, Computer skills, People management skills, Planning and organising skills, Conflict management skills, Negotiation skills and Change management. A valid driver's license.
<u>DUTIES</u>	:	Design, plan and perform surveys to solve practical survey problems (challenges), improve efficiency and enhance safety. Manage projects on the application of new and existing survey technologies. Manage and plan surveys of a varied and complex nature. Develop cost effective solutions and approve surveys according to prescribed requirements / standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedure to incorporate new technology. Provide expert advisory and support services. Coordinate and develop tender specifications. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Governance. Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation on survey related matters to minimise possible survey 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. Financial management. Ensure the availability of and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey 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 efficient cash flow management. People management. Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of the survey services according to the 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.
<u>ENQUIRIES</u>	:	Ms M Kekana Tel No: (012) 326 8050
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X10, Mowbray or hand delivered during office hours to: 14 Long Street, 5 th Floor, Cape Town, 8001.
<u>FOR ATTENTION</u>	:	Human Resource Management
<u>NOTE</u>	:	African Males and African and Indian Females and Persons with disabilities are encouraged to apply.
<u>POST 08/02</u>	:	<u>DEPUTY DIRECTOR: NATIONAL PLANT HEALTH REF NO: 3/2/1/2023/180</u> Directorate: Plant Health
<u>SALARY</u>	:	R908 502 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and BSc or BSc Agriculture in Plant Pathology, Nematology or Entomology or relevant qualification. Minimum of 3 years relevant experience at junior management level. Job related knowledge: International agreements, conventions and bilateral agreements. National and international trade. Relevant phytosanitary legislation and regulations. Related legislation (interpretation, drafting). Departmental and Directorate Organisational structure and functions. Insight of relevant technical field of application. Scientific methodology. Departmental initiatives. Export programs standards and requirements. Import requirements and programs. Work related policies and procedures. Financial legislation, policies and procedures. Provisioning Administrative System, policies and procedures. Personnel management. Disciplinary code. Personnel evaluation system. Problem solving techniques. Effective communication. Meeting procedures. Negotiating principles. Computer knowledge (use software). Auditing procedures. Relevant industries structures. Job related skills: Ability to communicate and interact with people at different levels. Planning, Management and Organising skills. Creativity. Problem solving and interpersonal skills. Analytical, listening and interpretation skills. Computer literacy. Report writing skills. A valid driver's licence and the ability to drive. Willingness to work extended hours and to travel.
<u>DUTIES</u>	:	To draft policy as well as plant health legislation, norms and standards, to control regulated pests. Ensure Plant Health updated and revised legislation. Ensure the contractual agreements are developed maintained, followed up revised as determined by need and pest risk. To draft and maintain pest survey protocols and contingency plans as well as monitoring eradication programmes for regulated pests in an early warning system regarding plant health bio-security which includes the identification of research priorities regarding invasive pests. Ensure pest survey protocols are drafted and maintained for new and priority pests. Ensure eradication programs are designated, monitored and carried out. Ensure early warning systems are developed for emerging pests such as contingency plans, preparedness plans and pest outbreak response plans (action plans). Identify research priorities and serve on the Departmental Research Committee. To conduct policy and regulatory audits to ensure pest management is in compliance with plant health measures and standards. Ensure policy and regulatory audits are carried out at surveillance and eradication sites, chemical storage sites, ports of entry to enable plant health early warning systems. Ensure policy and regulatory audits are carried out in terms of the implementation of current standard operating procedures, the plant health policy and legislation. To manage information in support of a national data bank for plant health standards and norms. Ensure pest information regarding surveillance records are captured and managed in centralized database system. Ensure records for plant health legislation and policy amendments etc are kept. To manage the resources of the Sub-directorate: National Plant Health Matters (Physical, Human and Financial). Ensure proper utilization of the budget by managing and reporting expenditure. Monitor and ensure proper utilization of equipment and reporting thereof. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline.
<u>ENQUIRIES</u>	:	Mr JH Venter Tel No: (012) 319 6384
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets,

<u>NOTE</u>	:	Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001
	:	Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 08/03</u>	:	<u>AGRICULTURAL MANAGEMENT REF NO: 3/2/1/2023/173</u>
		Directorate: Agriculture Inputs Control
		Re-advertisement, applicants who applied previously are encouraged to re-apply.
<u>SALARY</u>	:	R908 502 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and Veterinary Science (BVSc / BVMCH) Degree. Compulsory registered with South African Veterinary Council as a Veterinarian. Minimum of 3 years post qualification regulatory experience. Minimum of 3 years experience at junior management level. Job related knowledge: Expertise and experience in the evaluation of stock remedies. Expertise and experience in the interpretation of Fertilizer, Farm Feeds, Agriculture Remedies and Stock Remedies Act no 36 of 1947 together with its regulations and guidelines. Job related skills: Knowledge of and experience in: Programme and project management. Scientific methodologies and models. Ability to research and develop independently. Computer applications (Microsoft office software – Word, Excel and PowerPoint). Legal compliance. Data analysis (high level analytical skills). Presentation skills. Technical report writing (ability to prepare and present complex reports). Customer services skills. Communication skills (verbal and written). A valid driver's licence. Ability to work under pressure. Willingness to work extended hours and overtime may be required.
<u>DUTIES</u>	:	Evaluate and review application for the registration of stock remedies. Conduct analysis of scientific data during the evaluation of applications to register stock remedies. Gather and interpret data, evaluate results and disseminate information by publishing information packages. Formulate proposals and compile reports by writing technical submissions when required. Develop and customize scientific models and techniques by contributing to the technical aspects of regulations. Development of new policies, programs and processes relating to registration of stock remedies, including the preparation of guidelines, manuals and scientific and technical reports on the regulation and use of stock remedies. Identify gaps and develop appropriate interventions by developing policies, guidelines, systems and procedures by developing administrative and compliance regulations and Standard Operating Procedures. Provide scientific support and advice through client advisory meetings and via emails. Develop working relations with client base during liaison meetings with clients. Create public awareness of the science system through liaison with stakeholders. Provide scientific data, information and advice as requested by responding to technical enquiries. Customer service management. Continuous professional development to keep up with new technologies and procedures by attending technical workshops and conferences. Research / literature studies to improve expertise by reading technical publications. Liaise with relevant bodies / councils, industries, government Departments and other stakeholders on science and regulatory related matters. Human capital development. Mentor, train and develop candidate scientists and others to promote skills / knowledge transfer and adherence to sound scientific principles and code of practice.
<u>ENQUIRIES</u>	:	Mr MJ Mudzunga Tel No: (012) 319 7303
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001
<u>NOTE</u>	:	Coloured, Indian and White Males and Coloured and Indian Females and Persons with disabilities are encouraged to apply.

<u>POST 08/04</u>	:	<u>STATE VETERINARIAN REF NO: 3/2/1/2023/178</u> Directorate: Inspection Services Re-advertisement, applicants who applied previously are encouraged to re-apply.
<u>SALARY</u>	:	R766 584 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	:	Western Cape (Cape Town)
<u>REQUIREMENTS</u>	:	BVSc Degree or relevant qualification recognised by the South African Qualification Authority and the South African Veterinary Council. Registration with the South African Veterinary Council. A valid driver's licence. Minimum of 2 years appropriate experience (post qualification experience). Job related knowledge: Public Service Regulations. International agreements, conventions and bilateral agreements relating to phytosanitary, sanitary and food quality matters. Relevant animal health legislation and regulations, norms and standards. Export and import programmes and their requirements. Planning and organising. Job related skills: Ability to communicate well and interact with people at different levels. Planning. Management and Organising. Creativity. Interpersonal skills. Problem solving. Interpretation skills. Analytical skills. Listening skills. Computer literacy. Report writing. The ability to drive. Extended working hours. Travelling.
<u>DUTIES</u>	:	Develop, analyse and audit policies, norms, standards and legislation for Veterinary Services, which would, inter alia, entail the following: Scan local and international environment to inform policy needs, updates and impact. Collection of data and stakeholder consultation. Compile and provide inputs for policy development, norms and standards. Dissemination, implementation and auditing of policies, norms and standard. Render Veterinary Services through the implementation of the relevant legislation, which would, inter alia, entail the following: Plan, implement, maintain and coordinate disease surveillance measures (e.g. Early warning systems), identify controlled and non-controlled diseases and take appropriate corrective actions. Management of animal's identification and traceability. Issuing of permits and health certificates for the movement of animals across borders / diseases free and infected zones. Identification of prevalent animal diseases, development and implementation of appropriate intervention strategies (e.g. Primary Health Care). Design and implementation of herd health programmes to promote productivity of livestock. Implement disease surveillance and other epidemiologic studies. Facilitate the development of a practical early warning system for all relevant diseases including disease modelling, simulation and scenario mappings. Contribute to the development of emergency diseases control preparedness systems. Liaising with the public, animal owners, organised agriculture and international organisations on the prevention and treatment of diseases. Manage and control the importation and exportation of animals and animal products. Implementation and management of the prescribed official veterinary management systems including the implementation of the National Monitoring Residue Program. Conduct veterinary risk assessments. Ensure that slaughter and other import / export facilities comply with the registration requirements of the relevant authorities. Performance of abattoir ante and post-mortem inspections are required. Audit the hygiene management systems at the import / export establishment (e.g. implementation of Hazard Analysis and Critical Control Point (HACCP) and Hygiene Assessment System (HAS)). Certification of products in accordance with international norms and standards. Management of meat inspection and disposal of condemned material in accordance with the relevant legislation. Identify illegal slaughter practices and take corrective action with assistance when necessary. Undertake post-mortem, farm disease outbreak investigations and other examinations to identify causes of morbidity and mortality. Implement new procedures, techniques and / or equipment to ensure that an efficient and effective Veterinary Diagnostic and Research Service is rendered. Ensure animal owners and para veterinary staff follow the correct procedures and methods to collect and dispatch samples. Inspect slaughter and sterilisation facilities to ensure the maintenance of essential national hygiene standards. Evaluate safety, efficacy and quality of stock remedies registration dossier applications, imports permits, labels, advertisements and make recommendations. Provision of training, development and awareness programs (extension and outreach services) to communities with regards to Veterinary Services, which would include, inter alia, the following: Determine needs of communities

through liaison with community leaders and other stakeholders. Determine interventions required to address the needs. Plan, implement and coordinate the appropriate interventions. Render veterinary advice to stock farmers and animal owners with regard to prevention of animal diseases and promotion of animal health care. Provide support to other line functionaries, i.e. extension, engineering with regard to veterinary related issues. Perform administrative and related functions which would include, inter alia, the following: Provide inputs for the Operational Plan of the veterinary unit. Comply with the Public Service prescripts. Comply with Financial Management prescripts. Contribute to the maintenance of databases. Compile and submit reports as required. Oversee and supervise the relevant staff i.e. para-veterinary and administrations. Keep abreast of National and International trends with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective veterinary service, through: - Studying the veterinary legal and policy frameworks continuously to enable optimum performance of the veterinary functions according to the required standards: - Studying professional journals, publications and attend relevant continuous professional development interventions to ensure that cognisance is taken of new developments and technologies.

**ENQUIRIES
APPLICATIONS**

: Dr ME Machedi Tel No: (012) 309 8719
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

NOTE

: African and White Males and African Females and Persons with disabilities are encouraged to apply

POST 08/05

: **DEPUTY DIRECTOR: PROVINCIAL PROJECT IMPLEMENTATION REF
NPO: 3/2/1/2023/170**
Directorate: National Rural Youth Service Crops (NARYSEC)

SALARY

: R766 584 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)

**CENTRE
REQUIREMENTS**

: Mpumalanga (Mbombela)
: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Business Management / Community Development / Project Management / Public Administration / Public Management. Minimum of 3 years' experience at a junior management level in youth development environment. Job related knowledge: Project management life cycle. Skills Development Act. South African Qualification Act. Youth Development. Job related skills: Planning and organizing skills. Financial management skills. Decision-making skills. Communication skills (verbal and written). Interpersonal skills. Computer literacy (Microsoft Word, Project, Excel, PowerPoint, Internet). Skills development. Youth development. A valid driver's licence.

DUTIES

: Manage recruitment and selection process for the NARYSEC Programme. Identification of areas for recruitment in consultation with relevant stakeholders. Develop the advertisement in line with NARYSEC recruitment guidelines in consultation with Human Resource Management. Develop and update the Provincial Recruitment Plan. Facilitate the finalization of the selection process and participate in the selection process (panel member). Consolidate recruitment and selection report. Maintain a consolidated recruitment database per year of intake. Manage the creation of individual personal files for new recruits. Conduct quality assurance on files for recruited participants. Facilitate the signing of contracts for all newly and extended NARYSEC participants. Manage the submission of recruited participants files to National / Provincial Human Resource for capturing on Personnel and Salary Administration (PERSAL). Facilitate the pre-orientation / induction and enrolment of youth into the programme as well as attendance of the National Youth Leadership Development Programme (NYLDP). Submit a consolidated list of all new recruits to National Office and Provincial Director. Manage and coordinate leadership training for NARYSEC participants. Coordinate information sharing including pre-health tests. Ensure travel logistics are coordinated for new recruits. Manage and coordinate Pre-Assembly at Thaba Nchu College as determined by the National Office. Consolidate and management of NARYSEC database reflecting the information of all the participants engaged in skills

development activities, community services and exit opportunities. Update and maintain the status NARYSEC programme. Report on status of NARYSEC programme information for monthly meetings. Consolidate NARYSEC monthly reports (utilisation, dashboard, Persal and narrative). Manage the creation and updating of NARYSEC files with skills development, community service, exit opportunities, exit letters and contracts. Manage and maintain provincial NARYSEC stakeholder partnerships. Identify and engage strategic partners for the implementation of the NARYSEC programme needs within the Province. Participate in stakeholder engagements meetings for the successful implementation of NARYSEC programme. Conduct quarterly meetings with relevant stakeholders with regard to the NARYSEC programme / community service being implemented. Conduct monthly meetings with District Coordinators and Senior Administrative Officer with a view to ensure the successful implementation of programme in the Province. Manage and coordinate participants in community services. Identify relevant stakeholders that can provide community service and sign partnership agreement / commitment letters. Participate in the stakeholder meetings with relevant stakeholders (DALRRD, Department of Agriculture and Rural Development (DARD), Municipalities, The Department of Cooperative Governance and Traditional Affairs (COGTA), other government Departments). Manage the placement process of participants in workplaces as determined by the standard visitation skills schedule. Coordinate community service for all NARYSEC participants. Manage the issuing and collection of community service logbooks during NARYSEC. Verification meetings and ensure that there is proper filing for easy reference and accountability. Develop and update monitoring and evaluation system for community service. Monitor the implementation of the NARYSEC programme. Conduct monthly visit to participants that are in leadership training and provide report. Conduct monitoring visits on a quarterly basis at training providers and workplaces, completing the skills development monitoring tools developed for this purpose. Coordinate attendance registers for institutional, workplace training on monthly basis. Compile and submit NARYSEC monthly reports as well as Provincial quarterly performance report with Portfolio of Evidence. Discuss NARYSEC challenges and ensure that remedial action is taken to address the challenges. Coordinate the collection and verify of top up allowance documentation in various institutions. Update NARYSEC database. Verify Persal list and submit monthly. Report community service for all NARYSEC participants. Report on fruitless and wasteful expenditure on monthly basis. Ensure that memorandums for freezing / unfreezing and termination are developed and submitted. Ensure filing management of information in each NARYSEC personal files. Develop Demand Management Plan in consultation with Finance and Supply Chain Management. Ensure that risk management register is developed and updated on monthly basis / quarterly basis. Manage human resources. Manage financial resources related to NARYSEC programme. Manage physical resources related to NARYSEC programme. Manage and coordinate exit strategy for NARYSEC participants. Consolidate database of NARYSEC participants in enterprise development. Coordinate engagement with various enterprise development stakeholder for opportunities. Ensure signing of memorandum of understanding with various stakeholders to submit NARYSEC exited participants. Consolidate referrals for NARYSEC participants for further assistance. Coordinate bursary opportunities for NARYSEC exited participants. Coordinate enterprise information sharing workshop. Coordinate registration of participants in various employment agencies. Consolidate and manage spreadsheet of NARYSEC participants for international study trips.

**ENQUIRIES
APPLICATIONS**

: Ms ZP Hadebe Tel No: (013) 754 8020
: Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200

NOTE

: Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 08/06

: **ASSISTANT REGISTRAR OF DEEDS: EXAMINATION AND SORTING REF NO: 3/2/1/2023/186**
Office of the Registrar of Deeds

SALARY

: R766 584 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)

<u>CENTRE REQUIREMENTS</u>	:	Eastern Cape (King Williams Town)
	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. Minimum of 4 years' experience at junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting, and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Sectional Titles Act, Ordinances, Proclamations, Case Law, Common Law. Ability to address a professional audience comfortably. Ability to convey knowledge to others. Planning and execution skills. Communication skills. Project Management skills.
<u>DUTIES</u>	:	Monitor examination of deeds and documents. Check deeds and documents for registrability and take corrective measures. Grant hearing to Conveyancers, make ruling and provide guidance. Provide inputs for the update of deeds practice manual, legislation, and draft circulars. Report on examination team performance, standards, and turnaround times. Update acts, manuals, and circulars. Execute deeds. Validate that appointed appearer has signed execution clause / request for registration. Verify validity date of relevant certificates. Sign all deeds and documents that are registrable. Report problems with regard to execution of deeds, to Assistant Registrar of Deeds / Deputy Registrar of Deeds in charge of execution. Draft reports to court. Receive the notice of motions and all supporting documents. Peruse notices of motions and supporting documents. Research the facts therein. Compile a report to court and attach all relevant documents. Manage the execution of deeds and documents. Attend to the requests for late and expedited execution of deeds and arrange for final black booking. Notify conveyancers regarding problems encountered on deeds at execution and provide guidance. Monitor execution register for Conveyancers. Reject deeds that are not registrable. Attend to simultaneous registration with other offices. Manage distribution of deeds. Verify the information on the distribution list with actual deeds batches and spot-check. Verify returned deeds against distribution list and initiate corrective measures. Manage statistics, exception reports and implement corrective measures. Prevent and address backlogs. Attend to queries relating to deeds on the system. Authorize request for withdrawal of deeds. Manage the update procedure manual.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms VC Bomela Tel No: (043) 642 2741
	:	Please ensure that you send your application to Private Bag X7402, King Williams Town, 5600 or Hand deliver it to the Office of the Registrar of Deeds: King Williams Town at 113 Alexander Road, King Williams Town, 5601 before the closing date as no late applications will be considered.
<u>NOTE</u>	:	Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 08/07</u>	:	<u>PROJECT COORDINATOR: PROPERTY MANAGEMENT REF NO: 3/2/1/2023/172</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R491 403 per annum (Level 10)
	:	Directorate: District Office: Limpopo (Waterberg)
	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma in Real Estate or Property Management / Law Property Law. Job Related Work Experience: Minimum of 3 years' supervisory experience in property management environment. Job related knowledge: Public Service Regulations. Treasury Regulations. Public Finance Management ACT (PFMA). Government Immovable Asset Management Act of 2007. Land Reform: Provision of Land and Assistance Act of 1993 and any other law. Job related skills: Project management skills. Analytical skills. Computer literacy (Microsoft Word, Excel, PowerPoint, Project). Communication skills (verbal and written). Problem solving and decision-making skills. Planning and organising skills. Facilitation and presentation skills. Report writing skills. Interpersonal relations. A valid driver's licence and willingness to travel.
<u>DUTIES</u>	:	Coordinate investigations on state land use and maintenance. Conduct land use investigations. Provide Provincial State Land Vesting and Disposal Committee (PLSVDC) support to all state land custodians. Coordinate state land periodic verification. Process servitudes and prospecting applications. Facilitate surveying of immovable assets. Coordinate surveying of DALRRD state land and facilitate the transfer of state land. Administer and manage property leases. Finalise and facilitate signing of leases and caretaker

		agreements. Facilitate the capturing of newly acquired state properties on State Land Leasing System (SLLS), Develop lease schedule for all state properties, Coordinate and conduct inspection of state properties. Provide secretariat services to beneficiary selection committee. Maintain proper usage and maintenance of leased assets. Manage compliance with land management system and support to Districts. Ensure proper usage and maintenance of warehoused and leased assets. Maintain proper usage of movable assets. Manage assets verification pre and post transfer. Coordinate barcoding of assets. Secure and protect state properties against vandalism. Monitor lease or caretaker performance and duties as contractually specified.
<u>ENQUIRIES</u>	:	Mr LS Mahasha Tel No: (015) 495 1955
<u>APPLICATIONS</u>	:	Application can be submitted by post, Private Bag X 9312, Polokwane, 0700, or hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700.
<u>NOTE</u>	:	Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 08/08</u>	:	<u>CONTROL SURVEY TECHNICIAN (GRADE A - B) REF NO: 3/2/1/2023/185</u> Directorate: Mapping Services
<u>SALARY</u>	:	R466 482 – R1 140 018 per annum, (Salary will be in accordance with the OSD requirements)
<u>CENTRE</u>	:	Western Cape (Mowbray)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma in Surveying or Cartography (NQF 6) or relevant qualification. Minimum of 6 years post qualification technical (surveying / cartography) experience. Compulsory registration with South African Geomatics Council as a Survey Technician / Surveyor. Job related knowledge: Programme and project management. Survey, legal and operational compliance. Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating. Survey design and analysis. Research and development. Computer-aided survey applications. Creating a high-performance culture. Technical consulting. Survey and professional judgement. Job related skills: Strategic capability and leadership. Problem solving and analysis skills. Decision making skills. Team leadership skills. Creativity skills. Financial management skills. Customer focus and responsiveness skills. Communication skills. Computer skills. People management skills. Planning and organising skills. Conflict management skills. Negotiation skills. A valid driver's licence.
<u>DUTIES</u>	:	Survey design and analysis effectiveness. Perform final reviews and approvals or audits on new survey applications according to set standards and design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Financial management. Ensure the availability and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational survey project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor and control expenditure according to budget for efficient cash flow management. Governance. Allocate, monitor and control resources. Compile risk logs (databases) and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of survey related matters to minimise possible survey 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

		survey services according to organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking action to correct deviations to achieve departmental objectives.
<u>ENQUIRIES</u>	:	Ms TG Rambau Tel No: (021) 658 4303
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X10, Mowbray or hand delivered during office hours to: 14 Long Street, 5 th Floor, Cape Town, 8001, for the attention of Human Resource Management
<u>NOTE</u>	:	African and Indian Males and African Females and Persons with disabilities are encouraged to apply.
<u>POST 08/09</u>	:	<u>ASSISTANT DIRECTOR: RISK SERVICES REF NO: 3/2/1/2023/179</u> Directorate: Risk Services
<u>SALARY</u>	:	R393 711 per annum (Level 09)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Internal Auditing / Risk Management / Financial Management / Law. Minimum of 3 years' supervisory experience working in risk management. Job related knowledge: Corporate governance issues, Enterprise risk management, Public Service environment, Public Financial Management Act and National Treasury Regulations. Public Sector Risk Management Framework. Job related skills: Dynamic leadership skills, Computer literacy, Project management skills, Communications (verbal and written) and Facilitation skills. Results oriented. Ability to work under pressure. Customer focus. A valid driver's licence. Team management skills.
<u>DUTIES</u>	:	Evaluate risk management programmes in all Branches. Facilitate and coordinate the operational risk assessment in the Department on an on-going basis. Assist to review and analyses policies to identify gaps in the implementation of risk management processes. Assist to conduct research in order to improve risk management processes. Assess the relevancy of the risk mitigation strategies on the Operational Risk Registers. Ensure and monitor consistency with enterprise risk management practices and reporting throughout the Department. Implement appropriate risk management methods. Implement the risk management frameworks to support the risk maturity of the Department. Facilitate the risk management awareness session. Support initiatives to strengthen the relationship with the assurance service providers within the Department e.g. legal services, monitoring and evaluation, strategic planning and internal audit on an ongoing basis. Provide reports on implementation of risk management plans. Report on the potential losses or accidents that may affect the Department negatively to the Enterprise Risk Management Committee whenever necessary. Report on progress regarding the elimination of risks against the operation plans of the Department. Compile the operational risk assessment reports. Provide assistance in risk report coordination and assist in any risk related information required by Risk and Compliance Committee. Provide assistance in risk champions. Assist to develop or review the terms of reference for the risk champions. Facilitate training initiatives for the risk champions. Implement systems that will enable effective functioning of the risk champions. Assist the risk champions to discharge its responsibility and comply with any statutory or regulatory requirements by facilitating the development, establishment and maintenance of an efficient and effective risk management process.
<u>ENQUIRIES</u>	:	Ms N Lubisi Tel No: (012) 312 9676
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
<u>NOTE</u>	:	Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

<u>POST 08/10</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND AUXILIARY SERVICES REF NO: 3/2/1/2023/187</u> Office of the Registrar of Deeds Re-advertisement, applicants who applied previously are encouraged to re-apply.
<u>SALARY</u>	:	R393 711 per annum (Level 09)
<u>CENTRE</u>	:	KwaZulu Natal (Pietermaritzburg)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma in Human Resources Management / Public Management / Administration / Public Administration. Minimum of 3 years' experience at supervisory level in Human Resources Management. Good knowledge of Labour Relations Act. Knowledge of the Basic Conditions of Employment Act. Knowledge of Human Resource Policies and Procedures. Understanding of recruitment and selection processes. Knowledge of Performance Management Systems (PPMS). Computer literacy. Good interpersonal skills. Good written and verbal communication skills. Problem Solving and Decision-Making skills. Dispute and Conflict management skills. Time Management skills. Computer software skills. Project Management skills. Planning skills. Drivers License.
<u>DUTIES</u>	:	Manage Human Capital. Monitor turnaround times of capturing of applications. Oversee compilation of recruitment plan. Manage recruitment and selection process. Verify compiled statistics and maintain establishment. Update office Employment Equity plan and verify Employment Equity stats. Manage labour relations matters. Facilitate / Conduct preliminary investigations and implement recommendations. Promote sound labour relations. Facilitate disciplinary hearings, conciliations, and arbitrations. Facilitate the issuing of misconduct / grievance / dispute outcomes and coordinate appeals. Provide advice on labour relations matters. Update statistics and submit. Manage Service Benefits. Oversee the drafting and implementation of office leave plan and take corrective measures. Oversee recording of leave, leave audit, analyse trends, and take remedial action. Monitor leave register, analyse trends and submit report. Manage housing / rental benefits, authorize transactions, and monitor registers. Manage termination of service. Facilitate Employee Wellness process and programs. Manage administration of bursaries. Manage records and registry. Manage registry services and ensure compliance. Manage records management and ensure compliance. Verify the disposal memorandum and facilitate disposal of records. Manage employee Performance and development. Verify office Employee Performance Management and Development System implementation plan, monitor compliance, and submit report. Monitor quality assurance on Performance Agreements, midterm, and annual reviews, and provide report. Verify and monitor implementation of training plan. Manage Moderating Committee processes. Verify Moderating Committee summary reports and compile Moderating Committee memorandum for approval. Manage probation reports. Facilitate inputs for the reviewing of generic performance agreements.
<u>ENQUIRIES</u>	:	Ms Z Mthembu Tel No: (033) 355 6812
<u>APPLICATIONS</u>	:	Please ensure that you send your application to Private Bag x9028, Pietermaritzburg, 3200 or Hand deliver it to the Office of the Registrar of Deeds: Pietermaritzburg at 300 Pietermaritzburg Street, Pietermaritzburg, 3201 before the closing date as no late applications will be considered.
<u>NOTE</u>	:	Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 08/11</u>	:	<u>SENIOR EXAMINER: EXAMINATION AND SORTING REF NO: 3/2/1/2023/188</u> Office of the Registrar of Deeds
<u>SALARY</u>	:	R393 711 per annum (Level 09)
<u>CENTRE</u>	:	Eastern Cape (King Williams Town)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. Minimum of 3 years' experience in first level examination of deeds and documents. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Project Management. Property Law. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing.

		Supervisory skills. People Management skills. Interpretation skills. Analytical skills.
<u>DUTIES</u>	:	Examine deeds and documents. Check that first level examination duties have been performed and initiate corrective measures where necessary. Examine deeds for registrability, advise conveyancers about non-compliance with practice, procedures and legislation then pass or reject deeds and documents. Compile quality assurance report take appropriate interventions and submit. Update acts, manuals and circulars. Training of subordinates. Conduct person-to-person training and keep training schedule and submit. Nominate subordinates for deeds training courses. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribute deeds. Sort and assess / value deeds for distribution and compile distribution list. Distribute deeds according to transactions and batches to Examiners. Monitor allocated townships / schemes / rosters / corrective maintenance and expedited deeds. Analyse DOTS reports on discrepancies and outstanding deeds and initiate corrective measures. Implement measures to address backlogs.
<u>ENQUIRIES</u>	:	Ms. VC Bomela Tel No: (043) 642 2741
<u>APPLICATIONS</u>	:	Please ensure that you send your application to Private Bag X7402, King Williams Town, 5600 or Hand deliver it to the Office of the Registrar of Deeds: King Williams Town at 113 Alexander Road, King Williams Town, 5601 before the closing date as no late applications will be considered.
<u>NOTE</u>	:	African, Coloured and Indian Males and Coloured and Indian Females and Persons with disabilities are encouraged to apply.
<u>POST 08/12</u>	:	<u>SENIOR EXAMINER REF NO: 3/2/1/2023/196 (X4 POSTS)</u> Office of the Registrar of Deeds
<u>SALARY</u>	:	R393 711 per annum (Level 09)
<u>CENTRE</u>	:	Mpumalanga (Mbombela)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. Minimum of 3 years' experience in first level examination of deeds and documents. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Project Management. Property Law. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing. Supervisory skills. People Management skills. Interpretation skills. Analytical skills.
<u>DUTIES</u>	:	Examine deeds and documents. Check that first level examination duties have been performed and initiate corrective measures where necessary. Examine deeds for registrability, advise conveyancers about non-compliance with practice, procedures and legislation then pass or reject deeds and documents. Compile quality assurance report take appropriate interventions and submit. Update acts, manuals and circulars. Training of subordinates. Conduct person-to-person training and keep training schedule and submit. Nominate subordinates for deeds training courses. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribute deeds. Sort and assess / value deeds for distribution and compile distribution list. Distribute deeds according to transactions and batches to Examiners. Monitor allocated townships / schemes / rosters / corrective maintenance and expedited deeds. Analyse DOTS reports on discrepancies and outstanding deeds and initiate corrective measures. Implement measures to address backlogs.
<u>ENQUIRIES</u>	:	Ms. T Makama Tel No: (013) 756 4000 / 65
<u>APPLICATIONS</u>	:	Please ensure that you send your application to Private Bag 11239 Nelspruit 1200 or Hand deliver it to the Office of the Registrar of Deeds: Mpumalanga at 25 Bell Street Nelspruit 1200 before the closing date as no late applications will be considered.
<u>NOTE</u>	:	African, Coloured, Indian and White Males and Coloured and Indian Females and Persons with disabilities are encouraged to apply.
<u>POST 08/13</u>	:	<u>VETERINARY PUBLIC HEALTH OFFICER REF NO: 3/2/1/2023/177</u> Directorate: Inspection Services
<u>SALARY</u>	:	R331 188 per annum (Level 08)
<u>CENTRE</u>	:	KwaZulu Natal (Durban)

<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a relevant National Diploma in Environmental Health / Animal Health / Veterinary Public Health. Registration with the relevant South African statutory board is recommended. Minimum of 2 years' appropriate post qualification experience. Job related knowledge: Public Service Regulations. International agreements, conventions and bilateral agreements relating to phytosanitary, sanitary and food quality matters. Relevant legislation and regulations, norms and standards. Export and import programmes. Job related skills: Ability to communicate well and interact with people at different levels. Planning skills. Technical skills. Law enforcement skills. Interpersonal skills. Problem solving skills. Interpretation skills. Analytical skills. Negotiation skills. Listening skills. Computer literacy. Report writing. A valid driver's licence and the ability to drive. Extended working hours. Travelling. Relief duties.
<u>DUTIES</u>	:	Ensure meat hygiene and food safety through inter alia: Monitor and inspect import and export products / animals and accompanying documentation to ensure that international standards are adhered to. Execute law enforcement in accordance with the Meat Safety Act. Abattoirs and sterilization plants: Auditing and monitoring abattoir hygiene through routine sampling and conducting of regular inspections. Making recommendations regarding the registration, upgrading and repair of existing facilities. Implementation and verification of the Hygiene Assessment System (HAS). Provide training to meat inspection staff, slaughter personnel and quality control officers. Ensure that game harvesting processes comply with national and international standards. Ensure legislative compliance through awareness campaigns, extension practices and law enforcement (to public, existing and proposed clients regarding food safety) through inter alia: Advise the public regarding informal slaughtering and exemptions. Determine slaughtering needs of communities and make recommendations. Assist with departmental projects regarding slaughtering of animals (culling). Provide training, technical assistance and health education to communities on food safety. Recommendations regarding the registration, upgrading and repair of existing facilities. Training of meat inspection staff, abattoir personnel and Food Safety Managers. Serving of directives (reports, warnings, notices, directives). Investigate and control illegal slaughtering in collaboration with the relevant authorities. Liaison with internal and external stakeholders. Ensure compliance with legislation, national and international export requirements (individual export or district export facilities and international trade requirements) through inter alia: Auditing of export facilities for compliance (dairies, cutting plants, processing plants, sources for hides and skins, intermediate stores). Game harvesting-monitoring of harvesting procedures (compliance with local and international requirements). Collection of samples for surveillance projects of identified diseases in animal and animal product i.e. BSE Sampling (Brain stem samples), bacteriological sampling, (water, effluent, surfaces, carcasses), Residue sampling (hormones, pesticides, antibiotics). Perform administrative and related functions, which would, inter alia, entail the following: Collection of data. Populate database. Compile and submit monthly and quarterly reports, letters and notices. Provide inputs to the operational plan for veterinary public health.
<u>ENQUIRIES</u>	:	Dr ME Machedi Tel No: (012) 309 8719
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
<u>NOTE</u>	:	Coloured, Indian and White Males and Coloured and White Females and Persons with disabilities are encouraged to apply.
<u>POST 08/14</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: 3/2/1/2023/183</u> Directorate: Quality Assurance and Administration
<u>SALARY</u>	:	R331 188 per annum (Level 08)
<u>CENTRE</u>	:	Northern Cape (Kimberley)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Public Administration / Management or Administrative Management. Minimum of 2 years' experience in administrative related work. Ability to carry out supply chain management activities. Job related knowledge: Knowledge of supply chain management. Knowledge of projects and process. Knowledge of government legislation. Job related skills: Time management skills. Planning and organisation skills. Decision making skills. Computer literacy, analytical skills and telephone etiquette. Interpersonal and

	communication skills. A valid driver's license and ability to work under pressure.
<u>DUTIES</u>	: Develop, administer and maintain restitution land claims database. Maintain the implementation of the file plan in the office. Check the quality of standardised files. Compile the report of standardised files and inventory. Provide land restitution claims related information. Compile spreadsheet on letters compiled for claimant. Give claimants accurate information regarding the status of their claims. Respond to general enquiries about the lodgement of land claims. Provide registry services. Receive and issue brown files not scanned on the Electronic Document Management (EDM). Receive and register incoming files. Keep records of files and collected information for existing land claims. Ensure that registry rules are adhered to by officials. Monitor access to the registry system. Monitor and control movement of files by registering them on movement control sheet. Conduct file audit to ensure that no files are kept for more than 5 days in officials offices unless the official ask for extension. File indexing. Spot check on files at registry / incident audit. Maintain a filing system. Capture approved projects or files for easy retrieval in registry and create file numbers for approved Section 42D, Section 42C and Section 42E. Update and provide land claims information to project teams to enable the acceptance and gazetting of claims. Receive and register incoming and approved files. Update the status of claims on the approved acceptance research report, non-compliant, dismissed deferred and gazetted claims. Ensure that new information received from operational units is captured on spreadsheets. Keep statistics of files captured on spreadsheets and report monthly. Coordinate and execute other administrative duties. Provide clerical support services to the Directorate. Provide personnel administration clerical support services. Provide financial administration services in the component. Process documents for archival and disposal. Operate office machine in relation to registry functions.
<u>ENQUIRIES</u>	: Ms T Oliphant Tel No: (053) 830 4056
<u>APPLICATIONS</u>	: Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered during office hours to: Magistrate Court Building, 6 th floor, Knight Street, Corner of Stead Street, Kimberley, 8300.
<u>NOTE</u>	: African, Coloured, Indian and White Males and African, Indian and White Female and Persons with disabilities are encouraged to apply.
<u>POST 08/15</u>	: <u>SENIOR PROJECT OFFICER: PRE-SETTLEMENT MANAGEMENT REF NO: 3/2/1/2023/165</u> Directorate: Operational Management
<u>SALARY</u>	: R331 188 per annum (Level 08)
<u>CENTRE</u>	: Limpopo (Polokwane)
<u>REQUIREMENTS</u>	: Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Bachelor's Degree in the field of Law / Agriculture / Development Studies / Social Science. Minimum of 2 years' experience in Land Restitution environment. Job related knowledge: Knowledge of Restitution of Land Rights Act, Knowledge of Land Reform, Knowledge of Rural Development and Knowledge of African languages spoken in the Province. Job related skills: Sound communication skills, Negotiation skills, Excellent report writing skills, Computer literacy, Project management skills and Good networking skills. Initiative, ability to take responsibility and meet deadlines. Ability to produce report. Ability to facilitate community meetings. Ability to draft terms of reference for service providers. Ability to manage consultants. Willingness to travel, to spend extended periods in the field and work irregular hours. Ability to work under pressure. A valid driver's licence.
<u>DUTIES</u>	: Investigate and validate restitution claims. Gather oral and documentary evidence. Compile research reports and gazette land claims. Verify the beneficiaries of lodged claims. Compile family tree and gather supporting documents. Compile verification reports. Negotiate the settlement of claims. Conduct options from the claimants. Conduct resolutions of the claims. Prepare Terms of Reference for valuation and Office of the Valuer-General (OVG) recommendations. Compile spreadsheet for valuations. Conduct deeds research for properties. Facilitate the finalisations of lodged claims. Compile offers from OVG recommendations. Compile Section 42D on approved offers. Engage with stakeholders and manage land claim enquiries. Respond to all enquiries (Ministerial, Chief Director, Director-General, Chief Land Claims Commissioner, Premier). Respond to Presidentials.

<u>ENQUIRIES</u>	:	Mr K Senosha Tel No: (015) 495 1904
<u>APPLICATIONS</u>	:	Application can be submitted by post, Private Bag X 9312, Polokwane, 0700, or hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700.
<u>NOTE</u>	:	African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 08/16</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: 3/2/1/2023/166</u> Directorate: National Rural Youth Service Crops (NARYSEC)
<u>SALARY</u>	:	R331 188 per annum (Level 08)
<u>CENTRE</u>	:	Limpopo (Polokwane)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma Public Administration / Public Management / Business Administration / Business Management. Minimum of 2 years' experience in an administrative environment. Job related knowledge: Public Service Regulations. Financial procedures. Treasury Regulations. Basic Accounting System (BAS). Job related skills: Computer literacy. Interpersonal skills. Organising and planning skills. Communication (verbal and written). Analytical skills. Problem solving skills. Financial management skills. Report writing skills. A valid driver's licence. Work under pressure and within a team. Willingness to work extra hours.
<u>DUTIES</u>	:	Provide financial management services. Facilitates, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), Adjustment Estimates and Estimated National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, audit and financial functions. Verify transport, subsistence, sundry and overtime payment. Administer the procurement of goods and services. Compile, manage and maintain the Demand Management Plan. Facilitate Supply Chain Management Services. Facilitate monthly, quarterly and annual reporting on Supply Chain Management related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture and authorise of goods / services on Logistical Information System (LOGIS). Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the developing / reviewing of operational plan. Compile various submissions / memoranda and responses. Attend to queries from internal audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Check draft minutes for accuracy against recording or notes. Administer asset. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.
<u>ENQUIRIES</u>	:	Ms DT Machoga Tel No: (015) 495 1955
<u>APPLICATIONS</u>	:	Application can be submitted by post, Private Bag X 9312, Polokwane, 0700, or hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700.
<u>NOTE</u>	:	Coloured, Indian and White Males and African Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 08/17</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: 3/2/1/2023/169</u> Directorate: Quality Assurance and Administration
<u>SALARY</u>	:	R331 188 per annum (Level 08)
<u>CENTRE</u>	:	Limpopo (Polokwane)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Internal Auditing / Financial Accounting / Financial Management. Minimum of 2 years relevant financial experience. Job related knowledge: Knowledge and experience in Basic Accounting System (BAS) and Personnel and Salary Administration (PERSAL), Knowledge of Finance Administration, including legislation relevant to Financial Accounting, Treasury Regulations, etc. Job related skills: Computer literacy. Communication skills (verbal and written). A valid driver's licence.
<u>DUTIES</u>	:	Reconcile restitution payments and expenditure records. Compile project payments list and perform reconciliation. Facilitate payment instructions using

correct information of claimants, allocation and matching fields. Maintain BAS and PERSAL payments. Manage audit queries. Coordinate information requested by office of the Auditor-General, Internal Audit, Special Investigation Unit and Forensic Auditors. Coordinate audit findings. Assist in compiling financial reports on restitution projects. Prepare quarterly reports (expenditure, commitments, land purchase interests, bank accounts and contingencies) for input to the interim and Annual Financial Statement. Consolidate registers and payment records. Update commitment register and land purchase register on a monthly basis. Update summary sheets, XXX reports as needed. Update the suspense account. Update suspense account summaries. Compile suspense account reports on monthly basis. Maintain proper batch control. Maintain proper record keeping for all financial documents for reporting and audit purpose.

ENQUIRIES : Ms ML Tswale Tel No: (015) 495 1937
APPLICATIONS : Application can be submitted by post, Private Bag X 9312, Polokwane, 0700, or hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700.
NOTE : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 08/18 : **SENIOR STATE ACCOUNTANT: CREDITORS MANAGEMENT REF NO: 3/2/1/2023/142 (X2 POSTS)**
Office of the Chief Registrar of Deeds

SALARY : R331 188 per annum (Level 08)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and BCom or National Diploma majoring in Accounting / Financial Accounting / Management Accounting. Minimum of 2 years' experience in the accounts payable / creditors section. Comprehensive knowledge of the financial prescripts, systems and procedure. Knowledge of accrual accounting systems such as Accpac, Pastel, SAP, SAGE, BAS etc., Knowledge of suspense account. Knowledge of GRAP, PFMA, Treasury Regulations, Public Service Act and Regulations. Good verbal, written and interpersonal communication skills, Computer literacy with good MS Excel and MS Word Skills. Experience in Accpac will be an added advantage. Ability to work under pressure to meet strict deadlines.

DUTIES : Perform creditors reconciliations. Request outstanding suppliers' statements. Reconcile supplier's statements with vendor activity and process exceptions. Prepare accrual journals. Adjust misallocations. Prepare aged payables reports and provide comments. Provide support and guidance to clients. Prepare documents for audit queries/requests. Process complete creditors invoices within the prescribed period. Check payment source documents. Record Invoices on the financial system. Check allocation of transaction. Provide Support and guidance to clients. Prepare documents for audit queries / request. Prepare invoice adjustments and correct any misallocation identified on the financial system. Monitor accounts payables ledger account. Reallocate the incorrect posting to the correct responsibility and item. Perform annual sundry provision accruals. Prepare documents for audit queries / requests. Replenish petty cash and ensure that all institution collect cash within time frame. Check request for replenishment of petty cash and reconcile. Capture expense allocation on the financial system. Compile accounts payable reconciliation. Issue cheque to offices or instruction letter to banks. Provide support and guidance to clients. Prepare documents for audit queries / requests.

ENQUIRIES : Mr L Tshivhase Tel No: (012) 338 7211 or Mr A Strydom / Ms P Matsemela Tel No: (012) 338 7211

APPLICATIONS : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Bosman Street, Pretoria, 0001 before the closing date as no late applications will be considered.

NOTE : African, Coloured, Indian and White Males and African, Coloured, Indian and, White Females and Persons with disabilities are encouraged to apply.

POST 08/19 : **OFFICE ASSISTANT REF NO: 3/2/1/2023/167**
Chief Directorate: Provincial Office

SALARY : R269 214 per annum (Level 07)
CENTRE : Limpopo (Polokwane)

REQUIREMENTS

: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Secretarial Studies / Office Administration / Management. Minimum of 1-year experience in rendering secretarial and support services to senior management. Job related knowledge: Relevant legislation / policies / prescripts and procedures. Telephone etiquette and basic knowledge on financial administration. Job related skills: Sound organisational skills. Computer literacy (Microsoft Office). Good Interpersonal relations. High level of reliability. Communication skills (verbal and written). Language skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to do research and analyse documents and situation. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation. Willingness to work extended hours and must have Classified Secret Security Clearance.

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 the job incumbent should finalise some enquiries. Perform advanced typing work. Operate and ensure that office equipment e.g. fax machines and photocopiers are in good working order. Record the engagements of the Chief Director. Utilize 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. Coordinate with and sensitize / advise the Chief Director regarding engagements. Compile realistic schedules for appointments. Render administrative support services. Ensure the effective flow of information and documents to and from the office of the Chief Director. Ensure the safe keeping 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. Scrutinize routine submissions / reports and make notes and / or recommendations for the Chief Director. Respond to enquiries received from internal and external stakeholders. Draft documents as required. Filing of documents for the Chief Director and the unit where required. Collect, analyse and collate information requested by the Chief Director. Clarify instructions and notes on behalf of the Chief Director. Ensure that travel arrangements are well coordinated. Prioritise issues in the office of the Chief Director. Manage the leave register and telephone accounts for the unit. Handle procurement of standard items like, stationary, refreshments etc for the activities of the Chief Director and the unit. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Provide support to the Chief Director regarding meetings. Scrutinize documents to determine actions / information / other documents required for meetings. Collect and compile all necessary documents for the Chief Director to inform him / her on the contents. Record minutes / decisions and communicate to relevant role-players and follow-up progress made. Prepare briefing notes for the Chief Director as required. Coordinate logistical arrangements for meetings when required. Support the manager with the administration for the Chief Director's budget. Collect and coordinates all the documents that relate to the Chief Director's budget. Assist the Chief Director in determining funding requirements for purpose of Medium-Term Expenditure Framework (MTEF) submissions. Keep records for expenditure commitments, monitors expenditure and alerts the Chief Director of possible over and under spending. Check and correlate Basic Accounting system (BAS) reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consults with the Chief Director and compiles draft memorandums for this purpose. Compare the MTEF allocation with the requested budget and informs the Chief Director of changes. Study the relevant Public Service and Departmental Prescripts / Policies and other documents and ensure that the application thereof is understood properly. Remain up to date with regards to the prescripts / policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the Chief Director. Remain abreast with the procedures and processes that apply in the office of the Chief Director.

ENQUIRIES APPLICATIONS

: Mr LS Mahasha Tel No: (015) 495 1956
: Application can be submitted by post, Private Bag X 9312, Polokwane, 0700, or hand delivered office hours to: 61 Biccard Street, Polokwane, 0700.

NOTE

: African, Coloured, Indian and White Males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

<u>POST 08/20</u>	:	<u>SENIOR CADASTRAL OFFICER REF NO: 3/2/1/2023/171</u> Directorate: Examination Services
<u>SALARY</u>	:	R269 214 per annum (Level 07)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and National Certificate in Geomatics or Survey Officer Certificate. Minimum of 3 years geomatics post qualification experience in a geomatics / cadastral survey environment. Job related knowledge: Knowledge of Geographical Information Systems software and fundamentals. Knowledge of Surveyor-General's office Standard Operating Procedures and processes. Knowledge of Cadastral Surveys. Job Related skills: Analysing skills. Report writing skills. Interpersonal skills. Communication skills (verbal and written). Computer skills. Presentation skills. Good organising skills. A Valid driver's licence.
<u>DUTIES</u>	:	Capture, maintain and update alpha numeric data of simple as well as more complex cadastral documents. Capture alpha and numeric information from newly submitted cadastral documents (simple and complex) and undertake mathematical consistency checks of and data verification of for proposed new land parcels. Update cadastral survey database through the addition or amendment of every approved document (simple and complex) to maintain an electronic alpha-numeric repository. Capture and verify simple and complex historical cadastral documents. Attend to complicated maintenance of cadastral documents in accordance with legislated processes. Perform withdrawals or cancelation of cadastral documents upon lawful instructions. Deduct, cancel and endorse cadastral documents with registered land parcel, leasehold or servitudes. Attend to complex amendments of approved and registered cadastral documents. Insert all newly approved cadastral documents into archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of simple as well as more complex cadastral documents. Check designation of newly submitted lodgements. Perform technical examination of simple and complex diagrams and general plans. Perform technical examination of survey records. Perform technical examination of simple and complex sectional title plans. Update the noting sheets through the addition of every approved cadastral land parcel. Research and supply cadastral information to internal and external clients. Retrieve and supply cadastral information to clients. Supply aerial photographs, rectified imagery and maps from National Geo-spatial Information (NGI) according to signed service level agreements. Carry out basic research into cadastral survey information pertaining to land parcel boundaries for clients and land reform. Capture, maintain and update spatial data with simple as well as more complex cadastral documents. Capture newly submitted documents to determine if there are any of spatial overlaps prior approval. Add data, update and maintain accurate dataset of cadastral spatial information, including the addition and updating of historical data. Research possible sources of error if overlaps are detected and address errors appropriately. Utilise cadastral survey calculations principles and other legitimate sources of data to improve the quality of land parcels boundary information. Scan all cadastral documents on approval, amendment, endorsement or withdrawal and execute quality checking. Scan newly approved cadastral documents. Re-scan all updated (amended, endorsed or withdrawn) cadastral documents. Link the deposited scanned images to the alpha numeric data. Carry out operations and do quality checking to ensure that the scanned image databases are clean and accurate.
<u>ENQUIRIES</u>	:	Mr S Maseko Tel No: (012) 337 3655
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X09 Hatfield, 0028 or hand delivered office hours to: Suncardia building, 6 th floor, 524 Corner Stanza Bopape and Steve Biko Street, Arcadia, 0083 for the attention of Human Resource Management.
<u>NOTE</u>	:	African, Coloured and Indian Males and Indian Females and Persons with disabilities are encouraged to apply.
<u>POST 08/21</u>	:	<u>CONTROL DEEDS REGISTRATION CLERK: DATA REF NO: 3/2/1/2023/189</u> Office of the Registrar of Deeds
<u>SALARY</u>	:	R269 214 per annum (Level 07)
<u>CENTRE</u>	:	Eastern Cape (King Williams Town)

<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate. Minimum of 5 years' experience at a level of chief deeds registration clerk (data Section), ability to identify, classify and record a large variety of official documents, knowledge of records management, computer literacy, filing skills, archiving skills, verbal and written communication skills, good interpersonal skills, liaison skills, ability to supervise and manage people, strong prioritization skills.
<u>DUTIES</u>	:	Control workflow in data section distribute the work, allocate duties and control workflow, generate report for non-verified transactions and non-captured deeds, compile quality assurance reports on daily basis, compile production statistics and take corrective measure, report on sections performance. Handle Deeds Registration System (DRS) related queries. Issue the forms for resets and revokes DRS to the user IDs in the deeds office, compile systems change requests, report malfunctioning of system (DRS) and equipment (Heavy duty printer, computers), monitor system (DRS) response times and report the delays. Update conveyancers register in terms of regulation 16. Handle data related queries. Compile credit and debit notes and keep register, attend overnight searches (long searches), attend to rectification of data errors. Supervise the functioning of the data section. Provide inputs for Information Communication Technology (ICT) governance, submit the inputs of the procedure manual on annual basis, compile production stats and take corrective measures.
<u>ENQUIRIES</u>	:	Ms VC Bomela Tel No: (043) 642 2741
<u>APPLICATIONS</u>	:	Please ensure that you send your application to Private Bag X7402, King Williams Town, 5600 or Hand deliver it to the Office of the Registrar of Deeds: King Williams Town at 113 Alexander Road, King Williams Town, 5601 before the closing date as no late applications will be considered.
<u>NOTE</u>	:	Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 08/22</u>	:	<u>JUNIOR EXAMINER: EXAMINATION AND SORTING REF NO:</u> <u>3/2/1/2023/190</u> Office of the Registrar of Deeds
<u>SALARY</u>	:	R269 214 per annum (Level 07)
<u>CENTRE</u>	:	Eastern Cape (King Williams Town)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. No experience required. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Property Law. Computer skills. Communication skills. Organising skills. Problem solving. Interpersonal skills. Time Management. Interpretation skills. Numerical skills.
<u>DUTIES</u>	:	Prepare deeds for examination. Name stamp on the cover of the document. Verify registration information against data information. Complete data amendment request form. Link batches endorse deeds and complete all the endorsements. Complete fee endorsement indicates exemption category and authority. Indicate rates expiry date on the cover. Examine deeds and document. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Link all relevant documents. Attend to rectification of office errors. File updated acts, manuals and circulars. Complete notification form/caveat endorsement for other sections (diagram, etc). Verify registration information. Check and interpret interdicts and record details thereof. Check and interpret sectional titles files. Raise queries if non-complied and endorse deeds. Check and interpret township files, general plan and ensure that appropriate title conditions / servitudes are brought forward. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribution of deeds and documents. Count, balance deeds with lodgements / DOTS slip and scan deeds. Sort and Distribute deeds according to transactions and batches to Examiners. Distribute assignment slips to examiner. Record townships, sectional schemes, rosters, corrective maintenance and expedited deeds.
<u>ENQUIRIES</u>	:	Ms VC Bomela Tel No: (043) 642 2741
<u>APPLICATIONS</u>	:	Please ensure that you send your application to Private Bag X7402, King Williams Town, 5600 or Hand deliver it to the Office of the Registrar of Deeds: King Williams Town at 113 Alexander Road, King Williams Town, 5601 before the closing date as no late applications will be considered.

<u>NOTE</u>	:	African, Indian and White Males and Indian Females and Persons with disabilities are encouraged to apply.
<u>POST 08/23</u>	:	<u>JUNIOR EXAMINER: EXAMINATION AND SORTING REF NO: 3/2/1/2023/195 (X2 POSTS)</u> Office of the Registrar of Deeds
<u>SALARY</u>	:	R269 214 per annum (Level 07)
<u>CENTRE</u>	:	Mpumalanga (Mbombela)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. No experience required. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Property Law. Computer skills. Communication skills. Organising skills. Problem solving. Interpersonal skills. Time Management. Interpretation skills. Numerical skills.
<u>DUTIES</u>	:	Prepare deeds for examination. Name stamp on the cover of the document. Verify registration information against data information. Complete data amendment request form. Link batches endorse deeds and complete all the endorsements. Complete fee endorsement indicates exemption category and authority. Indicate rates expiry date on the cover. Examine deeds and document. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Link all relevant documents. Attend to rectification of office errors. File updated acts, manuals and circulars. Complete notification form/caveat endorsement for other sections (diagram, etc). Verify registration information. Check and interpret interdicts and record details thereof. Check and interpret sectional titles files. Raise queries if non-complied and endorse deeds. Check and interpret township files, general plan and ensure that appropriate title conditions / servitudes are brought forward. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribution of deeds and documents. Count, balance deeds with lodgements / DOTS slip and scan deeds. Sort and Distribute deeds according to transactions and batches to Examiners. Distribute assignment slips to examiner. Record townships, sectional schemes, rosters, corrective maintenance and expedited deeds.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. T Makama Tel No: (013) 756 4000 / 65
	:	Please ensure that you send your application to Private Bag 11239 Nelspruit 1200 or Hand deliver it to the Office of the Registrar of Deeds: Mpumalanga at 25 Bell Street Nelspruit 1200 before the closing date as no late applications will be considered.
<u>NOTE</u>	:	Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 08/24</u>	:	<u>ADMINISTRATIVE CLERK (SUPERVISOR): DEEDS HUMAN RESOURCE AND RECORDS MANAGEMENT REF NO: 3/2/1/2023/191</u> Office of the Registrar of Deeds
<u>SALARY</u>	:	R269 214 per annum (Level 07)
<u>CENTRE</u>	:	Eastern Cape (King Williams Town)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate. Minimum of 3 years' experience working in Human Resource environment. 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. Planning and organisation. Computer literacy. Language. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.
<u>DUTIES</u>	:	Supervise and undertake the more complex implementation and maintenance of human resource administration practices. Human Resource Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.). Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances etc.). Termination of service. Recommend (approve) transactions on Personnel and Salary Administration (PERSAL) according to delegations. (Final authorisation should happen on a higher level

		21 preferable at Assistant Director or higher level). Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Manage enquiries from internal and external clients. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Apply discipline. Assess staff performance.
<u>ENQUIRIES</u>	:	Ms VC Bomela Tel No: (043) 642 2741
<u>APPLICATIONS</u>	:	Please ensure that you send your application to Private Bag X7402, King Williams Town, 5600 or Hand deliver it to the Office of the Registrar of Deeds: King Williams Town at 113 Alexander Road, King Williams Town, 5601 before the closing date as no late applications will be considered.
<u>NOTE</u>	:	Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 08/25</u>	:	<u>ADMINISTRATIVE CLERK (SUPERVISOR): DEEDS HUMAN RESOURCE AND RECORDS MANAGEMENT REF NO: 3/2/1/2023/192</u> Office of the Registrar of Deeds
<u>SALARY</u>	:	R269 214 per annum (Level 07)
<u>CENTRE</u>	:	Eastern Cape (Umtata)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate. Minimum of 3 years' experience working in Human Resource environment. 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. Planning and organisation. Computer literacy. Language. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.
<u>DUTIES</u>	:	Supervise and undertake the more complex implementation and maintenance of human resource administration practices. Human Resource Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.). Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances etc.). Termination of service. Recommend (approve) transactions on Personnel and Salary Administration (PERSAL) according to delegations. (Final authorisation should happen on a higher level 21 preferable at Assistant Director or higher level). Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Manage enquiries from internal and external clients. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Apply discipline. Assess staff performance.
<u>ENQUIRIES</u>	:	Ms N Socikwa Tel No: (047) 531 2151 / (047) 532 2869
<u>APPLICATIONS</u>	:	Please ensure that you send your application to Private Bag X5040 Mthatha 5100 or Hand deliver it to the Office of the Registrar of Deeds: Mthatha at Ground Floor, Botha Sigcau Building, Corner Leeds and Owen Street, Mthatha, 5100 before the closing date as no late applications will be considered.
<u>NOTE</u>	:	African, Coloured, Indian and White Males and Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 08/26</u>	:	<u>CADASTRAL OFFICER REF NO: 3/2/1/2023/168</u> Directorate: Cadastral Information Maintenance and Supply Services
<u>SALARY</u>	:	R218 064 per annum (Level 06)
<u>CENTRE</u>	:	Limpopo (Polokwane)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate. Completion of the training prescribed in order to fulfil the required qualification. Job related knowledge: Computer literacy, Understanding of Spatial Data and functions of Surveyor General Office. Job related skills: Interpersonal relations, Communication skills (verbal and written), Organisational skills and Computer software skills.
<u>DUTIES</u>	:	Capture, maintain and update alpha numeric data of all cadastral documents. Capture alpha and numeric information from newly submitted cadastral documents and undertake mathematical consistency checks and data verification for proposed new land parcels. Update cadastral survey databases through the addition or amendment of every approved document to maintain an electronic alpha-numeric repository. Capture and verify historical cadastral

documents. Maintenance of cadastral documents in accordance with legislated processes. Perform withdraw or cancelation of cadastral documents. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Amend approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of cadastral documents. Check designations of newly submitted lodgements. Update the noting sheets through the addition of every approved cadastral land parcel. Perform technical examination of diagrams and general plans. Perform technical examination of survey records. Perform technical examination of sectional title plans. Supply cadastral information to internal and external clients. Issue survey data to Land Surveyors when required. Disseminate cadastral information to the public as required, in hard copy or digital formats. Supply aerial photographs, rectified imagery and maps from National Geo-spatial information (NGI) according to signed service level agreements. Capture, maintain and update spatial data. Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add all newly created land parcels to the spatial datasets. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Scan all cadastral documents on approval, amendment, endorsement or withdrawal. Scan newly approved cadastral documents. Rescan all updated cadastral documents. Link the deposited scanned images to the alpha-numeric data.

<u>ENQUIRIES</u>	:	Ms S Teffo at 073 432 0560
<u>APPLICATIONS</u>	:	Application can be submitted by post, Private Bag X 9312, Polokwane, 0700, or hand delivered during office hours to: 61 Biccarr Street, Polokwane, 0700.
<u>NOTE</u>	:	African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 08/27</u>	:	<u>SENIOR DATA CAPTURER REF NO: 3/2/1/2023/184</u> Directorate: Quality Assurance and Administration
<u>SALARY</u>	:	R218 064 per annum (Level 06)
<u>CENTRE</u>	:	Northern Cape (Kimberley)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate. Minimum of 1 year experience in data capturing or administration experience within Restitution. Job related knowledge: Public Service sector requirements and typing policy. Job related skills: Computer literacy in Word, Excel, PowerPoint and e-mail programmes, excellent typing skills and Communication skills (verbal and written).
<u>DUTIES</u>	:	Capture data received from claimants. Screen the clients to check if the criteria have been met. Capture data received. Compile statistics and captured in the database. Update statistical information for all lodged claims. Reconcile all statistical information captured. Update the status of the claims on database. Track, progress and make follow up on all claims submitted for approval. Standardize order claims file per departmental file plan. Re-arrange claims per district and local municipality in a sequential order. Maintain utilization of folio numbers including routing and indexing. Respond to general enquiries, liaise with relevant stakeholders and file them accordingly. Acknowledge receipt of enquiry. Screen the enquiry on a database and check whether its valid or not. Prepare monthly and weekly reports. Compile and submit weekly reports per entire activities allocated per week.
<u>ENQUIRIES</u>	:	Ms T Oliphant Tel No: (053) 830 4056
<u>APPLICATIONS</u>	:	Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered during office hours to: Magistrate Court Building, 6 th floor, Knight Street, Corner of Stead Street, Kimberley, 8300.
<u>NOTE</u>	:	African, Indian and White Males and Indian Female and Persons with disabilities are encouraged to apply.
<u>POST 08/28</u>	:	<u>CHIEF DEEDS REGISTRATION CLERK: DEEDS REGISTRATION REF NO: 3/2/1/2023/193</u> Office of the Registrar of Deeds
<u>SALARY</u>	:	R218 064 per annum (Level 06)
<u>CENTRE</u>	:	Eastern Cape (King Williams Town)

<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate. Minimum of 2 years' of experience in the Deeds Registry or administrative experience. Extensive knowledge of deeds registry registration procedures, knowledge of document tracking systems (DOTS), knowledge of deeds registration system (DRS). Computer literacy (typing), communication skills (written and verbal), good judgement and assertiveness skills, organisation and problem-solving abilities.
<u>DUTIES</u>	:	Lodge and scan deeds and documents and prepare deeds registration. Date stamp, sort, scan deeds and documents, complete prescribed lodgement form, statistics register and submit, identify and refer non-simultaneous and inactive accounts deeds to supervisor, date stamp deeds and documents and check for rejected deeds, check if all notes have been removed from deeds. Scan and number registered deeds and documents. Sort deeds into distinctive categories and make packs, number, date and seal executed deeds and documents. Final check and scan deeds and documents. Check all endorsements, registration clauses have been signed, dated, numbered and sealed in all deeds and documents, check all notes are attended to and refer all open notes to the relevant sections for compliance, check if original deeds and documents are still in the correct covers and batches are complete. Scan and deliver deeds and documents. Check if original deeds and documents are still in the correct lodgement covers and take corrective measures, sort and deliver deeds and documents into accountholders pigeonholes. Record and update permanently filed titles. Allocate number, file authorisation together with indemnity letter and record, receive and record withdrawal and update register, deliver deeds and withdrawal confirmation letter to conveyancing firm. Compile a list of permanent file titles, complete number and date in endorsement of TR / Jackets / covers and submit to supervisor. Record and withdraw interdicts, acknowledge, sort, number, and record in register and submit to data for noting, endorse and submit withdrawal of attachment to supervisor, submit interdicts for scanning.
<u>ENQUIRIES</u>	:	Ms. VC Bomela Tel No: (043) 642 2741
<u>APPLICATIONS</u>	:	Please ensure that you send your application to Private Bag X7402, King Williams Town, 5600 or Hand deliver it to the Office of the Registrar of Deeds: King Williams Town at 113 Alexander Road, King Williams Town, 5601 before the closing date as no late applications will be considered.
<u>NOTE</u>	:	African, Indian and White Males and African, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 08/29</u>	:	<u>CHIEF DEEDS REGISTRATION CLERK: DEEDS REGISTRATION REF NO: 3/2/1/2023/194 (X2 POSTS)</u> Office of the Registrar of Deeds
<u>SALARY</u>	:	R218 064 per annum (Level 06)
<u>CENTRE</u>	:	Free State (Bloemfontein)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate. Minimum of 2 years' of experience in the Deeds Registry or administrative experience. Extensive knowledge of deeds registry registration procedures, knowledge of document tracking systems (DOTS), knowledge of deeds registration system (DRS). Computer literacy (typing), communication skills (written and verbal), good judgement and assertiveness skills, organisation and problem-solving abilities.
<u>DUTIES</u>	:	Lodge and scan deeds and documents and prepare deeds registration. Date stamp, sort, scan deeds and documents, complete prescribed lodgement form, statistics register and submit, identify and refer non-simultaneous and inactive accounts deeds to supervisor, date stamp deeds and documents and check for rejected deeds, check if all notes have been removed from deeds. Scan and number registered deeds and documents. Sort deeds into distinctive categories and make packs, number, date and seal executed deeds and documents. Final check and scan deeds and documents. Check all endorsements, registration clauses have been signed, dated, numbered and sealed in all deeds and documents, check all notes are attended to and refer all open notes to the relevant sections for compliance, check if original deeds and documents are still in the correct covers and batches are complete. Scan and deliver deeds and documents. Check if original deeds and documents are still in the correct lodgement covers and take corrective measures, sort and deliver deeds and documents into accountholders pigeonholes. Record and update permanently filed titles. Allocate number, file authorisation together with

		indemnity letter and record, receive and record withdrawal and update register, deliver deeds and withdrawal confirmation letter to conveyancing firm. Compile a list of permanent file titles, complete number and date in endorsement of TR / JACKETS / covers and submit to supervisor. Record and withdraw interdicts, acknowledge, sort, number, and record in register and submit to data for noting, endorse and submit withdrawal of attachment to supervisor, submit interdicts for scanning.
<u>ENQUIRIES</u>	:	Ms. D Tshabalala Tel No: (051) 403 0300
<u>APPLICATIONS</u>	:	Please ensure that you send your application to Private Bag X7402, King Williams Town, 5600 or Hand deliver it to the Office of the Registrar of Deeds: King Williams Town at 113 Alexander Road, King Williams Town, 5601 before the closing date as no late applications will be considered.
<u>NOTE</u>	:	African and Indian Males and African, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 08/30</u>	:	<u>SUPPLY CHAIN CLERK: ASSET MANAGEMENT REF NO: 3/2/1/2023/174 (X3 POSTS)</u> Directorate: Logistics and Asset Management Services
<u>SALARY</u>	:	R181 599 per annum (Level 05)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Basic knowledge of supply chain duties, practice as well as the ability to capture data, operate a 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. Job related skills: Planning and organising skills, Computer skills, Language skills, Good communication skills (verbal and written) and Interpersonal relations. Flexibility. Ability to work within a team.
<u>DUTIES</u>	:	Render asset management clerical support. Compile and maintain records (e.g. asset records / databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on Logistical Information System (LOGIS) or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers database. Receive request for goods from end users. Issue goods to end users. Maintain goods registers. Update and maintain register of suppliers.
<u>ENQUIRIES</u>	:	Ms IM Molopyane Tel No: (012) 319 7323
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
<u>NOTE</u>	:	African, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 08/31</u>	:	<u>FARM FOREMAN REF NO: 3/2/1/2023/176</u> Directorate: Inspection Services
<u>SALARY</u>	:	R181 599 per annum (Level 05)
<u>CENTRE</u>	:	Western Cape (Stellenbosch)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate. Minimum of 1-year relevant experience required. A valid driver's licence (Code B). Job related knowledge: Knowledge of applicable farming methods. Job related skills: Supervisory skills. Communication skills. Computer skills. Basic financial management skills. Management skills. Knowledge of project planning. Willingness to work extended hours.
<u>DUTIES</u>	:	Oversee the execution of routine activities in respect of crop production which would inter alia include the following: Irrigation of crops. Soil cultivation and preparation e.g. cleaning, houghing, etc. Apply chemical crop protection e.g. operate a knapsack. Reaping, grading, weighing, packing and storage of farm

produce. Daily tending of crops / orchards / vineyards e.g. pruning, weeding etc. Oversee the execution of routine activities in respect of livestock which would inter alia include the following: Care for sick livestock. Dipping, vaccination and dosing. Assist with calving, lambing, hatching etc. Count livestock. Shepherding, moving, weighing of livestock. Slaughtering and culling. Weighing, milling, mixing of feeds. Stacking and storing of fodder and feeds. Feeding, milking, and cleaning of water troughs for livestock. Oversee the execution of general routine activities which would inter alia include the following: Cleaning of facilities. Disposal of farm waste material. Provide water supply for livestock and farm buildings. Care for equipment e.g. cleaning, oiling, sharpening etc. Fire fighting and prevention. Opening of springs, troughs and unblocking of drains. Loading / off loading. Oversee the execution of general routine activities in respect of infrastructure which would include inter alia the following: Maintain and build roads, fences, pipelines, canals, dams, drinking troughs, animal housing, building etc. Maintain windmills and water supply system. Perform all administrative and related functions which would include inter alia the following: Reports on activities as required. Secure storage of farm assets. Give inputs for operational planning. Supervise personnel. Assist at farmers days and comply with the Public Service prescripts and departmental policies.

<u>ENQUIRIES</u>	:	Mr T. Pongolo Tel No: (021) 809 1640
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X10, Mowbray or hand delivered during office hours to: 14 Long Street, 5 th Floor, Cape Town, 8001, for the attention of Human Resource Management.
<u>NOTE</u>	:	African, Indian and White Males and Persons with disabilities are encouraged to apply.
<u>POST 08/32</u>	:	<u>SUPPLY CHAIN CLERK REF NO: 3/2/1/2023/182</u> Directorate: Financial and Supply Chain Management
<u>SALARY</u>	:	R181 599 per annum (Level 05)
<u>CENTRE</u>	:	Northern Cape (Kimberley)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate. No experience required. related knowledge: Knowledge of Public Sector procurement processes. Supply Chain Management Policy Framework or Guide to Accounting Officers. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury Regulations and other Supply Chain Management prescript. Knowledge of Logistical Information System (LOGIS). Job related skills: Good communication skills (verbal and written). Supervisory skills. Good interpersonal relations. Time management skills. Good interpersonal relation skills. Organizing and Office administration skills. Good data analysis and report interpretation skills. Ability to develop solutions to a variety of problems in line with Supply Chain Management guidelines and departmental policies. Good computer literacy in Microsoft office suit. Ability to work under pressure and deliver to tight deadlines. A valid driver's licence.
<u>DUTIES</u>	:	Process payment on Logistic System. Capture payments in Logistic System. Process payments within 30 days. Capture correct information on the systems such as quantities in the order. Report system related payments queries to the sub / system controller. Render fleet services and travel arrangements. Process Official Flight, Transport and Accommodation Request (OFTAR) and Departmental Official Transport Request (DOTR) through travel agencies. Issue Government Garage (GG) and departmental vehicles. Apply internal financial control measures. Provide information of Annual Financial Statements reporting. Comply with all applicable prescripts. Comply with control measures to ensure all invoices are paid on time. Process orders. Capture and approve requisitions as and when received. Ensure that orders are placed as per the request. Verify Item Control Number (ICN) codes are captured correctly.
<u>ENQUIRIES</u>	:	Ms T Oliphant Tel No: (053) 830 4056
<u>APPLICATIONS</u>	:	Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered during office hours to: Magistrate Court Building, 6 th floor, Knight Street, Corner of Stead Street, Kimberley, 8300.
<u>NOTE</u>	:	African, Indian and White Males and Indian and White Females and Persons with disabilities are encouraged to apply.

<u>POST 08/33</u>	:	<u>FARM AID REF NO: 3/2/1/2023/175 (X2 POSTS)</u> Directorate: Inspection Services
<u>SALARY</u>	:	R107 196 per annum (Level 02)
<u>CENTRE</u>	:	Western Cape (Stellenbosch)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of NQF Level 1 or 2 (Adult Basic Education and Training Level 2 / 3 Certificate). No experience required. Basic numeracy skills. Basic literacy skills. Willingness to work extended hours.
<u>DUTIES</u>	:	Perform general activities in respect of crop production through Inter alia the following: Irrigation of crops. Soil cultivation and preparation e.g. cleaning, hoeing, etc. Apply chemical crop protection e.g. operate a knapsack. Reaping, grading, weighing, packing and storage of farm produce. Tending of crops / orchards / vineyards e.g. pruning, weeding etc. Perform general activities in respect of livestock through Inter alia the following: Care of sick livestock. Dipping, vaccination and dosing. Assist with calving, lambing, hatching etc. Count livestock. Shepherd, moving, weighing of livestock. Slaughtering and culling. Weighing, milling, mixing of feeds. Stacking and storing of fodder and feeds. Feeding, milking and cleaning of water troughs for livestock. Perform general activities which would include inter alia the following: Cleaning of facilities. Disposal of farm waste material. Provide water supply for livestock and farm buildings. Maintain equipment e.g. cleaning, oiling, sharpening etc. Fire fighting and prevention. Opening of springs, troughs and unblocking of drains. Loading / off loading. Perform general activities in respect of infrastructure which would include inter alia the following: Maintain and build roads, fences, pipelines, canals, dams, drinking troughs, animal housing, building etc. Maintain windmills and water supply system.
<u>ENQUIRIES</u>	:	Mr T. Pongolo Tel No: (021) 809 1640
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X10, Mowbray or hand delivered during office hours to: 14 Long Street, 5 th Floor, Cape Town, 8001, for the attention of Human Resource Management
<u>NOTE</u>	:	African, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our 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. Preference will be given to underrepresented groups as per the DBE Employment Equity Targets. Women and people with disabilities are encouraged to apply.

<u>APPLICATIONS</u>	:	Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
<u>FOR ATTENTION</u>	:	Mr A Tsamai/Ms J Masipa/Ms N Monyela
<u>CLOSING DATE</u>	:	17 March 2023
<u>NOTE</u>	:	Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae. (ONLY). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants who do not comply with the requirements outlined above, will not be considered. Applications received after the closing date and e-mailed or faxed applications will not be considered.

MANAGEMENT ECHELON

<u>POST 08/34</u>	:	<u>DIRECTOR (LEGISLATIVE SERVICES) REF NO: DBE/06/2023</u> Branch: Finance and Administration Chief Directorate: Legal and Legislative Services Directorate: Legislative Services
<u>SALARY</u>	:	R1 105 383 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The applicant must be in possession of an LLB degree or an appropriate recognised undergraduate qualification (NQF level 7) in Law as recognised by SAQA; The applicant must be admitted as an Attorney or Advocate; At least five (5) years' experience at middle/senior managerial level; At least eight (8) years post qualification appropriate experience in the legal environment, including experience in legislative drafting and processing; Sound knowledge of the Constitution of the Republic of South Africa, Government legislative frameworks and Public service legislative and policy framework; Sound knowledge of Government programs such as the National Development Plan, key strategic priorities of Government and sound understanding of operations management; Knowledge of public administration and labour related legislation, drafting conventions applicable in South Africa and legislative processes; Skills: Problem solving, decision making, stakeholder management and coordination, strategic thinking, communication and information management, interpersonal relations, confidentiality, team work, project management, negotiation, presentation, report writing, computer literacy and conflict management; Competencies: Strategic capability and leadership, diversity management, facilitation, programme and project management, financial management, change management, people management and empowerment.

DUTIES

- : The successful candidate will be responsible for managing legislative oversight, drafting/examining and analysis of Public Administration Legislation (technical quality, adherence to legislative best practice, consistency with the Constitution and other primary legislation); Managing legal advice and support on legislative matters regarding Public Administration Legislation all operations, systems and processes of the Directorate; All aspects (e.g relevant documentation complied) for the parliamentary legislative process and legal instruments facilitated and managed; Drafting Bills as required, inputs on draft legislation relating to the public administration managed (Comments and inputs on draft bills coordinated) and impact of draft legislation on national and provincial departments and stakeholders determined for the Minister's information; Drafting/examining and analysing of regulations relating to the public administration; Reviewing legislation administered by the Minister for Public Service and Administration; Providing guidance on internal policy development (policies, norms and standards, directives, circulars, frameworks and guidelines) for internal Legal Services developed in line with national policies/frameworks as required; Ensuring all audit findings are addressed by the approved due date; Ensuring that the Directorate's budget is completed and submitted by the stipulated due date; Ensuring effective and efficient management of the budget is achieved and maintained; Attendance of management structures of the Department and any other meetings as directed and participate in transversal task/project team and committees as required or nominated; Managing the performance agreements, probation reports, mid-year and annual reports submitted by the stipulated due dates.

NOTE

- : A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

ENQUIRIES

- : Mr A Tsamai Tel No: (012) 357 3321/Ms J Masipa (012) 357 3295/Ms N Monyela (012) 357 3294

CIVILIAN SECRETARIAT FOR POLICE SERVICE

The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and it is the intention to promote representivity in the Public Service through the filling of these posts. The Secretariat for Police Service is committed to the achievement and maintenance of diversity and equity employment.

- APPLICATIONS** : Applications must be mailed timeously to Private Bag X922, Pretoria, 0001 or hand delivered or couriered to 258 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 2nd floor, Pretoria at the Reception Desk. No late applications will be accepted. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful.
- CLOSING DATE** : 17 March 2023
- NOTE** : Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the Department. Failure to submit the requested documents/information will result in your application not being considered. 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 attach certificate or proof of completion. 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://thensg.gov.za/training-courses/sms-pre-entry-programme>. 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 to generic SMS 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. The department has the right not to fill the post. Preference for appointment will be given in accordance with the employment equity status of the Department. The successful candidate will be based in Pretoria. NB: Please ensure that your application reaches this office not later than 16h00 on week-days.

MANAGEMENT ECHELON

- POST 08/35** : **DIRECTOR: COMMUNITY OUTREACH PROGRAMME REF NO: CSP/10/2023**
- SALARY** : R1 105 383 per annum, (all inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree in Social Science or Law or relevant equivalent qualification. 5 years of experience in middle managerial level /senior managerial level position. Knowledge of Government policies. Understanding of Stakeholder Management, research skills and ability to engage partners at all levels. Knowledge of the Constitution of the Republic of South Africa. Strategic capability and leadership, programme and project management, financial management and change management. Computer literacy. Verbal and written communication skills, presentation skills, drafting skills and policy development skills. Advanced report writing skills and event management skills. Problem solving and analysis, planning and organizing skills. Drivers Licence.
- DUTIES** : Manage the development of strategies to encourage community participation on safety programmes. Develop and maintain Community Outreach programmes, facilitate Community Outreach programme engagements and ensure alignment of Community Outreach programmes strategy to national policy. Manage the planning and implementation of public participation programmes. Identify public participation programmes. Compile reports and

recommendations on the outcome of public participation programmes. Management of role players in Community Outreach Partnerships to support crime prevention. Coordinate the development of Community Outreach Partnerships annual business plan. Identify and quantify cost drivers for project activities and compile budget, development of guidelines to clarify and inform community empowerment initiatives and provide researched input on the development of sub-directorate annual plan. Management of crime prevention, communicate and develop joint plans with provincial departments of safety on Community Outreach Programme Partnerships. Manage resources of the Directorate (human and financial).

ENQUIRIES
APPLICATIONS

: Mr BK Shiphamele at 061 080 7598/ 012 6727 861
: Can also be emailed to Gladman.Bida@csp.gov.za

OTHER POSTS

POST 08/36

: **ICT SUPPORT TECHNICIAN REF NO: CSP/11/2023 (X2 POSTS)**

SALARY
CENTRE
REQUIREMENTS

: R269 214 per annum
: Pretoria
: A National Diploma in Information Technology (NQF 6) /BSc in Computer Science or related qualification. Minimum of 2-3 years of experience within information technology technical support. Knowledge and/or qualification in a recognised framework for ICT service, Microsoft Windows, ICT Systems and transversal systems. Sound understanding of computer systems (hardware/software) and networks. Experience in controlling information technology budget. Knowledge of Government prescripts, Public Finance Management Act and Public Service Transformation. Computer literacy, communication (verbal & written), project management and presentation skills. Planning and organising, team leadership, problem solving and decision making skills. Ability to prioritise, delegate and stick to strict deadlines.

DUTIES

: Render ICT service desk administration and support. Act as a first point of contact for IT incidents reporting and service request handling. Coordinate all the incoming requests in a form of phone calls, emails and tickets logged to the IT service desk. Provide regular feedback to customers/users and IT group on logged calls/incidents progress. Facilitate escalations across the IT service desk. Installation and configuration of software programmes. Provide support and maintenance of the department's telecommunications and audio-visual equipment systems. Ensure the installation and regular updates of antivirus software on end user equipment. Render Local Area Network (LAN) and Wide Area Network(WAN) administration and support. Network monitoring and troubleshooting. Troubleshooting system failures and identifying roadblocks in the network. Scheduling upgrades and maintenance. Install and configure on networking devices. Monitoring and regular update of network devices operating system. Ensure all internal controls, legislative and audit requirements, standards, guidelines are adhered to and violations are reported. Advice users on ICT policies. Maintain IT asset register and compile technical reports for asset disposals. Monitor the adherence to SLAs and OLAs by the internal ICT service providers.

ENQUIRIES
APPLICATIONS

: Ms NM Sefiti / Mr BK Shiphamele, Tel No: 012 6727 861
: Can also be emailed to Kedibone.Mazwi@csp.gov.za

DEPARTMENT OF COOPERATIVE GOVERNANCE

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

CLOSING DATE

: 17 March 2023

NOTE

: Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience, as well as current remuneration package, as well as at least 2 contactable references. Only shortlisted candidates will be requested to submit certified documents/ copies on or before the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Incomplete applications or applications received after the closing date will not be considered. All shortlisted candidates will be subjected to a technical exercise (or exercises/follow-up engagements/second round interviews/or any other method) that intends to test relevant technical elements of the job. Following the interview and technical exercise(s), the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem-solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed subject to positive results of a pre-employment screening process which includes criminal records and verification of educational qualification certificates. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The Department reserves the right to make an appointment. One of the below posts is a senior management post. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should therefore submit proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Shortlisted candidates must provide proof of successful completion of the course. Persons with disabilities are encouraged to apply.

MANAGEMENT ECHELON**POST 08/37**: **CHIEF DIRECTOR: POLICY, INSTITUTIONAL DEVELOPMENT AND COMPLIANCE MANAGEMENT REF NO: 31853/01****SALARY**

: R1 308 051 per annum (Level 14), (an all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines. Candidates earning more than the first notch of the Salary Level will be treated according to provisions in PSR 44.

**CENTRE
REQUIREMENTS**: Pretoria
: A Grade 12 Certificate, and a three-year NQF level 7 qualification as recognised by SAQA, preferably in Disaster Management, Development

Studies, Environmental or Social Sciences. A minimum of 5 years' experience at senior management level in Disaster Risk Management. Proficient in Microsoft Suite as well as Microsoft Office 365 applications. The Nyukela Senior Management Pre-Entry Programme to be completed before appointment to the post. A valid driver's license. Additional Requirements (Advantage): A related postgraduate qualification (NQF level 8 as recognised by SAQA). Generic Competencies: Strategic capacity and leadership. People management and empowerment. Programme and project management. Financial management. Change management. Knowledge management. Service delivery. Problem solving and analysis. Client orientation and customer focus. Communication (verbal and written). Technical Competencies: In-depth knowledge of, Disaster Management Act, 57 of 2002, National Disaster Management Framework and related legislation, the concept of disaster risk management, the core philosophy of disaster risk reduction and mainstreaming risk reduction into development, project management methodologies, information management and GIS, functioning of Provincial and Local Government, national policy and strategies on fire services.

DUTIES

: The successful candidate will perform the following duties: Oversee the development and strengthening of the regulatory frameworks relating to disaster management. Manage and oversee the assessment of compliance to disaster management legislation and develop and provide implementation support of disaster management policies and legislative frameworks across the three spheres of government. Establish, maintain, and oversee institutional arrangements and manage cooperation arrangements to foster national, regional, and international stakeholder collaboration that will enable implementation of the provisions of the Disaster Management Act, 57 of 2002. Oversee the implementation and review of Fire Services legislation (Fire Brigade Services Act, 99 of 1987) and oversee the development and review of policies, strategies, and frameworks nationally. Perform management functions of the Chief Directorate.

ENQUIRIES

: Mr J. Tidimane Tel No: 012 334 0734

APPLICATIONS

: Applications must be submitted electronically via email to cogta131@ursonline.co.za. URS Response Handling Tel No: 012 811 1900.

OTHER POST

POST 08/38

: **DEPUTY DIRECTOR: DISASTER PREPAREDNESS, RESPONSE AND RECOVERY COORDINATION REF NO: 31853/02**

SALARY

: R766 584 per annum (Level 11), (an all-inclusive remuneration package)

CENTRE

: Pretoria

REQUIREMENTS

: A Grade 12 Certificate and a three-year NQF level 6/7 qualification as recognised by SAQA, preferably in Disaster Management/ Development Studies/Environmental or Social Sciences with 3 to 5 years' experience in Disaster Risk Management. Proficiency in MS Excel, MS Word. Driver's license and willingness to travel extensively. Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: In-depth knowledge of: Policy and legislation relevant to disaster risk management function in South Africa and internationally. The concept of disaster risk management, in particular, for preparedness, response and recovery coordination. Policy and legislation relevant to funding arrangements for disaster risk management across organs of state, in particular, for preparedness, response, and recovery coordination. Core philosophy of disaster risk reduction and mainstreaming risk reduction into development initiatives in particular the built-back-better principle. Project management methodologies. Provincial and local government environment. Intergovernmental relations. Knowledge, understanding, interpretation and application of spatial data.

DUTIES

: The successful candidate will perform the following duties: Manage the coordination and development of national disaster response and recovery strategies and implement applicable Standard Operating Procedures. Manage the development and implementation of guidelines and templates on disaster damage assessments, classification, declaration process and rehabilitation measures that incorporates the "Build Back Better" principle. Manage the development of national seasonal contingency plans to ensure seasonal

hazards preparedness, response and recovery. Manage the coordination and activate the National Disaster Operation Centers during disaster response and recovery interventions. Manage the development and implementation of disaster mechanisms for funding disaster management, guidelines, and frameworks.

ENQUIRIES
APPLICATIONS

- : Mr Motlalepula Pitso Tel No: 012 334 4915
- : Applications must be submitted electronically via email to cogta132@ursonline.co.za. URS Response Handling Tel No: 012 811 1900.

DEPARTMENT OF DEFENCE



- APPLICATIONS** : Department of Defence, HR Division, Chief Directorate Transformation Management, Private Bag X159, Pretoria, 0001 or may be hand delivered to HR Division, CDTM, Armscor Building, 370 Nossob Street (nearest corner Delmas Road) Erasmuskloof, Pretoria.
- CLOSING DATE** : 24 March 2023 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using the incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POST

- POST 08/39** : **SENIOR ADMINISTRATIVE OFFICER: REF NO: CDTM/07/08/23**
HR Division
Chief Directorate: Transformation Management
- SALARY** : R331 188 per annum (Level 08)
- CENTRE** : Armscor Building Erasmuskloof, Pretoria
- REQUIREMENTS** : Grade 12 or equivalent with minimum of National Diploma in Social Science (NQF 6) or Humanities (NQF level 5) or any related qualification in Transformation Management. Minimum of three (3) years' experience as a level 7. Special requirements (Skills needed): Practical experience in policy writing and policy analysis is essential. Knowledge and experience in compiling graphs and charts will be an advantage. Experience in analysing statistical data is highly advantageous. Very good Conventional Service Writing (CSW) skills. Computer literate (full MS Office Suite) Managerial skills, communication (written and verbal skills), interpersonal skills, analytical and problem solving ability, Report writing skills and planning abilities. To analyse statistical data is essential. Code B (08) drivers licence is essential. Military licence will be an advantage.
- DUTIES** : To assist the SSO Transformation to receive and obtain the Transformation Management Services and Divisions Level 2 Plans and reports (scan reports and create a database for the executed programmes/ events. Provide the Services and Divisions with the submission dates for transformation plans and

reports. Collect the relevant statistics from the PERSOL administrator and keep statistics as per requirement. Serve as the nodal point for all statistics obtained from the DOD mainframe and system management data as per requirement and provide statistical reports. Develop and maintain a database for CDTM Transformation Programmes and provide SSO Transformation/AA with updated statistical reports. Do continuous environmental scanning on Transformation Management in support of Transformation Strategic Direction. Assist in the co-ordination of Transformation Management Board Meetings. Represent CDTM at relevant meetings/board and execute tasks as instructed by the Director Equity Strategic Direction and SSO AA (short listing, Staffing Board, Casual Day and or Women's Parade events. Conduct administrative tasks, budget and procurement tasks and functions for the section. Work with any Board, Meeting and Forum as directed by Chief Director Transformation Management. Liaison with other Departments, Services and Divisions, SSO Gender, Deputy Director Disability and Deputy Director Youth: To obtain all relevant information to use within the reports, to ensure the successful execution of events, establish a sound relationship with all stakeholders. Provide inputs on Policy matters, Reports and Programme content in support of the Transformation Section as well as the revision of programmes.

ENQUIRIES

:

Lt Col P. Ncamane Tel No: (012) 355 5996

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

<u>CLOSING DATE</u>	:	17 March 2023 at 16:00
<u>NOTE</u>	:	Instruction: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant (Part F must be answered and declaration must be completely signed). Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. ONLY a fully completed, initialled and signed new form Z83 (Section A, B, C, D and F compulsory. Section E and G ignore if CV attached and recently updated comprehensive CV (with detailed previous experience) is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned instruction/requirements, as well as applications received late will not be considered. The Department does not accept applications via email or fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. 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 below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/ . All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

MANAGEMENT ECHELON

<u>POST 08/40</u>	:	<u>DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: HR 4/23/03/13HO</u>
<u>SALARY</u>	:	R1 105 383 per annum, (all inclusive)
<u>CENTRE</u>	:	Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year undergraduate Degree/B-Tech/ Adv. Diploma (NQF 7) in Human Resources Management/ Public Administration/ Public Management. A valid driver's licence. Five (5) years' experience at a Middle /senior Management experience in Human Resources Management. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service transformation and management issues, White Paper on transformation of Public Service, Public Service Regulations and relevant prescripts, Access Recognition and Licensing Committee, Human Resource Development,

		Compensation for Occupational Injuries on Diseases Act, Occupational Health and Safety Act, Labour Relations Act, Basic Conditions of Employment Act, Public Financial Management Act, Employment Equity Act, Skills Development Act. Skills: Planning and Organizing, Verbal and written communication, Interpersonal, Problem solving, Computer literacy, Listening and observation, Strategic management, Negotiation, Analysis, People Management, Presentation.
<u>DUTIES</u>	:	Provide guidance on the development and implementation of policies and monitoring objectives. Manage Recruitment and Selection processes, Service Benefits and Employment Equity. Manage the Employee Health and Wellness programmes and ensure proper planning to GDY matters within the Department. Manage Departmental MTEF Human Resource Plan as per the DPSA requirements. Manage all resources of the Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms MM Matyila Tel No: (012) 309 4026
	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<u>POST 08/41</u>	:	<u>DIRECTOR: BUSINESS DEVELOPMENT REF NO: HR 4/22/01/01</u>
<u>SALARY</u>	:	R1 105 383 per annum, (all inclusive)
<u>CENTRE</u>	:	SEE: Pretoria, Silverton
<u>REQUIREMENTS</u>	:	A three (3) year degree in (NQF level 7) as recognised by SAQA in Marketing Management/ Business Administration/Management/ Communications. Pre-entry SMS Certificate. Valid Driver's license. Five (5) years Middle/Senior management experience and three (3) years' functional experience in Marketing/business/sale and Stakeholders Management Knowledge: Business development, Professional Sales, Manufacturing environment, Product Development, Project Management, Marketing campaigns, Financial budgeting and reporting, Policies and Procedures, Strategy Development and Corporate Governance. Skills: Problem Solving, Initiative, Strong Communication, Consultative, Strategic Planning, Presentation, Project Management, Time management, Planning and organizing, Analytical/ judgment and decision making, Negotiation and good existing network, Assertiveness, Computer literacy.
<u>DUTIES</u>	:	Develop and manage SEE Business Strategy, Develop and Monitor the implementation of SEE Sales and Customer Relationship Strategies, Develop and monitor the implementation of Marketing Strategy, Identify and manage Strategic Alliances and ventures, provide detailed information on the progress of marketing and sales activities, Manage all the resources of the Directorate
<u>ENQUIRIES APPLICATIONS</u>	:	Mr ES Phakathi Tel No: 012 843 7300
	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office.

OTHER POSTS

<u>POST 08/42</u>	:	<u>PRINCIPAL PSYCHOLOGIST REF NO: HR4/4/6/146</u>
<u>SALARY</u>	:	R1 071 918 - R1 189 656 per annum, (OSD)
<u>CENTRE</u>	:	Provincial Office, Limpopo
<u>REQUIREMENTS</u>	:	Masters' Degree in Psychology, three (3) years' appropriate experience as psychologist after registration with HPCA as a counselling/Industrial Psychologist and Drivers Licence. Knowledge: Relevant ILO Conventions, Financial Management, Human Resource Management, Recruitment and Selection Process, Relevant Government strategies, Employment Service Act, UIF Act, COIDA, Public Finance Management Act, Public Service Act, Skills Development Act, Health Professional Act, Employment Equity Act. Skills: Planning and organising, verbal and written communication, Analytical, Computer Literacy, Presentation, Interpersonal and Information Management Act.
<u>DUTIES</u>	:	Supervise employment counselling to assist workers to enter the labour market. Provide technical supervision of psychological assessment of work-seekers in the province. Supervise self-help employment counselling in labour centres. Establish programmes for career counsellors in the province. Ensure professional record-keeping is done in the province on employment counselling work. Provide counselling services to the referred clients.
<u>ENQUIRIES</u>	:	Ms. MS Lebogo Tel No: (015) 290 1662

<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 9368 Polokwane 0700 or hand delivers at 42A Schoeman Street, Polokwane 0700
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Limpopo
<u>POST 08/43</u>	:	<u>SUPERVISOR: REGISTRATION SERVICES REF NO: HR4/4/6/150</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Labour Centre: Phalaborwa
<u>REQUIREMENTS</u>	:	Three-year qualification in Business Administration/Management; Public Administration Management and Operations Management. Two (2) years functional experience in registration services. Knowledge: All Labour legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele Principles, Public Services Act, Public Service Regulations, Knowledge of Departmental Policies, Procedures and Guidelines. Skills: Problem-solving, Computer literacy, Basic Interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquettes, Mediation, Analytical.
<u>DUTIES</u>	:	Monitor and oversee the help desk at the first port of the entry within Registration Service. Oversee the employment service rendered to all clients. Monitor the processes of Unemployment Insurance Benefits applications and Employer Declarations. Monitor and analyse the application of Compensation for Injury and Disease Act (COIDA) and Employer registration forms for COIDA. Attend to all complaints regarding legislation and follow up on pending complaints. Manage the resources of the section.
<u>ENQUIRIES</u>	:	Ms TE Maluleke Tel No: 015 290 1768
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Polokwane
<u>POST 08/44</u>	:	<u>EMPLOYER SERVICES PRACTITIONER (ESP II) REF NO: HR4/4/10/110</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Butterworth Labour Centre
<u>REQUIREMENTS</u>	:	Three (3) year relevant qualification in Social Science (Psychology, Industrial Psychology)/ Public Administration/ Business Management/ Public Management. A valid driver's license. Two (2) years functional experience in a client oriented environment. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Act, Immigration Act, Skills Development Act, Social Plan Guidelines, Human Resource Management Act, ILO conversions related PES. Skills: Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Networking, Negotiation, Marketing.
<u>DUTIES</u>	:	Marketing PES services to stakeholders to acquire opportunities and conduct recruitment, selection, referral and placement of registered work seekers. Process request for International Cross Boarder Labour Migration (ICBLM) and advise on the availability of skills. Process applications for registration of Public Employment Agency (PEA) AND Temporary Employment Schemes (TES). Supervise the provision of registration and referral of work seekers for the Department. Monitor the implementation of employment schemes, Labour Activation Programmes (LAP) Projects and Temporary Relief-Scheme. Supervise the administration of employer services at the Labour Centre.
<u>ENQUIRIES</u>	:	Mr. TM Madikazi Tel No: 047 491 0656
<u>APPLICATIONS</u>	:	Deputy Director Labour Centre Operations: ERF93/96, Corner Blyth and Robinson Street Butterworth, 4960
<u>FOR ATTENTION</u>	:	Deputy Director Labour Centre Operations
<u>POST 08/45</u>	:	<u>ADMINISTRATION OFFICER: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/5/19</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Provincial Office: KZN
<u>REQUIREMENTS</u>	:	Three (3) years relevant tertiary qualification in Social Science, Psychology, Public / Business Administration. One (1) year functional experience in Public Employment / Administration Services. Knowledge: Employment Services Act, Immigration Act, Social Plan Guidelines, ILO Conventions, PEA Regulations, Batho Pele Principles. Skills: Planning and organising, Good written and verbal communication, Computer skills, Analytical skills, Presentation skills,

		Interpersonal skills, Report writing skills, Assertive, Innovative, Client focused, Sense of responsibility, Ability to work under pressure.
<u>DUTIES</u>	:	Provide administrative service to the Public Employment Services Business Unit. Render Human Resource Management functions for the Public Employment Services Business Unit. Provide support for the budget administration of the Public Employment Business Unit. Provide administrative support for the trainings of the unemployed. Consolidate monthly and quarterly statistics for the Public Employment Services Business Unit. Perform general administrative functions to the Public Employment Services Business Unit.
<u>ENQUIRIES</u>	:	Ms Z Maseko Tel No: (031) 366 2011
<u>APPLICATIONS</u>	:	Deputy Director: Provincial Operations: P. O. Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Provincial Office: KwaZulu-Natal
<u>POST 08/46</u>	:	<u>ADMINISTRATION OFFICER: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/4/01/03</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Gauteng Provincial Office
<u>REQUIREMENTS</u>	:	A Three-year tertiary relevant qualification in Labour Relations/ Human Resource Management/ Public/ Business Management. One (1) year functional experience in Inspection/ Administration. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Public Service Regulations, SDLA, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Planning and organizing, Computer literacy, Interpersonal, Problem Solving, Communication (Verbal and Written).
<u>DUTIES</u>	:	Perform all registration pertaining to statutory services (BCEA, COIDA, UI, OHS, EEA, LRA), Conduct audits to check if the necessary tools of trade are in place with a view to improve IES systems and processes, Collect, compile and consolidate IES statistical Blitz inspections, Prepare enforcement document to Provinces, Labour Court, Public Prosecutor and Magistrate.
<u>ENQUIRIES</u>	:	Adv. M Msiza Tel No: 012 309 5000
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Provincial Office: Gauteng
<u>POST 08/47</u>	:	<u>PRACTITIONER: IES REF NO: HR4/23/03/07HO</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year tertiary in Office Management/ Public Management/ Financial Management. Two (2) years functional experience in Office environment. A valid Code 08 or 10 Driver's Licence could be an added advantage. Knowledge: Departmental policies and procedures. Public Finance Management Act. Minimum term expenditure budgeting processes. Procurement processing and procedures. Financial administration processes and systems. Computer literacy (MS Packages: Excel, Word, PowerPoint and ability to use email). Skills: Planning and organising, Computer literacy, Interpersonal, Problem solving, Communication (Verbal and Written), Report writing.
<u>DUTIES</u>	:	Assist in the financial planning and monitoring of the budget of the Branch. Assist with Human Resource function within the Branch. Render administrative support on consolidation of Performance information. Assist in the planning of Branch plans. Assist in coordinating information on complains received.
<u>ENQUIRIES</u>	:	Adv. Bede Tel No: 012 309 4896
<u>APPLICATIONS</u>	:	Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<u>POST 08/48</u>	:	<u>INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/5/18</u>
<u>SALARY</u>	:	R218 064 per annum
<u>CENTRE</u>	:	Estcourt Labour Centre: KZN

<u>REQUIREMENTS</u>	:	Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid Driver's licence. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	:	Ms Jabu Fakazi Tel No: (036) 352 7767
<u>APPLICATIONS</u>	:	Deputy Director: Estcourt Labour Centre, PO Box 449 Estcourt 3310, or hand deliver at 75 Phillip Street, Estcourt
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 08/49</u>	:	<u>CLIENT SERVICE OFFICER: REGISTRATION SERVICES (X6 POSTS)</u>
<u>SALARY</u>	:	R218 064 per annum
<u>CENTRE</u>	:	Randburg Labour Centre Ref No: HR 4/4/4/10/06 (X4 Posts) Labour Centre: Louis Trichardt Ref No: HR4/4/6/147 (X1 Post) Labour Centre: Jane Furse (Burgersfort Satellite office) Ref No: HR4/4/6/148 (X1 Post)
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12. No experience needed. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem solving. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Department Policies, Procedures and Guidelines, Batho Pele principles.
<u>DUTIES</u>	:	Render services at help desk as the first point of entry within the Registration Services. Render Employment Services to all Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. received from Clients. Receive application forms in terms of Compensation for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.
<u>ENQUIRIES</u>	:	Mr PP Godongwana Tel No: 011 853 0303 Ms JM Fope Tel No: 015 290 1699
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hands deliver at 77 de Korte Street, Braamfontein For Attention: Sub-directorate: Human Resource Management, Provincial Office: Gauteng Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane For Attention: Sub-directorate: Human Resources Management, Polokwane
<u>POST 08/50</u>	:	<u>ADMINISTRATIVE CLERK: INSPECTION AND ENFORCEMENT SERVICES (X4 POSTS)</u>
<u>SALARY</u>	:	R181 599 per annum
<u>CENTRE</u>	:	Sebokeng Labour Centre Ref No: HR 4/4/4/01/05 (X1 Post) Johannesburg stationed at Bronkhorstspuit Labour Centre Ref No: HR 4/4/4/01/06 (X1 Post) Johannesburg stationed at Garankuwa Labour Centre, Ref No: HR 4/4/4/01/07 (X1 Post) Germiston stationed at IES-Provincial Office, Ref No: HR 4/4/4/01/08 (1 post)
<u>REQUIREMENTS</u>	:	matriculation/ grade 12/senior certificate. Knowledge: Batho-Pele principles, departmental policies and procedures, treasury regulations skills verbal and written communication, interpersonal relations, problem solving, computer literacy, analytical, planning and organizing.
<u>DUTIES</u>	:	Manage the service delivery objectives as per the mandate of the Department of Labour. Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities. Implement and manage service delivery improvement plan. Manage all the resources of the

		Labour Centre. Manage and ensure compliance with ALL HRM policies directives and legislation including the Public Service Act and regulations.
<u>ENQUIRIES</u>	:	MR P Mtolo Tel No: 016 430 0000 (Sebokeng)
		MS M Mojapelo Tel No: 013 932 0198 (Bronkhorspruit)
		MR P Ranwase Tel No: 012 700 0290 (Garankuwa)
<u>APPLICATIONS</u>		ADV. Msiza Tel No: 012 309 5000 (IES Provincial Office)
<u>FOR ATTENTION</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein
		Sub-directorate: Human Resources Management, Provincial Office: Gauteng
<u>POST 08/51</u>	:	<u>ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/6/149</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R181 599 per annum
	:	Labour Centre Mokopane
	:	Matriculation/Grade twelve/Senior Certificate. Knowledge: Batho Pele Principles, Departmental policies and procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Computer Literacy, Analytical, Planning and organizing.
<u>DUTIES</u>	:	To render Supply Chain Management Function in a Labour centre. Provide Finance and office management service to the Labour Centre. Render Human Resource Management. Responsible for training and performance activities in a Labour centre. Responsible for the records management in a Labour centre. Responsible for Transport in the Labour centre and ensure safe keeping of pool cars. Render general administrative work for the Labour centre.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr MI Makgobola Tel No: 015 290 1664
<u>FOR ATTENTION</u>	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane
		Sub-directorate: Human Resources Management, Polokwane
<u>POST 08/52</u>	:	<u>ADMINSTRATON CLERK: PUBLIC EMPLOYMENT SERVICE REF NO: HR4/4/6/151</u>
<u>SALARY</u>	:	R181 599 per annum
<u>REQUIREMENTS</u>	:	Labour Centre: Jane Furse (Burgersfort Satellite office)
	:	Grade 12/ Matriculation Senior Certificate. Knowledge: Relevant ILO Conventions, Human Resource Management, Batho Pele. Skills: Planning and organising, Verbal and written communication, Analytical, Computer literacy, Presentation, Interpersonal, Report writing, Innovative.
<u>DUTIES</u>	:	Liaise with stakeholder relations for acquisition of placement opportunities. Avail information for coordination of International Cross-Border Labour Migration functions. Support coordination of the registration and certification of Private Employment Agencies. Coordinate large (Provincial) opportunities from key stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. M Makgobola Tel No: 015 290 1664
<u>FOR ATTENTION</u>	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane
		Sub-directorate: Human Resources Management, Polokwane
<u>POST 08/53</u>	:	<u>FLEET MONITORING AND INSPECTION SERVICES CLERK REF NO: HR4/4/4/02/01</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R181 599 per annum
	:	Gauteng Provincial Office
	:	Matriculation/ Grade 12/ Senior Certificate. Drivers Licence. Knowledge: Servicing, operation, maintenance and repair of County vehicles. Methods, materials, tools and equipment used in the maintenance and repair of vehicles. Applicable laws, codes, regulations, policies and procedures. Practices and procedures involved in researching, comparing and purchasing vehicles, equipment and supplies. Diagnostic procedures for vehicles. Operation, theory and principles of gasoline and diesel-powered engines. Public Service Regulations, operations, policies and objectives. Policies and objectives of assigned programs and activities. Inventory practices and procedures. Principles and practices of administration. Oral and written communication skills. Interpersonal skills using tact, patience and courtesy. Operation of a computer and assigned software. Technical aspects of field of speciality. Skills: Communication, Coordination, Planning and organization, Report writing,

		Computer, Coordination, Monitoring and evaluation, Interpersonal relations, Time Management.
<u>DUTIES</u>	:	Coordinate information to conduct inspection on Provincial fleet vehicles. Provide support to enforce compliance on Provincial fleet operations. Perform maintenance of fleet vehicle at the Province. Perform general administrative tasks in respect of fleet operations.
<u>ENQUIRIES</u>	:	Mr NS Mthethwa Tel No: (011) 853 0314
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Provincial Office: Gauteng
<u>POST 08/54</u>	:	<u>ACCOUNTS AND BOOKING CLERK REF NO: HR 4/4/4/02/02 (X2 POSTS)</u>
<u>SALARY</u>	:	R181 599 per annum
<u>CENTRE</u>	:	Gauteng Provincial Office
<u>REQUIREMENTS</u>	:	Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or with equivalent Certificate. Knowledge: Public Service Financial Management, Departmental policies and procedures, Project management, Intermediate Human Resource Development, General management, Strategic management, Skills Development Act, LRA & BCEA. Skills: Facilitation, Computer literacy, Presentation, Innovative, Verbal and written communication skills, People Management.
<u>DUTIES</u>	:	Provide booking services of cars in the Province. Attain information to prepare payment for service provider. Acquire information on payment of fines. Disseminate information to the relevant stakeholder e.g. newly developed policies, new act pertain transport etc.
<u>ENQUIRIES</u>	:	Mr NS Mthethwa Tel No: (011) 853 0314
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand deliver at 77 De Korte Street, Braamfontein
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Provincial Office: Gauteng

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

<u>APPLICATIONS</u>	:	Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. Cape Town applications must be submitted to be forwarded to the Director-General, Department of Forestry, Fisheries, and the Environment: Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town
<u>FOR ATTENTION</u>	:	Human Resource Management
<u>CLOSING DATE</u>	:	03 April 2023
<u>NOTE</u>	:	Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). 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 below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/ . The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. ERRATUM: Kindly note that the following post was advertised in Public Service Vacancy Circular dated 07 February 2023, The Requirements and the duties for the post of (1) Control Environmental Officer Grade A: Land Remediation, have been amended as follows: requirements: A four-years degree (NQF Level 8) in Natural / Environmental Science or relevant qualification. A qualification in Geohydrology or Hydrology will be an added advantage. Duties: Conduct environmental performance assessments. Give support to industry on waste management planning and reporting. Identifying and prioritising the development of the required guidelines, norms and standards for planning and management of waste for various sectors of the industry. Provide support to industries on waste management and contaminated land. Ensure that remediation orders are finalised within timeframes. Monitor compliance with the order or remediation order. Provide support to Compliance and

Enforcement chief directorates in attending to complaints related to contaminated land and waste management issues. Ensure that section 36(6) notices are processed within timeframes. Investigates the veracity of the report/referral or complaint and take appropriate action. The closing date has been extended to 27 March 2023 and kindly note that the closing date for the following posts that was advertised on Circular 7 of 2023 has been amended from 20 March 2022 to 20 March 2023. Deputy Director: Environmental Sector Planning And Performance Management Support, Ref No: Cms05/2023; Control Environmental Officer Grade A: Priority Area Implementation, Ref No: Ccaq01/2023; Control Environmental Officer Grade A: Air Quality Improvement Program; Ref No: Ccaq02/2023; Control Environmental Officer Grade A: Land Remediation; Ref No: Cwm3/2023; Senior Legal Administration Officer (Mr6): Corporate Legal Support; Ref No: Rcsn10/2023 (X2 Posts); Assistant Director: Nrm Regional Programmes; Ref No: Ep9005/2023; Assistant Director: Secretariat Support; Ref No: Odg02/2023; Scientific Technician Production Grade A-Seabirds Research; Ref No: Oc01/2023; Scientific Technician Production Grade A-Seabirds Research Ref No: Oc02/2023)Project Coordinator ;Ref No: Ep9001/2023 And Ref No: Ep9002/2023Social Development/Training Officer Ref No: Ep9003/2023

MANAGEMENT ECHELON

POST 08/55 : **CHIEF DIRECTOR: ENVIRONMENTAL PROGRAMMES POST (PRETORIA REF: EP05/2023)**

SALARY : R1 308 051 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENT : An undergraduate qualification in Natural or Environmental Sciences /Developmental Studies or relevant qualification on NQF 7 within the related field as recognized by SAQA. A Project Management qualification will be an added advantage. Five (5) years of experience at a senior managerial level within the relevant field. Extensive experience in Environmental Programmes. Extensive experience in Programme and Project Management. Knowledge of strategic coordination and planning. Strategic capability and leadership; people management and empowerment. Understanding of risk management and audit procedures. Knowledge of policy development and business process management. Understanding of change management and financial management. Programme and Project Management skills. Ability to lead a multidisciplinary team. Knowledge of research methodologies and research presentation. Sound organising, planning and excellent communication skills, analytical, innovative, problem solving, and interpersonal skills. Ability to work under pressure and long hours. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).

DUTIES : Provide overall leadership by ensuring the strategic management and co-ordination as well as the successful functioning of the Chief Directorate. Oversee the implementation of Environmental Programmes portfolio. Manage the Environmental Programmes projects within the provinces. Ensure alignment of programmes and projects with the Departmental strategy, policy, and priorities. Oversee contract administration and project management in line with applicable practices/legislation. Ensure operational efficiencies for Environmental Programmes. Ensure that operational planning and implementation is responsive to the district development model and local government priorities. Ensure capacity and contractor development for Environmental Programmes.

ENQUIRIES : Ms N Mkhize Tel No: 012 399 9510

OTHER POSTS

POST 08/56 : **DEPUTY DIRECTOR: OCCUPATIONAL HYGIENE REF NO: CMS08/2023**

SALARY : R766 584 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : Honours Degree in Occupational Hygiene/ Environmental Health/Chemistry or Chemical Engineering or relevant qualification. Plus a minimum of 3 years' experience in Occupational Health and Safety of which three (3) of them should be at entry/junior managerial level (Assistant Director level or equivalent).

Registration with the South African Institute of Occupational Hygiene on Occupational Hygienist level (SAIOH). A certificate in Occupational Hygiene legal knowledge. Knowledge of occupational health and safety act and regulations. Understanding of national building regulations and standards. Occupational hygiene codes of practice, potential health hazards, use and calibration of occupational hygiene equipment (toxicology, confined space). Project and change management. Ability to develop / implement policies and guidelines. Strategic planning management. Coordination and stakeholder liaison skills. Administrative procedures. Sound research, analytical, organizing and planning skills. Ability to gather and analyse information. Good communication skills (verbal and written) and presentation skills. Ability to work long hours.

DUTIES

: Identify, assess, and control occupational health hazards, using scientific equipment / instruments to ensure compliance in the Department. Conduct occupational hygiene surveys, workplace evaluations, and incident investigations. Maintain occupational hygiene monitoring equipment calibration status to ensure compliant with industry/sector standards. Conduct health and safety risk assessments. Conduct investigations, recognize causal factors, and determine preventive measures. Provide advisory and technical support to the occupational hygiene program. Lead the strategic development, implementation, and continuous improvement of occupational hygiene and health programs. Coordinate Emergency preparedness and prevention plans. Coordinate Occupational Health and Hygiene inputs from all the Branches. Respond to inquiries and enforcement actions from government regulatory agencies; develop response plans to correct non-conformances and/or violations. Establish and implement medical surveillance programme. Conduct safety research. Effect the necessary links with the Occupational Medical Practitioner and other relevant departments to ensure that medical surveillance of exposed employees is accomplished. Identify possible risk of deterioration in the health status which might be caused by the job process and work environment. Monitor and evaluate, audit, review occupational hygiene programs for effectiveness, and achievement of objectives. Ensure the department complies with applicable regulatory requirements and is "audit ready" at all times. Facilitate and conduct occupational health training in the Department. Conduct training program reviews and develop valid recommendations. Conduct occupational health awareness programmes. Manage health and safety committee meetings.

ENQUIRIES

: Mr B Mtshali Tel No: (012) 399 9099

POST 08/57

: **DEPUTY DIRECTOR: PRESIDENTIAL CLIMATE COMMISSION LIAISON AND SUPPORT REF NO: CCAQ03/2023**

SALARY CENTRE

: R766 584 per annum, (all-inclusive remuneration package)
: Pretoria

REQUIREMENTS

: A Degree/National Diploma (NQF6) in Public Administration or equivalent qualification within the related field plus a minimum of 3 years' experience in Public Management of which three (3) of them should be at entry/junior managerial level (Assistant Director level or equivalent). Knowledge of environmental and development issues (globally, regionally, locally. Experience and knowledge in climate change policy development and an awareness of SA and government's priorities in this regard. Knowledge of administrative procedures, Financial Management, HR practice & procedures, public relations, and contract management. Ability to manage and plan activities, including projects and policy matters. Programme and Project Management. Good coordination skills; Organisational and planning skills; Good communication skills (written and spoken). Client Orientation and Customer Focus; People Management and Empowerment. Research and Report writing skills. Team player; Goal orientated; ability to work under pressure.

DUTIES

: Ensure composition of the Presidential Climate Commission (PCC). Draft Ministerial submission requesting approval to advertise for nominations to the PCC. Draft cabinet submission requesting the designation for the recommended PCC commissioners; Keep a contact detail record of all the PCC members and its secretariat; Manage and keep track of all activities stipulated in the Department of Employment and Labour Memorandum of Understanding; Provide support to PCC and its secretariat on all HR, legal, Audit and Finance related matters. Synthesize and report quarterly and annual

		PCC activities for the Ministry. Analyse PCC Annual Performance Plan; Analyse PCC strategic plan; Compile comments on the PCC APP and Strategic Plan for the Director General's consideration; Identify risks and coordinate mitigating measures associated with PCC work affecting the Department. Coordinate the Department's research and input analysis on PCC activities. Organisation and coordination of Department's-PCC research and policy-support related meetings and workshops; Collate and distribute all comments received from the PCC on Department's climate related policy material published for public comment; Facilitate the Department's-PCC outreach activities. Ensure coordination of administration and logistical support for the Department's-PCC Strategic meetings.
<u>ENQUIRIES</u>	:	Mr T Ramaru Tel No: 012 399 9252
<u>POST 08/58</u>	:	<u>SENIOR FINANCIAL MANAGEMENT SPECIALIST REF NO: CFO07/2023)</u> (Three (3) Year Contract)
<u>SALARY</u>	:	R761 269 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's Degree/National Diploma (NQF6) (in Accounting/ Financial Management or equivalent qualification in a related field A minimum of three years' experience in the finance field. Knowledge of Generally Recognize Accounting Practices (GRAP). Good organizational, communication, interpersonal and administrative skills. Experience in or an advanced knowledge of the provisions of the PFMA and Treasury Regulations and associated provisions, regulations and norms and standards. Ability to develop, interpret and apply policies, strategies and legislation. Good stakeholder coordination and engagement, Sound research, knowledge management, change management, problem solving and analysis, people management and empowerment as well as programme and project management skills.
<u>DUTIES</u>	:	Budget planning and monitoring. Ensure compliance control and manage bank account. Ensure timely compilation and submission of various financial reports. Compile working papers for the Annual Financial Statements. Ensure administration and maintenance of financial accounts and records. Ensure certification of compliance to the financial management performance indicators in accordance with the Public Finance Management Act (PFMA). Process payments for service providers. Manage audit intervention and implementation of audit recommendation. Provide effective financial management reports. Manage organisational expenditure reporting and control of cash flow.
<u>ENQUIRIES</u>	:	Mr N Leshabane Tel No: (012) 399 9115
<u>CLOSING DATE</u>	:	27 March 2023
<u>POST 08/59</u>	:	<u>SENIOR SUPPLY CHAIN MANAGEMENT SPECIALIST REF NO: CFO08/2023</u> (Three (3) Year Contract)
<u>SALARY</u>	:	R761 269 per annum, (all-inclusive remuneration package)
<u>REQUIREMENTS</u>	:	Bachelor's Degree/National Diploma (NQF6) in Supply Chain Management (SCM) or Public Administration/Management or equivalent relevant qualification in a related field. A minimum of three years' experience in the SCM field. Knowledge and experience of senior managerial supply chain management function. Experience in or an advanced knowledge of the provisions of the Public Finance Management Act (PFMA) and Treasury Regulations and associated provisions, regulations and norms and standards. Ability to develop, interpret and apply policies, strategies, and legislation. Good stakeholder coordination and engagement, Sound research, knowledge management, change management, strategic capability and leadership, problem solving and analysis, people management and empowerment as well as programme and project management skills.
<u>DUTIES</u>	:	Manage contract administration and receipt of Service Level Agreements. Interpret, understand, and implement Supply Chain Management as contained in relevant legislation and regulations. Advise on sound contract management principles. Manage the asset register and ensure verification of asset on an annual basis. Control assets (including disposal management). Implement relevant policies and procedures with respect to Supply Chain and Asset Management. Develop and implement internal control procedures to ensure the management of risk. Monitor procurement risk arising from contracts and

asset disposals. Provide advisory services in determining the Bid evaluation criteria, compilation of bid documents, evaluation of Bids and recommendations. Provide a support service to the Senior Manager: Supply Chain Management. Liaise with relevant role-players in the environment regarding specific and transversal procurement matters. Ensure effective financial and human resources management.

ENQUIRIES : Mr K Magano Tel No: (012) 399 9515
CLOSING DATE : 27 March 2023

POST 08/60 : **SCIENTIST PRODUCTION GRADE A: LARGE PELAGICS REF NO: FIM 14 /2023**
 Three (3) Year Contract
 Re-advertisement (FIM34/2022), all applicants are encouraged to re-apply.

SALARY : R646 854 per annum
CENTRE : Cape Town (Foretrust Building)
REQUIREMENTS : Applicants should be in possession of a Bachelor Science Honours degree in fisheries sciences with a strong quantitative focus and with 3 years appropriate marine research experience. Compulsory registration with South African Council for Natural Scientific Professions (SACNASP) as a professional scientist. Knowledge of biology, ecology, life history strategies and population dynamics of large pelagic predators. Experience in conducting biological dissections in a laboratory. Knowledge of the large pelagic longline and tuna pole-line fisheries. Computer literacy and the ability to utilize word processing, spreadsheet programmes. Proven ability to organise, manage, interpret and analyses large datasets within a relational database environment (e.g. MS Access). Proven ability to analyse data within the statistical software package Experience in biological assessments and interpretation of biological data and stock assessment results in the fisheries context. The ability and willingness to work at sea for extended periods, on inshore and offshore research- as well as commercial vessels and ski-boats. The ability to spend extensive periods away from home while on field trips, or while attending courses and scientific symposia and meetings. The successful candidate must pass a medical for seafarers in terms of Section 101 of the SAMSA Act, 1951 (Act No. 57 of 1951). Good written and spoken command of the English language, as the successful candidate might be required to represent South Africa in international scientific forums. Research experience in line or longline fisheries and/or the life-history or population dynamics of large pelagic predators. Formal courses in advanced statistics, applied mathematics or stock assessment will be an advantage. Ability and willingness to conduct research diving surveys (class IV diving certificate would be an advantage). Valid unendorsed Code B driver's license.

DUTIES : The incumbent's responsibility will be to work within the finfish research team to initiate and conduct applicable research in one or more fields of fisheries biology relevant to the line function of the Chief Directorate: Fisheries Research and Development, in order to provide information on the biology and dynamics of South Africa's Large Pelagic predators caught by longline and pole-line fisheries. Responsibility for the generation of routine data reports for submission to Forums of the Regional Fisheries Management Organisations (RFMOs). Provision of scientific advice pertaining to the sustainable harvest of Large Pelagic Predators such as tuna, swordfish and pelagic sharks. Compile research reports, scientific papers and data reports. Liaise and interact at all levels with individuals involved in harvesting of the relevant teleost and chondrichthyan species. Supervise and mentor technical support staff. Participate in field trips including working overtime as required. Attend scientific meetings/symposia nationally, regionally and internationally. The successful candidate will be required to be part of a team of scientists that represent South Africa at the scientific meetings of the Regional Fishery Management Organisations (ICCAT, CCSBT and IOTC).

ENQUIRIES : Dr. S Kerwath Tel No: (021) – 402 3017; email: SKerwath@environment.gov.za
CLOSING DATE : 27 March 2023

POST 08/61 : **SUPPLY CHAIN MANAGEMENT SPECIALISTS REF NO: CFO09/2023**
 (Three (3) Year Contract)

SALARY : R561 179 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria

<u>REQUIREMENTS</u>	:	Bachelor's Degree / National Diploma (NQF Level 06) in Supply Chain Management or equivalent qualification in a related field. Extensive experience in supply chain management Knowledge of Database system, Demand Management, acquisition, and business practices. Ability to develop, interpret and apply policies, strategies, and legislation. Ability to maintain Database management systems and controls. Sufficient knowledge of specific computer software packages and efficient use of associated hardware Logistics management, Acquisition and Contract management, Demand Management. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Sound organising, planning and leadership skills. Good communication, analytical, innovative, problem solving, and interpersonal skills. Ability to work under pressure and long hours. A valid driver's licence.
<u>DUTIES</u>	:	Facilitate the implementation of the Departmental Procurement Plans. Monitor and provide guidance to all units and regional offices regarding submission of Procurement Plans for the new financial year. Oversee correct identification and development of sourcing strategies in line with SCM in order ensure economies of scale. Administer an effective and efficient Demand Management. Ensure that procurement processes are fully compliant with the SCM prescribed policies and prescripts. Facilitate the appointment of bid specification committee members. Serve as a technical advisor in the BSC meetings. Manage administration of Central Supplier Database. Provide management with the detailed report on rotation of suppliers on the database. Monitor and assess performance of registered service providers.
<u>ENQUIRIES</u>	:	Mr K Magano Tel No: (012) 399 9515
<u>CLOSING DATE</u>	:	27 March 2023
<u>POST 08/62</u>	:	<u>ASSISTANT DIRECTOR: PROGRAMME MONITORING AND EVALUATION</u> <u>REF NO: EP03/2023</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's Degree/National Diploma (NQF 6) in Social and /or Economic Sciences, Development Studies, Monitoring and Evaluation, Statistics and Research. Knowledge and experience in project management, Monitoring and Evaluation, database management and analysis software packages, such as MS Access, Excel, STATA and ATLAS TI. Ability to customise and generate reports to meet users' needs. Extensive experience in conducting social research (minimum two years) from both public and or private. Knowledge of GWM&E. Knowledge of Programme Performance Management Framework. Report-writing skills. Demonstrated knowledge of and experience in applying Monitoring and Evaluation principles in social research. Good analytical capability. Good communication and presentation skills (ability to communicate in one of the indigenous languages will be an added advantage). Ability to develop newsletters. Knowledge and experience in contract management. Good stakeholder liaison, co-ordination, and problem-solving skills. Good computer skills. Good interpersonal relations. Ability to work under pressure and long hours, as well as willingness to travel long distances for an extended period(s). A valid driver's license.
<u>DUTIES</u>	:	Participate in the conducting of monitoring and evaluation studies within the branch. Generate, customise, and communicate reports to the relevant stakeholder. Participate in the process of coordinating the implementation of recommendation from various monitoring and evaluation report. Responsible for the development of the M&E newsletter(s). Contribute to the process of reviewing monitoring and evaluation framework and the 3 year M&E plans. Responsible to supporting the regions with data collection, verification, and provision of feedback on a regular basis. Responsible for the capturing, cleaning, and analysing of the data collected. Preparation of branch monthly/quarterly performance report. Engagement with stakeholders at different levels. Supporting the branch as and when required.
<u>ENQUIRIES</u>	:	Mr N Sithole Tel No: 012 399 9746

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

**CLOSING DATE**
NOTE

: 20 March 2023 before 12h00 noon

: No late applications will be considered. Take Note Of The Disclaimer Mentioned On Each Advert. It is mandatory that applications which consist of a signed Z83 and comprehensive CV be emailed to the respective email addresses indicated on each advert. Ensure that you use the correct inbox/email. Applications sent to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. From 1 January 2021, a new application for employment (Z83) form will be effective and if the old Z83 is used, it will be deemed a regret. Should an individual wish to apply for a post after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za-vacancies or <http://www.gpaa.gov.za> Requirements: Applications must be submitted on the new form Z83 as indicate above (signed and scanned). The relevant reference number must be quoted on all documentation and on the subject heading of the email. An application should consist of (a) a comprehensive and detailed CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) and (b) a duly completed Z83 (refer to Circular No 19 of 2022 in this regard) only. Failure to submit the above documents will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by the GPAA. Note that certain information contained in the application (CV and Z83) may be verified through the request for official documents and or other methods of verification and proof (when shortlisted). The certification of all supporting documents will be expected of the shortlisted candidates only. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to a positive outcome on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For applications on salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. One of the minimum requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance.

MANAGEMENT ECHELON

<u>POST 08/63</u>	:	<u>DIRECTOR: FRAUD AND FORENSIC MANAGEMENT REF NO: SM/FFM/2023/03-1P</u> Fraud And Forensic
<u>SALARY</u>	:	R1 105 383 - R1 302 102 per annum (Level 13), (all-inclusive package)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in either Accounting/Law/Audit/Enterprise Wide Risk/Fraud as recognized by SAQA; A minimum of eight (8) years demonstrated experience in the Fraud and Forensic environment of which five (5) years should be at a middle/senior managerial level; Display extensive knowledge of fraud prevention and investigation management. Extensive knowledge of PFMA, Treasury and Public Service Regulations and the Prevention and Combating of Corrupt activities Act. Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration, will be a distinct advantage. Membership of a professional body related to the Fraud and Forensic field will serve as an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of Fraud Prevention and Forensic Investigation framework, methodology, strategy. Knowledge of Data Analytics: techniques, approaches. Knowledge of Fraud investigation: tools, techniques, methodologies and approaches. Knowledge of Governance and Compliance. Knowledge of integrated systems verification. Knowledge of Prescribed Regulations, Policies, PFMA, Treasury Regulations. Knowledge of Public Service Regulations and other Government prescripts. High level of communication skills. Project management. Strategic decision making. Leadership skills. Collaboration. Delegation. Problem solving analysis. Initiative. Emotional intelligence. Integrity. Ability to see the big picture. Demonstrable Commitment. Customer service orientation. Structured approach. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.
<u>DUTIES</u>	:	Ensure implementation of Fraud Prevention and Case management strategy. Implement and monitor achievement of an effective Business Plan and budget for Fraud Prevention and Case Management to support the achievement of GPAA's strategic objectives; Implement and maintain Fraud Prevention and Case management methodologies, policies, procedures, frameworks, templates and processes in accordance with best practices; Ensure implementation of an effective short, medium and long term operating strategy for Enterprise Fraud Prevention and Case management; Participate in the annual strategic planning cycle to assist GPAA business units to identify key fraud prevention and case management requirements and implications of business decisions; Analyze trends and prepare reports to provide recommendations on mitigation of fraud risks and relevant Fraud Prevention and Case management information to GPAA management to take appropriate action when needed; Track new developments in practices to improve the effectiveness and efficiency of the Fraud Prevention and Case Management function; Ensure implementation of a management effectiveness and leadership strategy; Ensure implementation and maintenance of relevant policies, methodologies, standard operating procedures, guidelines and processes, achieving compliance with Public Service requirements; Engage in strategic relationships with relevant stakeholders to serve the interest of the business unit; Drive and maintain a culture of compliance with GPAA line managers and staff to ensure greater awareness of Fraud Prevention and Case Management policies and procedures; Analyze service delivery gaps and challenges, define service delivery operational measures and targets and implement remedial action strategies; Proactively ensure the identification and mitigation of operational and fraud risks and proactively identify, monitor and

mitigate risks. Lead case management process: Identify and evaluate investigations to be undertaken based on information received from various sources; report to the CEO, Risk Management Committee, Audit Committee and related governance committees on all critical investigations, providing a clear brief on the status of specific high profile cases; provide recommendations on disciplinary action to be taken and criminal case handling, ensuring applicable processes and procedures are followed; Interact with stakeholders involved in a criminal prosecution for the duration of the case, keeping abreast with the status of the prosecution process and the implications for GPAA; oversee and manage forensic and fraud cases on an end-to-end basis (investigation through to prosecution) to ensure that sound cases files are prepared to enable successful prosecution of perpetrators; Represent GPAA in disciplinary and court proceedings or nominate an appropriate representative to best present the organization's case; Manage a quick response capability to investigate fraud incidents in order to meet required turnaround times; develop and maintain a Fraud Register to keep formal records of suspected fraud and prima facie fraud cases and associated successful prosecution; manage the investigation of employees' credit histories to identify any high risk employees in a timely manner and provide technical guidance and advice to investigation, prevention and detection with regard to the approach taken on high level investigation. Lead the fraud prevention process: Oversee and manage regular GPAA fraud risk assessments to identify areas resulting in fraud; participate in the review and enhancement of business processes, procedures and the internal control environment, achieving planned objectives; Quantify the value-at-risk from potential fraudulent activities to guide fraud prevention strategies and fraud investigations; Oversee the implementation of the Fraud Hotline Service, ensuring anonymity of staff and members of public reporting suspicious activity; Proactively monitor effectiveness of current GPAA and Employer Fraud intelligence systems; Oversee the effectiveness of fraud, ethics, integrity awareness training and communication provided for all GPAA stakeholders, implementing changes where identified; Coordinate the identification and profiling of GPAA employees or any other parties that may be at risk of being approached by crime syndicates liaising with SAPS; NPA; Home Affairs and relevant Financial Institutions as required; Cooperate with the Asset Forfeiture Unit to recover any losses as a result of fraud; provide input to Finance to formally record losses from fraud (i.e provision for losses and actual losses incurred) and Facilitate the process in conjunction with other stakeholders within business units at GPAA to achieve recoveries. Business unit management: Ensure the development and management of staff within the business unit; Implement and maintain a relevant management approach to support effective business results within the business unit; Develop and sustain a culture of high performance, professionalism, innovation and integrity to support overall quality of service delivery; Set, agree and monitor performance of direct reports, check that such are aligned with planned targets and establish and manage agreed budgets in consultation with the Chief Risk Officer, ensuring that costs are contained.

- ENQUIRIES** : Mapule Mahlangu Tel No: 012 399 2639 and Application Enquiries: URS Response Handling Tel No: 012 811 1900
- APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 signed) to gpaa55@ursonline.co.za quoting the reference number in the subject heading of the email.
- NOTE** : One permanent position of Senior Manager: Fraud and Forensic Management is currently available at GPAA: The purpose of the job is to ensure management of Fraud Prevention and Case Management initiative for the GPAA.

OTHER POSTS

- POST 08/64** : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: ASD/HRD/2023-03-1P**
Human Resource Development
- SALARY** : R393 711 per annum (Level 09), (basic salary)
- CENTRE** : Head Office Pretoria
- REQUIREMENTS** : An appropriate recognized Bachelor's Degree/National Diploma or equivalent three year qualification (NQF6 with at least 360 credits) in Human Resources

Management/Human Resources Development or related HR field with at least 4 years' experience in Human Resources Training and Development field of which at least 2 years involved supervising or management of staff; Computer literacy that would include a good working knowledge of Microsoft Office (MS Excel, MS Word, MS PowerPoint and MS Outlook). Knowledge of: Training and Development; Strategic planning; PFMA; Skills Development Act and related legislation; Policy Development; Competence in Policy implementation; Skills and attributes: Analytical; Emotional; intelligence; Customer relations; Problem solving; Communication skills which include good report writing and the ability to communicate at all levels. Negotiation; Facilitation; Conflict management; Interpersonal relations; Working in a team; Ability to work independently; Deadline driven. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.

DUTIES

: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Implement the Workplace Skills Plan in line with the Human Resources Development Strategy: Develop a training schedule and ensure that the schedule supports the requirements of the Skills Development Strategy and Workplace Skills Plan. Prioritize training delivery in line with GPAA strategy. Appoint the relevant training/service providers in line with SCM. Ensure quality training is provided to ensure performance improvement. Ensure adherence of external service providers to the Service Level Agreements (SLAs). Provide advisory services on issues pertaining training. Consult and negotiate with employees, management, unions and social partners. Perform the function of a Skills Development Facilitator (SDF). Development of Workplace Skills Plan and the Annual Training Report in line with legislative requirements: Conduct training needs analysis. Consolidate data to inform the Workplace Skills Plan. Compilation of monthly, quarterly and annual training report to the relevant stakeholders. Present to stakeholder groups and coordinate approval of the WSP/ATR for timeous submission to the relevant SETA. Management and alignment of training opportunities and individual requirement with bursary opportunities: Identify opportunities to be aligned to the bursary scheme. Make opportunities available to employees and external learners. Manage the administration of bursaries and report back to the relevant stakeholders. Ensure measurement of the Return on Investment. Review policies/processes when there is a need to. Development and implementation of the HRD Strategy: Development and monitor implementation of the HRD policies. Facilitate the process of development and review of HRD Strategy. Develop and submit annual HRD strategy implementation plan. Develop and submit HRD strategy, annual implementation plan and monitoring report. Prepare and present quarterly reports to management. Monitor and evaluate implementation of the HRD strategy. Manage implementation of other training and development interventions in line with the legislation, directives and resolutions taken (ABET and RPL). Manage the ABET and RPL projects. Manage the implementation of the directives and resolutions. Conduct knowledge assessment for placement of learners. Coordinate and facilitate ABET classes. Research and implement directives, resolutions and new training interventions. Ensure that GPAA employees are informed of such before implementation. Manage the implementation of the mentorship and coaching projects in the GPAA that includes internships, Learnership, In-service training, Talent and Succession Management, Recognition of Prior Learning etc.: Ensure that development programmes are implemented effectively. Support the line managers and recipients of mentoring and coaching. Monitor the progress of the programmes and measure Return on Investment. Address all challenges emanating from the implementation of the programmes. Manage compliance in line with the education and training prescripts that support the training and development environment: Ensure compliance to the quality system as prescribed in the training and development prescripts. Compliance to support training and

	development initiatives. Develop and manage a Management Information System for training and development in the GPAA. Ensure training and development activities are aligned to other human resources processes and systems. Component Management: Effective management of staff and unit performance. Effective management of staff development and training according to PDP. Effective management of risks. Effective management of audit findings. Management of customer satisfaction levels.
<u>ENQUIRIES</u>	: Felicia Mahlaba Tel No: 012 319 1455. Application enquiries: Ms Koena Tibane Tel No: 011 – 941 1953 / 086 1999 960
<u>APPLICATIONS</u>	: It is mandatory to email your application (comprehensive CV and new Z83 signed) to gpaal@phakipersonnel.co.za quoting the reference number in the subject heading of the email.
<u>NOTE</u>	: The purpose of the role is: To manage the Training and Development function in the GPAA. One permanent position for Assistant Director: Human Resource Development is currently available in the HRD Unit of the GPAA.
<u>POST 08/65</u>	: <u>ASSISTANT DIRECTOR: UNCLAIMED BENEFITS-TRACING & RE-ISSUES</u> <u>REF NO: ASD/UBRI/2023/03-3C</u> Finance: Unclaimed Benefits 12 months contract
<u>SALARY</u>	: R393 711 per annum (Level 09), plus 37% in lieu of benefits
<u>CENTRE</u>	: Head Office Pretoria
<u>REQUIREMENTS</u>	: A B Degree / N Dip or a recognized three-year tertiary qualification in Finance with at least four years Financial Management experience of which at least two years involved supervising/management of staff (or at a supervisory level). Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration will be an added advantage. Knowledge of PFMA and National Treasury regulations will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of Financial Management; Knowledge of Strategic Planning; Knowledge of Project Management; Analytical skills; Strong leadership and managerial skills; Finance skills; Planning and Organizing skills; Decision making and problem-solving skills; Communication skills (written and verbal); Customer oriented; Persuasiveness and flexibility; Customer service orientation; Ability to take responsibility; Ability to work under pressure; Ability to delegate; Ability to detect errors; Quality and results oriented; Adhering to business ethics. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.
<u>DUTIES</u>	: The successful candidate will be responsible for a wide variety of tasks which includes the following, but not limited to: Oversee the tracing of unclaimed and unpaid benefits: Establish which benefits can be categorized as unclaimed and which are unpaid based on reports received; Allocate the responsibility for tracing of beneficiaries to relevant staff members; Conduct regular checks to ensure compliance with established policies and procedures related to the tracing of unclaimed benefits; Authorise the requirement for second level tracing by external providers; Manage compliance with established processes and procedures for second level tracing; Assist Admin Officer (Regional Supervisor) and Financial Administrators (Tracers) with processing of cases not traced to unclaimed benefits in accordance with the requirements of specific case; Review unclaimed benefits monthly report; Set up platforms, structures and committees with government departments, communities, churches and social groups that will assist in tracing of unclaimed benefits; Monitor the successes of these platforms and if no success, review and advise on better strategies; Reduce unclaimed benefits cases and amount as indicated on the APP targets; Assist on the implementation of the tracing strategy. Monitor the administration and processing of re-issues: Oversee the processing of journals and general ledger transactions related to re-issuing of

benefits; checking compliance with standard accounting procedures; Ensure that the tracing of beneficiaries for re-issue purposes occurs in terms of relevant processes and procedures; Assess the authenticity of beneficiaries successfully traced; Authorise journal and general ledger transactions on re-issue, confirming the accuracy of figures presented. Ensure the processing of unclaimed benefits and unpaid benefits cases: Conduct regular checks to ensure compliance with established policies and procedures related to the processing of unclaimed and unpaid benefits; Assist Admin Officer and Finance Administrator (Tracer) with processing of cases in accordance with requirements of specific case, particularly cases where complex issues have been identified; Assess the authenticity of beneficiaries successfully traced based on a review of associated documentation; Approve payment of cases prepared by the Administration Officer within specified financial authorization limits; Follow up on payments made to beneficiaries in terms of agreed time frames; Conduct follow up of unclaimed cases in accordance with agreed processes. Implement and maintain internal control processes for the section: Provide strategic inputs on development of internal policies and guidelines; Align internal controls with GPAA policies and Auditor General strategic guidelines; Ensure continued adherence to developed and approved internal controls; Undertake corrective measures on deviation to internal controls; Recommend internal procedures and processes which will improve effectiveness and efficiency of the section and ensure adherence; Research latest trends and developments relating to the section, recommending plans to improve service delivery to the Manager; Provide information for management forums within GPAA, contributing accurate details to enable sound decision making; Undertake and facilitate training on policy. Facilitate the operations of the Unclaimed and Unpaid Benefits Section: Check the integrity of the unclaimed benefits data being captured on the system; make sure that it is reliable and valid at all times; Coordinate daily operational activities to ensure that the area functions effectively and efficiently, achieving S.L.A's and agreed turnaround times; Assist in compiling various communications to be distributed to internal stakeholders, ensuring accuracy and professionalism of communication; Submit reports, reflecting accurate information on beneficiaries successfully traced and achievement of the section's objectives for Manager's reporting. Manage and development of staff: Manage the performance of the unit which involves coaching, mentoring and taking corrective action where required, develop performance standards and evaluate team and individuals; Monitor staff regarding human resources such as leave, recruitment and grievances; Compile the work plans for the unit including the consolidation of the operational plans into the directorate's overall work plan. Provide management support on the administration of Exits and return of unclaimed benefits transactions: Administer all unclaimed benefits where there are no bank accounts; Administer unclaimed benefits returns; Support the undertaking of risk management responsibilities with regards to unclaimed benefits; Support timeous resolution of audit queries related to unclaimed benefits.

- ENQUIRIES** : Mbongiseni Nkosi Tel No: 012 399 2202. Application enquiries: URS Response Handling Tel No: 012 811 1900
- APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 signed) gpaa57@ursonline.co.za quoting the reference number in the subject heading of the email.
- NOTE** : The successful candidates will be based in Head Office Pretoria and each one will oversee different provinces. One will oversee Eastern Cape, KZN, Mpumalanga and Western Cape. One will oversee for Free-State and Gauteng and National Department. One will oversee Northern Cape. Limpopo and North West The purpose of the roles are to assist in the management of the Unclaimed Benefits, Tracing and Re-Issues Accounts. Three positions for Assistant Directors: Unclaimed Benefits-Tracing and Re-Issues: Finance Section are available at the Government Pensions Administration Agency. These positions will be filled as 12 months' contract positions. The successful candidates will be based in Head Office Pretoria and each one will oversee different provinces. One will oversee Eastern Cape, KZN, Mpumalanga and Western Cape. One will oversee for Free-State and Gauteng and National Departments. One will oversee Northern Cape, Limpopo and North West.

<u>POST 08/66</u>	:	<u>ADMINISTRATIVE OFFICER: TRACING (REGIONAL SUPERVISOR)</u> Unclaimed Benefits and Re-Issues (12 months contract)
<u>SALARY</u>	:	R269 214 per annum (level 07), plus 37% in lieu of benefits
<u>CENTRE</u>	:	Based At: Durban, Pretoria Ho, Mafikeng and Polokwane Regional Offices Durban: Ref No: AO/TRUC/DURBAN/2023/03-1C Pretoria: Ref No: AO/TRUC/PTA/2023/03-1C Mafikeng: Ref No: AO/TRUC/MAF/2023/03-1C Polokwane: Ref No: AO/TRUC/POL/2023/03-1C
<u>REQUIREMENTS</u>	:	A recognized three-year tertiary qualification/B Degree/National Diploma in Finance/Accounting (at least 360 credits) with two years appropriate experience within the Finance/ Accounting environment of which at least one year includes exposure in Unclaimed Benefits and Re-Issues (Tracing) or debt collection. Supervisory experience of at least 6 months will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products, which include Word and Excel. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province (applying for) will be an added advantage. The applications of individuals currently residing in the respective provinces may receive preference and targeting the geographical area sourced for. Knowledge of the Treasury Regulations on Pensions Administration; Knowledge of Public Finance Management Act (PFMA); Knowledge of applicable legislation within Unclaimed Benefits and Tracing Section; Knowledge of Government Employees Pension Rules and Legislation; Knowledge of compliance with standard accounting and relevant procedures; Self-management skills; Problem solving skills; Analytical thinking; Time management; Delegation skills; Customer service orientation; Communication skills (written) with the ability to communicate at all levels; Ability to work accurately and independently; Ability to work in a team; Ethical conduct; Deadline driven; Initiative. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.
<u>DUTIES</u>	:	Pro-active stakeholder management: Coordinate the communication with departments of COGTA, DPSA, and Social Development on tracing matters in respective provinces; Manage the unclaimed benefits lists and tracing done by the employer departments in respective provinces; Manage the unclaimed benefits list and tracing done by DPSA, COGTA and Social Development agents (community development workers); Manage the tracing relationships with municipalities in respective provinces; Establish tracing networks with all external parties including public entities. Assist in tracing of unclaimed and unpaid benefit cases: Request and download Unclaimed Benefits accounts to Excel and reconcile; Ensure that Unclaimed Benefit cases are allocated and traced; Identify complex cases and engage the Forensic Unit and the supervisor for solution; Prepare cases for second level tracing, according to specified procedure and requirements; Monitor work done by external service providers on tracing of Unclaimed Benefits; Ensure correct beneficiaries are paid; Engage Forensic department when syndicates are involved in defrauding unclaimed benefits; Minimize the cost of tracing Unclaimed Benefits. Render effective administration of the funds: Provide accurate information for the compilation of budget; Monitor of expenditure of the tracing budget; Compile monthly reports and present to management; Process and authorize journals; Implementation of work plans; Reduce unclaimed benefits to acceptable levels as per the annual performance plan. Ensure compilation and review of cases: Perform reconciliation of unclaimed benefits accounts and review the correctness of the account; Review of traced cases and provide corrections where necessary; Compilation of reports of traced cases; Ensure that the expected target is achieved. Supervision of the staff: Allocate work according to skills and competencies of subordinates; Manage staff performance;

	develop, train and coach; Maintain discipline; and ensure that subordinates are informed about changes in work environment or management decisions.
<u>ENQUIRIES</u>	: Mr Mbongiseni Nkosi Tel No: 012 399 2202 Application enquiries: Ultimate Recruitment Solutions Tel No: 012 811 900
<u>APPLICATIONS</u>	: It is mandatory to email your application (comprehensive CV and new Z83 signed) gpaa58@ursonline.co.za quoting the reference number in the subject heading of the email
<u>NOTE</u>	: The purpose of the roles are to assist in the tracing of beneficiaries to enable the processing of unclaimed and unpaid benefits for GPAA. Four contract positions of Administrative Officers (Regional supervisors) within the Unclaimed and Re-issues Section are currently available at the Government Pensions Administration Agency based in the respective areas as indicated: Durban, Pretoria, Mafikeng and Polokwane Regional Offices.
<u>POST 08/67</u>	: <u>VETTING OFFICER (INVESTIGATOR) REF NO: (VO/PS/2023/03-1P)</u> Physical Security
<u>SALARY</u>	: R269 214 per annum (Level 07) (basic salary)
<u>CENTRE</u>	: Head Office Pretoria
<u>REQUIREMENTS</u>	: A Bachelor's degree or equivalent three-year tertiary qualification (minimum of NQF 6 with at least 360 credits) in Social Sciences/Security Investigation or related areas; At least three years experience in the vetting environment; SSA vetting course will be an added advantage; Extensive experience in and knowledge of applicable legislation with regards to vetting (National Strategic Intelligence Act, MISS, National Vetting Strategy, etc); Short courses in the following will be a distinct advantage: Analysis, Conflict Management, Listening, Interview skills; Valid driver's license of at least 12 months (proof will be requested); Computer literacy that would include a good working knowledge of Microsoft Office especially Word and Excel; Knowledge of interpretation of policies; Knowledge of investigations; Knowledge of risk analysis; Interviewing skills; Communication and listening skills which include verbal communication (report writing); Language proficiency skills (Proficiency in English is a requirement); Ability to work independently; Flexibility; Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.
<u>DUTIES</u>	: The successful candidate will be responsible for the following functions and include, but not limited to: Conduct vetting field-work investigations: Gather relevant information; Conduct proper analysis and quality check on the information; Compile and submit reports to management and SSA on all vetting files and report completed on a regular basis; Conduct vetting investigations in respect of secret and top secret levels. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations: Analyse, research and evaluate all vetting related information; Provide advice and guidelines on the interpretation and application of legislation, policies and procedures; Assist in the development, implementation and maintenance of investigation operating procedures. Provide effective communication channels and systems between the Department and the SSA and other related Agencies: Liaise regularly with SSA, SAPS, SASS, Defence, Home Affairs and other critical stakeholders for advice, assistance and to obtain additional information; Establish and promote relationships with external stakeholders, including, credit information providers, to access information. Administer vetting files and reports: Participation in project and task teams dealing with a variety of subject areas. Administer files and reports completed ensuring quality control and effective and efficient systems and report on all work allocated; Conduct vetting and security related research and development.
<u>ENQUIRIES</u>	: Mbongiseni Nkosi Tel No: 012 399 2202. Application enquiries: Mpho Ngubane Tel No: 011 884 8010/ Aalia Hoosen on Tel No: 011 884 8010

APPLICATIONS

: It is mandatory to email your application (comprehensive CV and new Z83 signed) applicationsgpaa@afrikan.co.za quoting the reference number in the subject heading of the email.

NOTE

: The purpose of the role is to conduct vetting fieldwork investigations in line with the relevant prescripts. One permanent position of Vetting Officer (Investigator) is currently available at the Government Pensions Administration Agency: Physical Security Section – Pretoria Head Office

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

The GTAC is an equal opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible for people with disabilities.

- APPLICATIONS** : Potential candidates may apply online on the GTAC website at <https://www.gtac.gov.za/careers>. Please visit the GTAC website at www.gtac.gov.za for more information. NB only online applications will be acceptable.
- CLOSING DATE** : 17 March 2023 at 12pm
- NOTE** : Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit fully completed and signed Z83 and a detailed Curriculum Vitae. Only Certified copies of qualifications and other relevant documents will be limited to shortlisted candidates which will be submitted to HR on or before the day of the interview. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All shortlisted candidates will be subjected to personnel suitability checks and security vetting in order to confirm employment. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 2 months of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts.

OTHER POST

- POST 08/68** : **GOVERNANCE MANAGEMENT SECRETARIAT REF NO: G05/2023**
Term: permanent
Candidates who previously applied for the position are encouraged to re-apply)
- SALARY** : R331 188 per annum, (Level 08), (excluding benefits), PSR 44 will apply to candidates appointed in the Salary Level.
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Diploma (NQF Level 6) in Public Administration and/or related field. A Post Graduate qualification in Corporate Governance, Risk Management, and/or Compliance Management will be an added advantage. A minimum of 3-5 years' relevant experience in the fields of governance committees secretarial support, as well as governance and compliance administrative support environment preferably in the public service. Competencies Required: Writing and Communication – Fluent in English and able to communicate both in writing (email) and verbally (telephone & Teams and/or Zoom) with a high degree of professionalism, etiquette with colleagues across all levels. Accuracy and attention to detail. Ability to maintain appropriate levels of confidentiality. Excellent organizational, communication and good people skills. Excellent report writing skills Computer Literacy: Knowledge and ability to use computers and technology efficiently (MS Office, Internet, email), including the ability to learn new applications associated with the business. Information Management: The ability to gather, prepare, house and share the organizationally relevant information in a manner that creates easy access and understanding, and that informs and educates the reader regarding the subject. Governance and compliance: Knowledge of King Code on Corporate Governance, Public Service Act, Public Finance Management Act, and related regulations. Strong understanding of governance principles and practices. Ability to communicate and maintain governance, risk and compliance policies, processes, and procedures. Ability to monitor legislation utilizing a wide variety of resources and tools to develop, maintain, monitor, enforce and provide oversight of internal policies and procedures. Resource Planning: Knowledge of work organisation, priority setting and resource requirements determination. The ability to determine short or long-term goals and strategies in line with the applicable framework, Coordinate with other organisations or parts of the organisation to accomplish goals, monitor progress, and evaluate outcomes. Ability to work independently and as part of the team. Strong analytical skills and ability to work under pressure.

DUTIES

: Secretariat support to the Governance Committees: Managing the administration of the relevant processes, coordinating the functions of the governance committees, and liaising between the committees and other stakeholders in GTAC. Preparing and controlling various documents, ensuring accuracy, composing, and preparing correspondence, gathering information, and agendas, preparing and circulating meeting minutes to the relevant stakeholders and ensuring that deadlines are met. High level of interaction with EXCO members and senior managers. Control and organise data and documentation to ensure that the information and documentation is effectively captured, stored, updated and is easily accessible. Coordinate the governance committees administrative and logistical requirements. Tracking and updating actions and preparing trend analysis. Governance and Compliance administrative support: Provide administrative support on the development, facilitation, implementation, and monitoring of the GTAC governance framework including the Delegation of Authority and Governance Committees Terms of Reference, and GTAC policies, processes, and procedures. Manage and monitor GTAC statutory and regulatory reporting requirements. Coordinate approval processes and maintain updated registers of GTAC governance documents and policies. Coordinate and support GTAC governance and compliance education and awareness advocacy campaigns. Information Management administrative support: Coordinate the design of internal controls for the collection, preparation, communication and safeguarding of documents including policies and procedures, business processes, guidelines and templates, any other information supporting the management of governance. Provide administrative support on the management and implementation of the KM frameworks including the lodging of KM documents to the Knowledge Hub and other sites as required. Assist in the planning, coordination and implementation of webinars and other capacity development events. Provide administrative support to management in improving information management systems against the applicable best practices. Quality Assurance: Provide overall quality assurance of all governance related information before it is finalized and submitted for approval, work closely with the GRC team to provide quality control on information, tracking dashboards to ensure accuracy and reliability of information. Coordinate the inter-linkages between the different governance committees to avoid overlaps, correspondence, and action plans, and any other area of related quality assurance support as required.

ENQUIRIES

: Kaizer Malakoane at 066 250 7072
Email: Kaizer.malakoane@gtac.gov.za

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

The College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the College through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference.
(Letaba (TVET) College)

- APPLICATIONS** : Please forward your application, quoting the reference number to: The Acting Principal, Letaba TVET College, Private Bag X 4017, Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered.
- CLOSING DATE** : 17 March 2023 AT 16:00
- NOTE** : Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Applications must be submitted with fully completed new Z83 form indicating correct reference number obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. NB: Foreign applicants should submit the following documents: SAQA Evaluation Certificate, Sace and Quota Work Permit and Police Clearance (only when shortlisted). Re-advertised posts: People who applied before are encouraged to re-apply. Failure to submit the requested documents will result in your application not being considered. Candidates whose appointment will promote representatively in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.

OTHER POSTS

- POST 08/69** : **SENIOR IT TECHNICIAN: PERMANENT REF NO: LET 04/01/2023**
- SALARY** : R331 188 per annum (Level 08)
- CENTRE** : Tzaneen (Central Office)
- REQUIREMENTS** : Grade 12 or equivalent qualification and an appropriate recognised 3-year National Diploma/Bachelor's Degree in Computer Science/Information Technology or any relevant equivalent qualification. At least three years relevant experience in ICT enterprise environment. A+, N+ CCNA or any networking certificate will be an added advantage. Infrastructure; desktop infrastructure support; enterprise antivirus support; VPN Technologies and concept; Virtualisation Technologies; Firewall technologies and principles; Computer and network security principles; Server operating system and ITIL. A valid driver's licence.
- DUTIES** : Administrate and monitor IT security and electronic access. Distribute LAN and WAN access to students and staff according to college policy and needs. Set-up, manage and maintain WAN, LAN, E-mail and internet connections to all the campuses. Troubleshooting, resolving and documenting all ICT related issues. CT software and hardware maintenance. Distribute software and hardware for use by students and staff according to the college's policy and needs. Maintain and monitor the software and hardware system, reports on redundant hardware and software, and advises on updating. Keep up to date with the latest developments of hardware and software in education. Ensure access of intranet in the college. Ensure that the college website is continuously updated with current information. Management of all Human, Financial and other resources of the unit. Network maintenance and administration of core network and server infrastructure and services. Maintenance and monitoring of security environments (patch management, antivirus firewall and intrusion prevention) maintaining virtual server infrastructure and services; Implement appropriate security measures to safe guard data and restrict access appropriately; maintaining messaging

		infrastructure and services; monitoring and maintaining backup; Maintain enterprise infrastructure monitoring and reporting technologies; implementation and support of server operating systems.
<u>ENQUIRIES</u>	:	Mr KL Mojela / Ms PL Mokgobi Tel No: (015) 307 5440
<u>POST 08/70</u>	:	<u>IT TECHNICIAN: PERMANENT REF NO: LET 05/01/2023</u> Re-advertised posts: People who applied before are encouraged to re-apply.
<u>SALARY</u>	:	R269 214 per annum (Level 07)
<u>CENTRE</u>	:	Giyani Campus
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification and an appropriate recognised relevant 3-year National Diploma/Bachelor's Degree in Information Technology (IT)/Computer Science or any relevant equivalent qualification. Two years relevant working experience in ICT environment. Specialization in Software Engineering, Networks, Programming, or IT management, IT Hardware and Software is recommended. Understanding of Desktop, Networking and Voice Communication infrastructure, Program Installations, IT Help Desk operation, Full comprehension of IT first and second line of IT support is recommended. Ability to communicate technical information in a non-technical manner and to work effectively with users with varying levels of expertise. Proven experience in providing all levels of users and application support. Software and hardware support (Windows Microsoft). Any other relevant Certificate will be an added advantage. A valid driver's licence.
<u>DUTIES</u>	:	Provide End-user support. Attend to incidents logged through the service desk. Perform network troubleshooting and support. Maintain user accounts and computer accounts management. Maintain IT asset audit and compile technical reports for faulty IT equipment. Assist in management of Service Desk and Desktop support function services. Setup user account on desktop and laptop (mailbox and windows). Unlocking of password using Admin Pack. Setting up desktop, printers, and data projectors. Monitor wide and local area networks. Detect and repair faults on LAN/ WAN, PC's, peripherals, network points and software. Desktop support. Manage and maintain a virus free network. Liaise with users on request/ faults. Install and support software/ applications. Manage and monitor IP Telephone and Video conferencing. Training of End-users on the Microsoft applications. Assisting with uploading of content on to the website and basic developments. Monitor computers and LAN at the computer Labs.
<u>ENQUIRIES</u>	:	Mr KL Mojela / Ms PL Mokgobi on Tel No: (015) 307 5440
<u>POST 08/71</u>	:	<u>CAMPUS ADMINISTRATOR: PERMANENT REF NO: LET 06/01/2023</u>
<u>SALARY</u>	:	R269 214 per annum (Level 07)
<u>CENTRE</u>	:	Modjadji Campus
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification and an appropriate recognized 3-year National Diploma/Bachelor's Degree in Administration or any relevant equivalent qualification. Two years relevant working experience in an administration environment. Knowledge and understanding of the TVET sector. Knowledge of the Public Service legislations and policies. Experience in using Management Information System (MIS) will be an added advantage. Must be computer literate. A valid driver's licence.
<u>DUTIES</u>	:	Ensure the correct set up of the campus EMIS and to keep up the data capturing functions of the relevant staff. Assist with administrative, financial and personnel control/ monitor campus expenditure according to the approved campus budget. Attend inspection and campus audits and also instate effective control measures to ensure compliance. Supervision of all respective housekeeping functions and staff in respect of grounds and buildings. Maintain the general support services functions to education and training of the college strategic interventions. Liaise with all suppliers of goods and services to the campus to ensure that the procurement requirements are achieved.
<u>ENQUIRIES</u>	:	Mr KL Mojela / Ms PL Mokgobi Tel No: (015) 307 5440
<u>POST 08/72</u>	:	<u>PROVISIONING OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: LET 07/01/2023</u> Permanent
<u>SALARY</u>	:	R269 214 per annum (Level 07)
<u>CENTRE</u>	:	Tzaneen (Central Officer)

<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification and an appropriate recognised 3-year National Diploma/Bachelor's Degree in Financial Management/Accounting. Two years relevant experience in Asset Management and or Supply Chain Management. Must be computer literate. Proven ability to utilize and develop computerized spreadsheets and word processing applications. Proven knowledge of GRAP, Public Finance Management Act, Preferential Procurement Policy Framework Act and Supply Chain Management Guide for Accounting Officer/Authorities, Broad Base Black Economic Empowerment and SCM practices. Experience in the TVET sector and knowledge of pastel will be an added advantage. A valid driver's licence.
<u>DUTIES</u>	:	Perform or develop asset needs assessment, acquisition management, operational and disposal plan. Receive and barcode assets. Update the asset register with additions. Prepare a monthly reconciliation with supporting documents of the assets register and the inventory register to the relevant accounting records and resolve uncleared items. Plan and execute the assets verification, stock counts, investigate and report on variances, make necessary recommendation to resolve discrepancies and update the assets and inventory registers. Execute the implementation of the asset acquisition, maintenance and disposal plans.
<u>ENQUIRIES</u>	:	Mr KL Mojela / Ms PL Mokgobi Tel No: (015) 307 5440
<u>POST 08/73</u>	:	<u>STUDENT SUPPORT OFFICER: PERMANENT REF NO: LET 08/01/2023</u>
<u>SALARY</u>	:	R269 214 per annum (Level 07)
<u>CENTRE</u>	:	Modjadjji Campus
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification and an appropriate recognized 3 - year National Diploma/Bachelor's Degree in Social Work/Psychology/Educational Psychology, People Management or any other relevant equivalent Qualification. Two years relevant working experience in the Student Support Services environment. Experience in student leadership will be an added advantage. Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge of Ethical Regulatory and Legislative Framework. Knowledge and understanding of the Higher Education sector. Good communication and interpersonal skills. Must be computer literate. A valid driver's licence.
<u>DUTIES</u>	:	Provide student support service in line with the Student Support Plan Framework. Establish partnerships to support students. Implement students Work Based Experience/ Exposure (WBE) and Work Integrated Learning (WIL) policies. Monitor the students during the WBE or WIL. Implement the sport, recreation art and culture programs for student in the campus. Facilitate student's governance and student leadership development and exit support program. Compile monthly report on Student Support matters to all levels of College Management. Serve in the relevant committee in the College structures. Any other official duty in line with Student Support matters.
<u>ENQUIRIES</u>	:	Mr KL Mojela / Ms PL Mokgobi Tel No: (015) 307 5440
<u>POST 08/74</u>	:	<u>PLACEMENT OFFICER PERMANENT (X3 POSTS)</u>
<u>SALARY</u>	:	R269 214 per annum (Level 07)
<u>CENTRE</u>	:	Ref No: LET 09/01/2023 (Tzaneen Campus) Ref No: LET 10/01/2023 (Maake Campus) Ref No: LET 11/01/2023 (Giyani Campus)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification and an appropriate recognized National Diploma/ Bachelor's Degree in Business Administration/Public Management/ Marketing/Public Relations or any relevant equivalent qualification. Two years relevant experience in employment services or Administration environment. Knowledge of employment service market. Knowledge of PSET and CET Act. Knowledge of public services prescripts. Knowledge of DHET policies and Industrial operation. Good communication and interpersonal skills. Must be computer literate. A valid driver's licence.
<u>DUTIES</u>	:	Facilitate the placement of students. Conduct job readiness training programmes. Liaison with commerce, industry and other relevant stakeholder. Maintain the student tracking system. Maintain and update employer and student placement database. Develop quality electronic report and statistics. Monitoring and evaluation of work placement practices. Conduct work-based assessment for students.
<u>ENQUIRIES</u>	:	Mr KL Mojela / Ms PL Mokgobi Tel No: (015) 3075440

<u>POST 08/75</u>	:	<u>SUPPLY CHAIN AND ASSET ADMIN CLERK REF NO: LET 15/01/2023</u>
		Permanent
<u>SALARY</u>	:	R181 599 per annum (Level 05)
<u>CENTRE</u>	:	Tzaneen (Central Office)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification and an appropriate recognized National Diploma in Supply Chain Management/ Financial Management/ Accounting/ Auditing or any relevant equivalent qualification. Minimum of one-year experience in Supply Chain Management environment. A successful candidate must have proven knowledge of SCM and Procurement Procedures, Public Finance Management Act, Preferential Procurement Policy Framework Act, SCM Guide for Accounting Officer/Authorities, Broad Base Black Economic Empowerment and SCM Practices. Experience in the TVET Sector will be an added advantage. Must be computer literate and have a valid driver's licence.
<u>DUTIES</u>	:	Receive requirements for goods / services from user departments and log them on a register. Requisition for goods and stationery. Request quotations for valid, accurate and complete requisitions. Follow up with suppliers on outstanding quotations requests, Update register for requisitions received and quotations received. Implement SCM Policies and other outstanding invoices. Issuing books and assets, updating the Bin cards. Assets verification and stock counts.
<u>ENQUIRIES</u>	:	Mr KL Mojela / Ms PL Mokgobi Tel No: (015) 307 5440
<u>POST 08/76</u>	:	<u>RECEPTIONIST: PERMANENT REF NO: LET 16/01/2023</u>
<u>SALARY</u>	:	R151 884 per annum (Level 04)
<u>CENTRE</u>	:	Tzaneen Campus
<u>REQUIREMENTS</u>	:	Grade 12 or NCV level 4 certificate in Office Administration. Excellent communication skills, interpersonal relations, client focus and innovative thinking. Ability to work under pressure with little or no supervision. Adhere to Batho Pele principles. Telephone etiquette and good interpersonal relations. Must be computer literate.
<u>DUTIES</u>	:	Render general administrative support services to the campus and staff including typing of documents, electronic and manual filing, data capturing, making and receiving calls/faxes, provide clerical support and perform reasonable task allocation
<u>ENQUIRIES</u>	:	Mr KL Mojela / Ms PL Mokgobi Tel No: (015) 307 5440
<u>POST 08/77</u>	:	<u>DRIVER/ MESSENGER: PERMANENT REF NO: LET 17/01/2023</u>
<u>SALARY</u>	:	R151 884 per annum (Level 04)
<u>CENTRE</u>	:	Tzaneen (Central Office)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Must be able to communicate in English (read, write and speak). Must be physically fit and healthy. Must have a valid driver's licence as well a valid Professional Driver's Permit (PDP). Must be able to read maps and use a GPS or other similar applications. Must have at least one year driving experience. Must be able available to work flexi hours.
<u>DUTIES</u>	:	Collect and deliver and distribute documents and articles. Drive students and staff members. Ensure that the itinerary of campus vehicles is completed. Daily inspections to ensure that the vehicles are roadworthy and report damage to the vehicle. Complete monthly transport reports. Ensure that vehicles are kept clean. Report all defects to Supervisor. Keep records on licence renewals and due services.
<u>ENQUIRIES</u>	:	Mr KL Mojela / Ms PL Mokgobi Tel No: (015) 307 5440
<u>POST 08/78</u>	:	<u>CLEANER: PERMANENT REF NO: LET 18/01/2023</u>
<u>SALARY</u>	:	R107 196 per annum (Level 02)
<u>CENTRE</u>	:	Modjadji Campus
<u>REQUIREMENTS</u>	:	A Grade 10 or equivalent qualification. Applicants should be committed, hardworking and must be able to work long hours and under pressure. Applicants must have good interpersonal relations and verbal communication skills. Be able to speak at least English language.
<u>DUTIES</u>	:	Maintaining the cleanliness of the buildings by performing various cleaning duties which includes but not limited to dusting and waxing office furniture; sweeping, scrubbing and waxing of floors, vacuuming and shampooing floors;

cleaning walls, windows and doors; collecting and removing of waste papers; freshen the office areas, clean the college kitchen and basins; wash and pack kitchen utensils. Empty and wash waste bins and send recyclables to disposal area.

ENQUIRIES

: Mr KL Mojela / Ms PL Mokgobi Tel No: (015) 307 5440

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<u>CLOSING DATE</u>	:	20 March 2023
<u>NOTE</u>	:	Interested applicants must submit their applications for employment to the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

<u>POST 08/79</u>	:	<u>DIRECTOR: LEGAL ADMINISTRATION AND ADVOCACY REF NO: 2023/13/MP</u>
<u>SALARY</u>	:	R1 105 383 – R1 302 102 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Mpumalanga Provincial Office: Nelspruit
<u>REQUIREMENTS</u>	:	An LLB or appropriate equivalent undergraduate legal qualification (NQF Level 7); 5 years experience at middle/senior managerial level; Nyukela certificate (Certificate for Entry into the Senior Management Service) from the National School of Government; Relevant work experience in the field of law, court administration/management environment; In-depth knowledge of International law and relations and understanding of the Constitution; In-depth practical experience in legislative drafting; Knowledge of Constitutional law cases, criminal, civil and family law cases; Knowledge of all relevant government prescripts, including Treasury Regulations. Skills and Competencies: Strategic Capabilities and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication skills (written and verbal); Honesty and Integrity.
<u>DUTIES</u>	:	Key Performance Areas: Manage the provision of legal administration and statutory appointment; Manage family law services (Maintenance, Child Justice and Intermediary); Manage language and interpreting services in the regions; Facilitate the promotion and awareness of justice related services; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms DCM Knoop Tel No: (013) 753 9359
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to; Postal address: The Provincial Head, Department of Justice & Constitutional Development; Private Bag X 11249; Nelspruit; 1200 OR 4 TH Floor Nedbank Building; 24 Brown Street; Nelspruit; 1200
<u>NOTE</u>	:	People with disabilities are highly encouraged to apply

OTHER POSTS

<u>POST 08/80</u>	:	<u>DEPUTY DIRECTOR: SECURITY AND RISK MANAGEMENT REF NO: 23/2023/WC</u>
<u>SALARY</u>	:	R766 584 – R903 006 per annum, (all-inclusive remuneration package). (The successful candidate will be required to sign a performance agreement).
<u>CENTRE</u>	:	Regional Office, Cape Town
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by SAQA in Safety and Security and registered with PSIRA or NOSA or SSA; 3 years experience in security management work environment at managerial (Assistant Director) level; Knowledge and understanding of Security Management related legislation and policies, Security Management frameworks and guidelines, Knowledge of the MISS 1998, Control of Access to Public premises and Vehicle Act, 1985 (Act No.53 of 1985), Control of Access to Public Premises and Vehicle Act, 1985 (Act No.53 of 1985; Knowledge and understanding of the Public Service statutory frameworks; Project management, Financial Management and regulatory framework/guidelines, prescripts, the Public Service Act, the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, the Public Finance Management Act, Government initiatives and decisions, etc. Skills and Competencies: Applied strategic thinking, Applied technology, Budgeting and financial management, Communication and information management, Continuous improvement, Citizen focus and responsiveness, Developing others, Diversity management, Problem solving and decision making, Project management, Team leadership.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate security operations; Coordinate and conduct security risk management assessment and reports; Monitor security contract performance; Coordinate the provision of close protection, special events and cash-in-transit services; Coordinate the provision of information security and vetting services; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms N Bekwa Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	Please forward your application to: Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5 th Floor, Norton RoseHouse, Cape Town
<u>FOR ATTENTION</u>	:	Ms L Keyster
<u>POST 08/81</u>	:	<u>SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6): REF NO: 37/23EC</u>
<u>SALARY</u>	:	R533 631 – R1 247 166 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	State Attorney, Port Elizabeth
<u>REQUIREMENTS</u>	:	An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years' appropriate post qualification legal/ litigation experience; A thorough knowledge of legal practice, office management, accounting systems and trust accounts; The right of appearance in the High Court of South Africa; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Conveyancing experience will be an added advantage; A valid driver's license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail; Ability to maintain interpersonal relations.
<u>DUTIES</u>	:	Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Courts, Land Claims, CCMA, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration; Register trust and debt collection; Provide supervision and training to other professional staff.
<u>ENQUIRIES</u>	:	Mr A Jilana Tel No: (043) 702 7000 / 7010
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200
<u>POST 08/82</u>	:	<u>OFFICE MANAGER REF NO: 35/23EC</u>
<u>SALARY</u>	:	R393 711 – R463 764 per annum. The successful candidate will be required

		to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Master of The High Court, Grahamstown
	:	A 3 years National Diploma/ Degree in Public Administration, Human Resources Management, Administration or Business Administration at NQF level 6; A minimum of 3 years' relevant experience in Administration at supervisory level; Knowledge and understanding of the Constitution, Public Finance Management Act (PFMA) and regulatory framework/guidelines and prescripts, Procurement directives and procedures; Knowledge and understanding of DFI and Treasury Regulations; Knowledge of the departmental policy and prescripts. Skills and Competencies: Applied strategic; Budgeting and financial management; Computer literacy (MS Office); Communication and information management; Citizenship focus and responsiveness; Diversity management; Impact and influence; Sound interpersonal relations; Planning and organizing skills; Problem solving and leadership skills; Project management.
<u>DUTIES</u>	:	Key Performance Areas: Manage finance, human resource, and procurement of goods and services; Manage documents for registry support services; Undertake policy or line function tasks as required; Coordinate external strategic alliances between the office and other stakeholders; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr A Jilana Tel No: (043) 702 7000 / 7010
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200
<u>POST 08/83</u>	:	<u>ASSISTANT DIRECTOR: THIRD PARTY FUNDS REF NO: 36/23EC</u>
<u>SALARY</u>	:	R393 711 – R463 764 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office: Eastern Cape
	:	An appropriate Degree/Diploma in Financial Management or equivalent qualification, with Accounting as a major subject; A minimum of 3 years working experience in a finance environment at supervisory level; A valid driver's license. Knowledge of Public Financial Management Act (PFMA) and National Treasury Regulations, Knowledge of Justice Administered Act, Regulations; GRAP, Financial Instruction and Directives, Knowledge of Departmental TPF system. Skills and Competencies: Planning and organizing, Ability to implement internal systems and controls; Problem solving skills and analysis, Listening skills, Team work, communication skills (written and verbal), Computer literacy (MS Office with focus on Excel and PowerPoint), Customer focus and responsiveness, Ability to work under pressure, Ability to work in a team and independently, Creative and Innovation skills, Financial management skills.
<u>DUTIES</u>	:	Key Performance Areas: Manage sound financial management of the Third – Party Funds (TPF), Provide financial support and advice to Provincial Office and Magistrate Offices in the Province, Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr A Jilana Tel No: (043) 702 7000 / 7010
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200.
<u>POST 08/84</u>	:	<u>ASSISTANT STATE ATTORNEY (LP3-LP4): (X2 POSTS)</u>
<u>SALARY</u>	:	R315 153 – R885 546 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	State Attorney: Mthatha Ref No: 34/23EC
<u>REQUIREMENTS</u>	:	State Attorney: Port Elizabeth Ref No: 33/23EC
	:	An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years' appropriate post qualification legal/litigation experience; Right of appearance in the High Court of South Africa; A valid driver's license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Strategic and conceptual orientation; Communication skills (written and verbal); Problem solving and conflict management.
<u>DUTIES</u>	:	Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Courts, Land Claims Court and CCMA, Draft and/or settle all types of agreements on behalf of the various clients; Render legal opinions and advice; Handle all forms of arbitration, including inter-

		departmental arbitration and debt collection. Represent the department in all matters of arbitration proceedings.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr A Jilana Tel No: (043) 702 7000 / 7010
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number
<u>POST 08/85</u>	:	<u>SENIOR COURT INTERPRETE: REF NO: 29/23EC</u>
<u>SALARY</u>	:	R269 214 - R317 127 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate, Whittlesea
	:	Grade 12 with 10 years' practical experience as a Court Interpreter or a Grade 12 certificate with a National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5 and a minimum of 3 years' practical experience as a Court Interpreter; Proficiency in English and two or more indigenous languages (preference will be given to languages used in area and sign language); A valid driver's license. Skills and Competencies: Good communication (written and verbal); Interpersonal relations; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Interpret in court of law (Criminal and Civil cases); Interpret in confessions, commissions and tribunals and family law; Translate legal documents and documentary exhibits used in court; Utilized in more serious cases; Perform any other duties that may be assigned to in terms of rationalization of office.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr A Jilana Tel No: (043) 702 7000 / 7010
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200
<u>NOTE</u>	:	Applicants will be subjected to a language test – speak, read and written
<u>POST 08/86</u>	:	<u>SENIOR HUMAN RESOURCES OFFICER REF NO: 23/13/FS</u>
<u>SALARY</u>	:	R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office, Bloemfontein
	:	A grade 12 or equivalent; A minimum of 3 years relevant experience. Skills And Competencies: Computer literacy (MS Word, Excel, Outlook and PERSAL); Good communication (written and verbal) skills; Ability to work correctly, neatly and under pressure; Perusal and analysis of audit reports and management comments; and Facilitation and minutes – taking skills.
<u>DUTIES</u>	:	Key Performance Areas: Implement transactions in respect of Recruitment and Selection, Transfers, Promotions, Probations, Pay/Grade Progression, Appointments, Payment of Casual Interpreters and maintenance of the Establishment; Provide general administrative support in performance management and condition of service benefits; Supervise the implementation of Human Resource functions; Check and approve transactions of PERSAL; Provide monthly statistics of HR functional matters and analyze reports; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Dywili Tel No: (051) 407 1800
	:	Quoting the relevant reference number, direct your application to: The Director: HR, Private Bag X 20578; Bloemfontein, 9300 or hand delivered at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein 9300.
<u>POST 08/87</u>	:	<u>ASSISTANT MASTER - MR3-MR5 REF NO: 32/23EC (X2 POSTS)</u>
<u>SALARY</u>	:	R268 755 – R953 979 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Master of The High Court, Grahamstown
	:	LLB Degree or four years recognized legal qualification; At least two years' appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional field and services provided by Master of the High Court. Skills and Competencies: Estate duties; Case flow management; Trust; Administration of estates; Legal research and drafting; Planning and organizing; Dispute Resolution; Time management;

<u>DUTIES</u>	:	Communication skills; Ability to work under pressure and independently in a highly pressurized environment; Computer literacy (MS Office).
	:	Key Performance Areas: Manage the administration of Deceased Estates, Insolvent Estates, Trust and Curatorship; Provide strategic direction to the office; Monitor the implementation of departmental policy, procedures and legislations; Manage the operations regarding the Guardian's Funds and resources in the office.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr A Jilana Tel No: (043) 702 7000 / 7010
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200.
<u>POST 08/88</u>	:	<u>SOCIAL WORKER/FAMILY COUNSELLOR (GRADE 1) REF NO: 30/2023/FA/WC</u>
<u>SALARY</u>	:	R269 301 – R312 186 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Office of The Family Advocate, George
	:	Bachelor's Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP (SA Council for Social Service Profession); Appropriate experience in social work after registration as Social Worker with the SACSSP; Knowledge and experience in Mediation; Court experience in rendering expert evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Children's Act, Maintenance Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction); A valid drivers' license. Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and recommendations to the best interest of the children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Conduct inquiries, interview parties and source references in family law disputes to townships and rural are.
<u>ENQUIRIES APPLICATIONS</u>	:	Advocate J Gerber Tel No: (044) 802 4200
	:	Please forward your application to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5 th Floor Norton Rose House, Cape Town
<u>NOTE</u>	:	Shortlisted candidates will be required to submit proof of registration with SACSSP and service certificates of appropriate experience in Social Work after registration as Social Worker with SACSSP. Candidates whose name appear on Part B of the Child Register as mandated by Section 123(5) of the Children's Act, 2005 need not apply.
<u>POST 08/89</u>	:	<u>ESTATE CONTROLLER – EC1: REF NO: 38/23EC</u>
<u>SALARY</u>	:	R207 429 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Master of The High Court, Port Elizabeth
	:	An LLB degree or recognized four years' legal qualification. Skills and Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Administer deceased and Insolvent Estates, Curatorship's, Trusts and all aspects related to the administration thereof; Determine and asses' estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr A Jilana Tel No: (043) 702 7000 / 7010
	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.

<u>POST 08/90</u>	:	<u>MAINTENANCE OFFICER (MR1 – MR5): REF NO:22/23EC</u>
<u>SALARY</u>	:	R201 387 – R510 435 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate, Mount Frere: (Will also be responsible to work at other offices in the Alfred Nzo district)
<u>REQUIREMENTS</u>	:	LLB Degree or a four year recognized legal qualification; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Numeracy skills; Excellent communication skills (verbal and written); Extensive knowledge of the maintenance system and family law matters.
<u>DUTIES</u>	:	Key Performance Areas: Manage duties or functions of a Maintenance Officer in terms of the Maintenance Act; obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders; Compile statistics and perform any other administrative functions as required.
<u>ENQUIRIES</u>	:	Mrs. L de Kock Tel No: (043) 702 7000 / 7130
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200
<u>FOR ATTENTION</u>	:	Ms L Keyster

DEPARTMENT OF MINERAL RESOURCES AND ENERGY

The Department of Mineral Resources and Energy (DMRE) is an equal opportunity; affirmative action employer and it is its intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity will therefore receive preference. An indication in this regard will be vital in the processing of applications. People with disabilities and women are encouraged to apply

<u>APPLICATIONS</u>	:	Please forward your application, quoting reference, addressed to: The Director-General, Department of Mineral Resources and Energy, Private Bag X59, Arcadia, 0007. Application may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman alternatively to Matimba House Building 192 Visagie Street Corner Paul Kruger & Visagie Street Pretoria. General enquiries may be brought to the attention of Ms T Mothoagae 012 444 7737 / Mr P Ndlovu 012 406 7506/ Ms M Palare 012 406 7426
<u>CLOSING DATE</u>	:	17 March 2023
<u>NOTE</u>	:	Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of the Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from www.gov.za and www.dpsa.gov.za . All sections of the Z83 must be completed (In full, accurately, legibly, honestly, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. 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. Certified copies of qualifications and other relevant documents from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants are required to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) on application. Job applicant for SMS positions should note that all shortlisted candidates for SMS posts will be expected to prepare themselves for a technical exercise(s) as part of the Interviews. After the interviews the selection panel will recommend candidates to attend a generic managerial competency assessment. If an invitation for an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. With regard to SMS posts, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: https://www.thensg.gov.za . Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. The Department reserves the right not to fill any advertised post at any stage of the recruitment process.

MANAGEMENT ECHELON

<u>POST 08/91</u>	:	<u>DIRECTOR: MINE SAFETY REF NO: DMRE/2332</u>
<u>SALARY</u>	:	R1 105 383 per annum (Level 13), (all-inclusive package)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Bachelor Degree (Mining Engineering, Electrical/Mechanical Engineering or relevant (NQF Level 7) PLUS Certificate for Mine Environment or Mine Manager's Certificate of Competency/or Mine Surveyor's Certificate of Competency with minimum of 5 years middle/senior management experience in Mining or related PLUS the following competencies Knowledge of: In depth

understanding and knowledge of the Mine Health and Safety, Knowledge of the policy regime affecting the minerals and mining industry; Government policy and legislation Skills: Problem solving, Communication (Verbal , written, liaison), Influencing skills, Negotiation skills, Proven management skills, Management & Organisation skills, Advanced analytical skills, Good interpersonal relations at all levels, Conflict management skills, Creativity and innovation, Numerical, Organising and Coordinating, Facilitation and implementation, Financial management, Negotiation and Consultation skills, Problem solving and analysis, Strategic capability and leadership, Change management; Thinking Demands: Creative/Innovative thinker, Logical, Objective, Accurate, Diplomatic.

- DUTIES** :
- Ensure/provide specialist advice/information in respect of occupational safety related matters as well as the status of occupational safety in the mining industry. Ensure research and benchmarking of the status of occupational safety in the mining industry with international counterparts/countries in order to identify training and policy needs. Ensure quality assurance of the Mine Health and Safety Inspectorate processes and outputs (eg. inspections, audits, investigations and enquiries). Ensure /Assist with the technical aspects of standards, legislation and specifications. Manage the collection, storage and dissemination of information. Chair/participate in various statutory and other committees/forums. Manage Directorate. Recommendation/Note: No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests. This is a re-advert, candidates who are applied previously are encouraged to re-apply.
- ENQUIRIES** :
- NOTE** :
- Mr X Mbonambi Tel No: 082 787 3369
- Indian, Coloured male and persons with disability are encouraged to apply.

OTHER POSTS

POST 08/92 : **INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2333**

SALARY : R766 584 per annum (Level 11), (all-inclusive package)

CENTRE : North -West Region

REQUIREMENTS :

National Diploma in Mining Engineering (NQF Level 6) PLUS Mine Manager's certificate of competency with minimum of 3 years' experience in the mining. Driver's License Plus the following competencies Knowledge of: Practical and theoretical knowledge of mining. Legal knowledge. Departmental Directive. Public Service Act and Regulations. Personnel code directives Skills: Team-work. Loyalty towards work. Innovative thinker. Dedication. Receptive to suggestions and ideas. Quality control. Compliance with rules and regulations. Discipline, work ethics, financial control. Self-confidence and acceptability. Tactfulness. Organisational ability, intolerance to waste-money time. Thinking Demands: Good inter-personal relations, communication verbal and oral organisational ability control, interpretation and application of legal matter and policies. Teamwork. Training, negotiation, adaptability, conflict handling and computer literacy.

DUTIES :

Conduct and report on underground shaft and surface audits and inspections on matter relating to ground stability, support, explosive, blasting operations, and other matters relating to mine safety and take the necessary enforcement action where necessary. Investigate and report on mine related accidents, contraventions and complaints as well as the analyses of mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary board of examiners. Investigate, consult and provide input on mine closures, prospecting rights, mining rights and permits, EMPs and township development. Provide inputs to regional reports, revision of mining regulations, guidelines and standard, and applications of exemptions, permissions and approvals related to mining.

ENQUIRIES :

NOTE :

Mr T Doyle Tel No: 082 445 6894

Indian, Coloured male and persons with disability are encouraged to apply.

POST 08/93 : **INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2334**

SALARY : R766 584 per annum (Level 11), (all-inclusive package)

<u>CENTRE REQUIREMENTS</u>	:	Limpopo Region (Polokwane)
	:	National Diploma in Electrical or Mechanical Engineering (NQF level 6) PLUS Certificate of Competency for Mechanical or Electrical Engineering, Valid driver's licence with minimum of 3 years in the mining Knowledge of: Mine Health and Safety Act and Regulation and Legal proceedings. Mining engineering – Mine equipment e.g., Winder, Boilers, plants. Hazard identification and risk management. Public Service Staff Code. DMR Policy Skills: Ability to interpret and apply Mine Health and Safety Act. DMR Policy and staff codes. Management Skills, Planning, Leading, Organisational and Controlling Skills. Report writing and Formulation. Good interpersonal relations. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer Skills Thinking Demand: Innovative thinker. Innovative thinker. Analyse situations carefully, Make fair and reasonable decision. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations, Dynamic Personality.
<u>DUTIES</u>	:	Conduct and report on underground, shaft and surface audits and inspection on plants, structures, track bound trackless mining equipment and electrical distribution system and take the necessary, enforcement action where necessary. Investigate and report on mine related accidents, contraventions and complaints as well as analysis mine accidents and trends to determine high risk mining operations and take appropriate action. Test and license and report thereon of equipment on mines i.e. Winder lift, chairlifts, boilers and conduct statutory inspections. Serve on any necessary boards of examiners. Investigate, conduct and provide of input on mine closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs to regional reports, revision of machinery regulations, guideline and standard and applications of exemptions, permission and approvals and provide managerial activities.
<u>ENQUIRIE NOTE</u>	:	Mr. SM Jivhuho Tel No: (015) 287 4705
	:	Indian, Coloured and White female are encouraged to apply
<u>POST 08/94</u>	:	<u>INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2335</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R766 584 per annum (Level 11), (all-inclusive package)
	:	Eastern Cape Region, Port Elizabeth
	:	National Diploma in Mining Engineering (NQF Level 6) PLUS Mine Manager's certificate of competency with minimum of 3 years' experience in the mining. Driver's License Plus the following competencies Knowledge of: Practical and theoretical knowledge of mining. Legal knowledge. Departmental Directive. Public Service Act and Regulations. Personnel code directives Skills: Team-work. Loyalty towards work. Innovative thinker. Dedication. Receptive to suggestions and ideas. Quality control. Compliance with rules and regulations. Discipline, work ethics, financial control. Self-confidence and acceptability. Tactfulness. Organisational ability, intolerance to waste-money time. Thinking Demands: Good inter-personal relations, communication verbal and oral organisational ability control, interpretation and application of legal matter and policies. Teamwork. Training, negotiation, adaptability, conflict handling and computer literacy.
<u>DUTIES</u>	:	Conduct and report on underground shaft and surface audits and inspections on matter relating to ground stability, support, explosive, blasting operations, and other matters relating to mine safety and take the necessary enforcement action where necessary. Investigate and report on mine related accidents, contraventions and complaints as well as the analyses of mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary board of examiners. Investigate, consult and provide input on mine closures, prospecting rights, mining rights and permits, EMPs and township development. Provide inputs to regional reports, revision of mining regulations, guidelines and standard, and applications of exemptions, permissions and approvals related to mining.
<u>ENQUIRIES</u>	:	Mr T Doyle at 082 445 6894
<u>POST 08/95</u>	:	<u>ASSISTANT DIRECTOR: MINING AND MINERAL POLICY REF NO: DMRE/2337</u>
<u>SALARY CENTRE</u>	:	R491 403 per annum (Level 10)
	:	Head Office, Pretoria

<u>REQUIREMENTS</u>	:	Degree in Natural Science (Chemistry, Applied Chemistry, Environmental/ Chemistry) Engineering (Chemical/ Metallurgy, Geology/ Chemical Mining/ Environmental Science / Geology/ Geochemistry / Energy Studies/LLB / B com Law, (NQF 7) Tertiary qualification in policy development would be added advantage with a minimum of 3 years' experience in the mining and mineral sector PLUS the following competencies, Knowledge: Knowledge of Policy Development Process, detailed knowledge of petroleum sector. project management. financial management. Policies/ laws governing petroleum sector. Knowledge of the minerals and mining industry. Knowledge of the policy regime affecting the minerals and mining industry. Government policy and legislation. Public administration and management Skills: Leadership. Management. Planning and organising. Project Management. Communication (written and verbal) skills. Policy analysis and development. Computer. Presentation skills and interpersonal skills, communication (verbal, written , liaison), influencing skills, negotiation skills thinking demands: Problem solving. Innovate. Analytical. Creativity. Critical thinking logical.
<u>DUTIES</u>	:	Identify, develop and review exiting/ new policies on mining and mineral sector. Conduct secondary research on mining and mineral policy related matters. Identify, consult, and collaborate/ engage with relevant stakeholders and conduct public hearing for public inputs on proposed mining and mineral policies. Conduct mining and mineral policy presentations and represent the department at various forums or workshops mining sector policy related matter. Dissemination information and raise awareness on mining and mineral policy related developments/trends. Monitor and report on the implementation of energy policies and legislations. Provide managerial activities.
<u>ENQUIRIES</u>	:	Ms S Mamogale Tel No: 012 444 3838
<u>NOTE</u>	:	Indian, Coloured or White males and persons with disability are encouraged to apply.
<u>POST 08/96</u>	:	<u>ASSISTANT DIRECTOR: MINERAL LAWS ADMINISTRATION REF NO: DMRE/2338</u>
<u>SALARY</u>	:	R491 403 per annum (Level 10)
<u>CENTRE</u>	:	North-West Region, Klerksdorp
<u>REQUIREMENTS</u>	:	Bachelor's degree / B-Tech Degree/ Advance Diploma in Law or LLB (NQF level 7) and Valid Driver's licence with minimum of 3 years 'experience in the industry Knowledge of: Basic Knowledge of the MPRDA. Basic Knowledge of previous mineral legislation. Basic knowledge of administration procedures. Basic knowledge of Departmental policy i r o Mineral Regulation. Basic knowledge of computer programs. Skills: Ability to write reports. Ability to write submissions. Ability to communicate (written and oral) Ability to act as mediator between (aggressive) parties Thinking Demands: Ability to think when exposed to demanding situations.
<u>DUTIES</u>	:	Administer the administrative process for each right or permit application in compliance with the Law. Research potential conflict between applications, prior rights, and land usage to advise in the decision -making process. Ensure the arrangements for the payment of royalties and prospecting fees to the state in accordance with the law. Identify illegal prospecting and mining operations and take appropriate corrective action where required. Ensure/Process surface usage applications and evaluate surface utilization in relation to the exploitation of mineral (only where Economic Development Sub Directorate has not been established). Assist clients through the process of administrative justice. Provide managerial activities.
<u>ENQUIRIES</u>	:	Ms T Ntjoboko Tel No: (018) 487 4300
<u>NOTE</u>	:	Indian, Coloured or White males and persons with disability are encouraged to apply.
<u>POST 08/97</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: DMRE/2339</u>
<u>SALARY</u>	:	R491 403 per annum (Level 10)
<u>CENTRE</u>	:	Limpopo Region, Polokwane
<u>REQUIREMENTS</u>	:	National Diploma in Administrative or Financial fields (NQF Level 6), Driver's licence with a minimum of 3 years' experience in the industry and Public Service Sector environment PLUS the following competencies Knowledge: Knowledge and understanding of legislation, policies, and work procedures. Knowledge of the mining industry. Knowledge of the Public Service Legislation including PFMA. Background knowledge of MPRDA i r o applications, royalty/

		prospecting fee payments and financial provisions Skills: Organisational and communication skills. Computer and management skills. Numeracy and financial management skills. Internal audit skills Thinking Demands: Decision Making. Information evaluation. Creativity. Have experience in both creditors and debtor's functions. Analytical thinker.
<u>DUTIES</u>	:	Assist the Regional Manager to manage and control budget expenditure in the region. Manage an enquiry service/ helpdesk to ensure efficient service delivery in the region. Provide an administrative management service in terms of Supply Chain Management, Human Resource related matters, risk management, facility management and events management. Manage both revenue and financial provision collection, recordkeeping and management control systems. Manage the receiving and recording of applications in terms of the Mineral Petroleum Resource Development Act. Ensure that access to information requests are handled in line with the prescripts. Manage and maintain an effective registry service to Regional Office. Provide managerial activities.
<u>ENQUIRIES</u>	:	Mr A Mulaudzi Tel No: (015) 247 4742
<u>NOTE</u>	:	Coloured or White males are encouraged to apply
<u>POST 08/98</u>	:	<u>ASSISTANT DIRECTOR: INVESTIGATIONS AND INFORMATION SECURITY REF NO: DMRE/2340</u>
<u>SALARY</u>	:	R393 711 per annum (Level 09)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	National Diploma in Security Management/ Administration, Criminal Justice, Law, Policing, Corrections Management, Forensic Science and Technology (NQF Level 6), drivers' licence, with a minimum of 3 years' experience in junior managerial level in information security management Knowledge: Knowledge of Departmental policies, MISS document, Security Risks, Investigative knowledge Skills: Problem solving and analysis. Decision making. Programme and project management. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication skills. Computer skills. Delegation and development of others. Planning, organising and execution. Ability to manage conflict. Diplomacy, language proficiency. Listening skills and sight Thinking Demands: Analytical thinking and creativity.
<u>DUTIES</u>	:	Develop and implement departmental information security policies, guidelines, and procedure in compliance with the MISS and legislations. Investigate security breaches, conduct threats and risk assessment within the Department and advise on the corrective measures. Conduct audit information and security systems and advise management accordingly. Ensure effective security document management and conduct information security training awareness with respect to Minimum Information Security Standards (MISS) and classified documents within the Department. Co-ordinate Technical Surveillance (TSCM) for the client, residence, offices, and vehicle. Provide managerial activities.
<u>ENQUIRIES</u>	:	Mr ED Shilaluke Tel No: (012) 444 3156
<u>NOTE</u>	:	Indian, Coloured or White female and persons with disability are encouraged to apply
<u>POST 08/99</u>	:	<u>LEGAL ADMINISTRATIVE OFFICER REF NO: DMRE/2336</u>
<u>SALARY</u>	:	R268 755 – R367 785 per annum (MR3-5)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	LLB degree or equivalent four-year legal qualification (NQF level 7) with 2 years post qualification Legal experience (Salary Notch will be determined in accordance with experience in terms of the ODS Legal Qualified Professionals) Knowledge: legislation, DMRE policies and Acts, Public Service Acts and legislation, Legal drafting and interpretation, Research, Court procedures Skills: Good communication skills, Diplomacy, Negotiation skills, Presentation skills, Research and Analytical skills, Computer skills Thinking Demands: information evaluation. Decision making. Problem solving.
<u>DUTIES</u>	:	Draft, review and amend legislation, agreements, policies, and other legal documents. Conduct research and provide legal advice or opinions. Administer the process of appeals. Facilitate and monitor the process of litigation. Co-ordinate the process of access to information.
<u>ENQUIRIES</u>	:	Ms R Harris Tel No: (012) 444 3933

NOTE

: Coloured and white males are encouraged to apply. Recommendation: Written assessment will be conducted.

NATIONAL SCHOOL OF GOVERNMENT

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



- APPLICATIONS** : Postal: The Principal: National School of Government, Private Bag X759, Pretoria, 0001 or use e-mail I indicated for each post. Should you submit your application and CVs to the address not as specified, your application will be regarded as lost and will not be considered. Applicants are encouraged to apply via the e-recruitment system. Suitably qualified, dynamic, passionate, and experienced persons are invited to apply for the vacant permanent positions. Applicants are requested to visit the NSG website at www.thensg.gov.za or www.dpsa.gov.za for information on the requirements and duties of the position.
- FOR ATTENTION** : Enquiries: Kindly contact Mr Mpho Mugodo Tel No: (012) 441-6017 or Mr Thabo Ngwenya, Tel No: (012) 441-6108.
- CLOSING DATE** : 17 March 2023 at 16h00.
- NOTE** : Applications must consist of: A fully completed and signed new Z83 form with a comprehensive CV containing contactable references. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. The relevant reference number must be quoted in the application form. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Shortlisted candidates for non-SMS post might be subjected to a technical exercise for the post (s) All appointments are subject to personnel suitability checks such as security vetting, citizen verification, financial records check, and qualifications verifications. Applications who do not comply with the above-mentioned requirements as well as applications received late, will not be considered. The selection process of the SMS post will be in line with the Senior Management Service requirements. The successful candidate will be expected to sign a performance agreement within three months from the date of assumption of duties and to disclose particulars of all registrable financial interests within a month. The selection process will be in line with the NSG Recruitment and Selection Policy and other prescripts. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its employment equity targets. It is the Department's intention to promote equity (race, gender, and disability) through the filling of this post. The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for being considered for this SMS post. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>

MANAGEMENT ECHELON

- POST 08/100** : **DIRECTOR: ETD PRACTITIONER PROFESSIONALISATION REF NO: NSG 01/2023**
Job purpose: To manage the professionalisation of education, training, and development practitioners who deliver ETD interventions for or on behalf of the National School of Government.
- SALARY** : R1 105 383 per annum, (An inclusive remuneration package commencing) comprising basic salary (70% of package), contribution to the Government Employee Pension Fund (15% of basic salary level 13).
- CENTRE** : Pretoria.
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a tertiary qualification at NQF level 7 in the field of Education, Training & Development, Management Studies, Human and Social Studies. A post-graduate qualification in, instructional design or capacity development related will be an added advantage. Registration with a relevant professional body will also be an added advantage. Pre-Entry Programme (Nyukela). Experience: 5 years'

experience at a middle/senior managerial level in curriculum development, instructional design, education, capacity development environment. Knowledge: In-depth knowledge of and experience in instructional methodologies and facilitation for online, virtual and face to face modes of delivery. Knowledge of decolonizing, transformational and participatory pedagogies. In-depth knowledge of public sector landscape and capacity building needs. Knowledge and understanding of the Constitution of the Republic of South Africa and public sector legislation (including Public Service Act, Public Administration Management Act, Municipal Systems Act, Municipal Structures Act, Skills Development Act, Public Finance Management Act, Municipal Finance Management Act, National Qualifications Framework, Higher Education and Training Act, Further Education and Training Act). Knowledge of professional bodies and regulatory body requirements (e.g., South African Qualifications Authority, Quality Council for Trades and Occupations, Council for Higher Education). Theoretical and practical knowledge of best practice and cutting-edge ETD methodologies. Knowledge of a range of methodologies for training and learning. Good understanding of Project management cycle, methodologies and tools. Competencies/skills: Proven advanced writing skills, proofreading, editing and overwriting skills, including report writing, submissions and articles. Facilitation skills for online, virtual and face to face courses. Digital skills to work in digital environments with digital systems, management and reporting tools. Good conflict management skills Expert research skills Advanced Computer skills in MS Office Suite and e-Facilitation, etc.) Creative and analytical skills. Must be able to provide a vision, set the direction for the business unit and inspire others to deliver on the organisational mandate. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with finance trends. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Ability to analyse problems, identify solutions and take appropriate action, resolve conflicts using independent judgment and decision-making processes. Ability to establish and maintain effective working relationships with management, employees, stakeholders and the public. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. Travel and work extended hours.

DUTIES

: The incumbent will be responsible for the strategic leadership of the Directorate. Key Results Areas: Develop, manage, review, and monitor ETD Practitioner policy for the NSG. Manage the professionalisation philosophy and approach based on the values of the South African Constitution which focus on participatory, people-centred methodologies and indigenous techniques to enable a caring ethos and citizen-centred ETD practice. Manage the establishment and implementation of ETD practitioner professionalisation performance management system. Manage provision of inputs towards the recruitment criteria of ETD practitioners to be contracted by the NSG. Manage the successful completion of the compulsory courses and programmes by ETD practitioners. Constitute and implement collaborative teams for purposes of managing ETD practitioner professionalisation. Determine the professional development learning pathways towards professionalising ETD practitioners. Undertake research and development towards ETD practitioner professionalisation. Collaborate with business units and work in integrated teams to determine ETD practitioner assessment instruments to assess the implementation of the learning objectives. Participate in domestic and global partnerships with HEIs and other institutions to undertake joint projects. Effective Corporate Governance and Management. Manage the implementation of operations management within the business unit, including determination of service standards, standard operating procedures, business process management, total quality management and digital transformation. Develop appropriate strategies and plans for the achievement of performance targets and business unit requirements, including quarterly performance reporting. Preference will be given to Youth, African Females, Coloured Females, and people with disability in accordance with our employment equity requirements.

ENQUIRIES APPLICATIONS

: Mpho Mugodo Tel No: (012) 441 6017
: Postal: The Principal: National School of Government, Private Bag X759, Pretoria, 0001, hand delivery at ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or e-mail at Recruitment.MMSSMS@thensg.gov.za.

OTHER POSTS

<u>POST 08/101</u>	:	<u>DEPUTY DIRECTOR: FOUNDATIONAL MANAGEMENT REF NO: NSG 02/2023</u> Job purpose: To champion, manage the facilitation of, and provide support for education, training and development (ETD) interventions in respect of foundation management in public sector. Build capacity in in public sector institutions in foundation management.
<u>SALARY</u>	:	R766 584 per annum (Level 11), (an inclusive remuneration package commencing) comprising basic salary (70% 75% of package), contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a tertiary qualification at NQF Level 7 in the field of Management Studies, Human and Social Studies, Education, Training Development. Experience: 5 years' experience in an Education Training and Development environment, which 3 years must be at managing or supervising. Knowledge: Public sector legislation, relevant policies and applicable legislative frameworks (including but not limited to: Public Service Act; Public Administration Management Act; Public Finance Management Act. Education, Training and Development (ETD) environment, National Qualifications Framework, and adult and action learning principles and strategies. Knowledge of the South African Policy Framework for Women's Empowerment and Gender Equality, Domestic Violence Act, Maintenance Act, Social Assistance Act, Children's Act, Basic Conditions of Employment Act, Employment Equity Act. Adoption Matters Amendment Act, Promotion of Equality and Prevention of Unfair Discrimination Act. Extensive knowledge and experience in managing online course delivery. Competencies/skills: Strong interpersonal skills. Problem solving skills. Research and analysis techniques. Advanced proficiency in online and face to face facilitation, communication and presentation skills. Excellent project, time and people management skills. Proposal and report writing skills. Excellent organising and planning skills. ETD facilitation skills. Computer literacy in Microsoft Office Suite. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with practices and trends. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Commitment to quality and continuous learning. Professional behaviour and sound judgement. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. Travel and work with extended hours, including away from office.
<u>DUTIES</u>	:	Analyse ETD needs, engage clients and identify gaps and determine demand in relation to foundation management in the public sector. Contribute to the identification, selection and contracting of facilitators, moderators, and assessors for the delivery of foundation management interventions. Undertake orientation programmes with contracted facilitators, moderators and assessors, and provide timely updates pertinent to foundation management programmes. Liaise with Technical Support in managing the quality of facilitation, moderation, and assessment of ETD interventions, including individuals and higher education institutions. Promote the uptake of foundation management interventions in the public sector, and ensure product knowledge and awareness within the NSG (e.g. Contact Centre). Provide ongoing training and advisory services on foundation management. Manage the facilitation and support of foundation management ETD interventions, including programme and project management. Host capacity building workshops, seminars, webinars and forums as well as facilitate ETD interventions on foundation management, when required. Liaise with Technical Support for logistics (learning material, venue, travel, facilitators, etc.). Liaise with Technical Support in managing the delivery schedules and programme resources for contact sessions, virtual delivery and eLearning. Contribute to the achievement of the annual ETD targets as determined. Provide ETD post-delivery support to learners/clients, including on the job support and advice. Assess the

monitoring and evaluation reports, post-programme delivery, for quality management and improvements. Support Technical Support in the management of the case file for correct and timely capturing of case files onto the TMS and data management. Establish and manage stakeholders, networks and multi-sector relationships. Support the adherence to accreditation requirements, assessments and certification. Provide ETD post-delivery support to learners/clients, including on the job support and advice. Assess the monitoring and evaluation reports, post-programme delivery, for quality management and improvements. Support Technical Support in the management of the case file for correct and timely capturing of case files onto the TMS and data management. Establish and manage stakeholders, networks and multi-sector relationships. Support the adherence to accreditation requirements, assessments and certification. Develop appropriate strategies and plans for the achievements of performance targets. Preference will be given to Youth, African Males, Coloured Males, White Males, Coloured Males, and people with disability in accordance with our employment equity requirements.

**ENQUIRIES
APPLICATIONS**

: Mpho Mugodo Tel No: (012) 441 6017
: Postal: The Principal: National School of Government, Private Bag X759, Pretoria, 0001, hand delivery at ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or e-mail at Recruitment.MMS1@thensg.gov.za

POST 08/102

: **DEPUTY DIRECTOR: INTERGRITY MANAGEMENT REF NO: NSG 03/2023**
Job purpose: To champion, manage the facilitation of, and provide support for education, training and development (ETD) interventions in respect of integrity management to improve ethical conduct and accountability in the public sector Building capacity in public sector institutions in preventing, detecting and investigating corruption.

SALARY

: R766 584 per annum (Level 11), (an inclusive remuneration package commencing) comprising basic salary (70% 75% of package), contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion

**CENTRE
REQUIREMENTS**

: Pretoria
: Applicants must be in possession of a Grade 12 Certificate and a tertiary qualification at NQF Level 7 in the field of Business, Commerce, Management Studies, Human and Social Studies. Experience 5 years practical experience and developing / customising ETD content in the areas of integrity management, governance, internal preliminary investigations, auditing, and ethics/ fraud prevention/ investigations, of which 3 years' must be managing or supervising. Knowledge: Thorough understanding of the public sector, relevant policies and applicable legislative frameworks (including but not limited to: Public Service Act; Public Administration and Management Act; Public Service Regulatory Frameworks; the Government wide M&E Policy and the National Evaluation Policy Framework). Specialist theoretical and analytical techniques, including extensive applied knowledge in monitoring & evaluation of programmes, projects, training interventions, and demonstrated ability to present analytical findings to different audiences. Practical knowledge and experience of statistical analysis and interpretation of data. Selecting and /or defining indicators, evaluation methodologies, data collection methods and reporting formats. Total Quality Management Systems inclusive of monitoring and evaluation in the ETD environment. Advanced computer literacy and practical knowledge of the use of software for monitoring and evaluation of training interventions, webinars, etc. (e.g. Mentimeter, Google Forms, MURAL, SPSS, Atlas TI, Lime survey, Survey monkey etc.). competencies/skills: Strong interpersonal skills. Problem solving skills. Research and analysis techniques. Advanced proficiency in facilitation, communication and presentation skills. Excellent project, time and people management skills. Proposal and report writing skills . Excellent organising and planning skills. Computer literacy in Microsoft Office Suite. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with practices and trends. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Commitment to quality and continuous learning. Professional behavior and sound judgement. Ability to establish and maintain effective

	working relationships with management, employees, stakeholders, and the public.
<u>DUTIES</u>	: Analyse ETD needs, engage clients and identify gaps and determine demand in relation to integrity management in the public sector. Provide support in appropriate strategies and learning areas by ensuring that integrity management ETD interventions are cutting edge and relevant. Serve in project teams for conceptualisation of new ETD interventions. Support the pilot and iteration of organisational learning strategies that contribute to service impact. Update existing learning material to ensure relevance and adapt existing material to remain current. Undertake annual high-level review of existing learning material and make recommendations for improvement. Undertake orientation programmes with contracted facilitators, moderators and assessors and provide timely updates pertinent to integrity management programmes. Manage the facilitation and support of integrity management ETD interventions, including programme and project management. Assess the monitoring and evaluation reports, post programme delivery, for quality management and improvements. Lead, direct and manage the resources (people, finance, systems, assets allocated within the sub-directorate. Preference will be given to Youth, African Males, African Females, Coloured Males, White Males, Coloured Males, and people with disability in accordance with our employment equity requirements.
<u>ENQUIRIES</u>	: Mpho Mugodo Tel No: (012) 441 6017
<u>APPLICATIONS</u>	: Postal: The Principal: National School of Government, Private Bag X759, Pretoria, 0001, hand delivery at ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or e-mail at Recruitment.MMS2@thensg.gov.za
<u>POST 08/103</u>	: <u>DEPUTY DIRECTOR: GENDER AND DIVERSITY MANAGEMENT REF NO: NSG 04/2023</u> Job Purpose: To champion, manage the facilitation of, and provide support for education, training and development (ETD) interventions in respect of gender and diversity management Build capacity in public sector institutions in gender and diversity management.
<u>SALARY</u>	: R766 584 per annum (Level 11), (an inclusive remuneration package commencing) comprising basic salary (70% 75% of package), contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion.
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: Applicants must be in possession of a Grade 12 Certificate and a tertiary qualification at NQF Level 7 in the field of Business, Commerce, Management Studies, Human and Social Studies. 5 years' practical experience and developing / customising ETD content in the areas of gender, diversity management, governance, monitoring & evaluation, of which 3 years' must be managing or supervising. Knowledge. Strong interpersonal skills. Problem solving skills. Research and analysis techniques. Advanced proficiency in facilitation, communication and presentation skills. Excellent project, time and people management skills. Proposal and report writing skills. Excellent organising and planning skills. Computer literacy in Microsoft Office Suite management skills. Applied Strategic Thinking. Applying Technology and Innovation: Identify and use appropriate technologies in the workplace to enhance productivity, efficiency, responsiveness and the quality of service provided in order to aid the achievement of the organisation's goals and objectives). Customer Focus and Responsiveness:). Be able to 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. Personal Attributes: while contributing to a team environment. Commitment to quality and Participate in professional development growth activities for maintaining professional knowledge and staying current with practices and trends. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently continuous learning. Professional behaviour and sound judgement. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public.
<u>DUTIES</u>	: Analyse ETD needs, engage clients and identify gaps and determine demand in relation to gender and diversity management in the public sector. Provide support in appropriate strategies and learning areas by ensuring that gender

and diversity management ETD interventions are cutting edge and relevant. Serve in project teams for conceptualisation of new ETD interventions. Support the pilot and iteration of organisational learning strategies that contribute to service impact. Update existing learning material to ensure relevance and adapt existing material to remain current. Undertake annual high-level review of existing learning material and make recommendations for improvement. Promote the uptake of gender and diversity management interventions in the public sector, and ensure product knowledge and awareness Within the NSG (e.g. Contact Centre). Manage the facilitation and support of gender and diversity management ETD interventions, including programme and project management. Liaise with Technical Support for logistics (learning material, venue, travel, facilitators, etc.) Liaise with Technical Support in managing the delivery schedules and programme resources for contact sessions, virtual delivery and eLearning. Contribute to the achievement of the annual ETD targets as determined. Host capacity building workshops, seminars, webinars and forums as well as facilitate ETD interventions on gender and diversity management, when required. Participate and represent the NSG in integrated workshops, seminars, webinars, consultations, meetings, task teams and forums relevant to gender and diversity management. Provide ETD post-delivery support to learners/clients, including on the job support and advice. Assess the monitoring and evaluation reports, post-programme delivery, for quality management and improvements. Support Technical Support in the management of the case file for correct and timely capturing of case files onto the TMS and data management. Establish and manage integrity management stakeholders, networks and multi-sector relationships. Support the adherence to accreditation requirements, assessments and certification. Develop appropriate strategies and plans for the achievement of performance targets and sub-directorate requirements. Preference will be given to Youth, African Males, African Females, Coloured Males, White Males, Coloured Males, and people with disability in accordance with our employment equity requirements.

**ENQUIRIES
APPLICATIONS**

: Mpho Mugodo Tel No: (012) 441 6017
: Postal: The Principal: National School of Government, Private Bag X759, Pretoria, 0001, hand delivery at ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or e-mail at Recruitment.MMS3@thensg.gov.za

POST 08/104

: **DEPUTY DIRECTOR: SERVICE DELIVERY IMPROVEMENT REF NO: NSG 05/2023**

SALARY

: R766 584 per annum (Level 11), (an inclusive remuneration package commencing) comprising basic salary (70% 75% of package), contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion.

**CENTRE
REQUIREMENTS**

: Pretoria
: Applicants must be in possession of a Grade 12 Certificate and a tertiary qualification at NQF Level 7 in Organizational Development, Organizational Psychology, Business and Management Studies. Registration with a relevant professional body maybe an added advantage. 5 years' relevant experience of which 3 years' must be managing or supervising. Knowledge: Public sector legislation, relevant policies and applicable legislative frameworks (including but not limited to: Public Service Act; Public Administration Management Act; Public Finance Management Act, Batho Pele White Paper, Public Service Regulations, Operations Management Framework. Business Process Management Education, Training and Development environment. Business process mapping software. Applied and/or operationalizable change management knowledge and ability; to enable effective and efficient institutionalisation of organisational service delivery improvement interventions. Competencies/skills. Applied Strategic Thinking: Applying Technology and Innovation: Budgeting and Financial Management: Customer Focus and Responsiveness: Communication and Information Management: Applied Strategic Thinking: Applying Technology and Innovation: Budgeting and Financial Management: Customer Focus and Responsiveness: Communication and Information Management: Continuous Improvement: Managing Interpersonal Conflict and Resolving Problems: Planning and Organising: Problem Solving and Decision Making: Project Management: Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with practices and trends. Ability to multi-task and organize, prioritize, and follow multiple projects

and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Commitment to quality and continuous learning. Professional behaviour and sound judgement. Emotional intelligence, ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty; detail oriented; ability to work under pressure. Travel and work with extended hours, including away from office. An innovative and creative mindset; constantly inquisitive about how the organisation operates and what new ways, systems or digital solutions can be utilised to improve efficiency.

DUTIES

: Manage research projects to inform the efficient operations of education, training, and development (ETD) solutions, forecast trends and future needs for the National School of Government. Develop, manage, review, and monitor the implementation of the National School of Government Operations Management Framework and Policy. Facilitate the design, improvement, and integration of NSG operations (including alignment of people, systems and processes). Develop, review, and update the NSG Service Delivery Model. Facilitate and monitor the implementation of the National School of Government Service Delivery Model. Develop and monitor the implementation of templates for the development of service standards and standard operating procedures for all services. Develop, review, and update the NSG Service Delivery Charter. Facilitate and monitor the implementation of the NSG Service Delivery Charter and Service Delivery Improvement Plan. Facilitate the design, improvement, and integration of NSG operations (including alignment of people, systems and processes). Manage Batho Pele implementation and institutionalisation within the National School of Government. Create Batho Pele awareness through internal communication (e.g., articles), advocacy campaigns and training. Monitor compliance to *Batho Pele* standards and Public Service Charter (e.g., use of name tags). Implement the Batho Pele Revitalization Strategy. Oversee the management of complaints handlings and compliments management. Develop, implement, and monitor business process methodology for efficient, economic and effective business processes. Maintain a database of all mapped business processes. Facilitate individual and business unit engagements to determine optimal business processes. Conduct Organisational Functionality Assessments (OFA) of internal systems and processes. Support in employee engagement and change management interventions that will contribute to the organisational culture. Develop, implement and monitor total quality management in the National School of Government. Undertake research to inform the quality management standards and processes, to keep up with latest trends and innovations. Work closely with other internal business units to ensure implementation of quality management in ETD solutions. Maintain a database of all quality management standards and processes. Facilitate individual and business unit engagements to determine optimal business processes. Maintain close working relationships with the DPSA and other key stakeholders to ensure service delivery improvement. Participate in relevant forums (e.g. quality management, service delivery improvement) and represent the National School of Government. Collaborate with identified internal service delivery champions to drive service improvement initiatives. Networking and Collaboration. Manage allocated resources within the Service Delivery Improvement. Implement operations management within the sub directorate. Identify and manage operational risks within the Service Delivery Improvement as well as mitigation plans. Preference will be given to Youth, African Males, African Females, Coloured Males, and people with disability in accordance with our employment equity requirements.

ENQUIRIES APPLICATIONS

: Thabo Ngwenya Tel No: (012) 441 6108
: Postal: The Principal: National School of Government, Private Bag X759, Pretoria, 0001, hand delivery at ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or e-mail at Recruitment.MMS4@thensg.gov.za

POST 08/105

: **ASSISTANT DIRECTOR: COMPETENCY PROGRAMMES AND PROFESSIONALISATION REF NO: 06/2023**

Job Purpose: To provide management support in the facilitation of ETD interventions for capacity development for the public sector.

SALARY CENTRE

: R393 711 per annum (Level 09), plus competitive benefits cost to company.
: Pretoria

REQUIREMENTS

: Applicants must be in possession of a Grade 12 Certificate and a tertiary qualification at NQF level 6 in the field of Business, 3 years' experience in education, training, and development environment. Knowledge: Knowledge of national priorities, statutory prescripts, and governance practices pertaining to the public service specifically and the public sector broadly. Theoretical and practical perspectives of the education, training and development environment. Client relations management. Training/ Learner information management and systems. Microsoft Office suite. Competencies/ Skills Oral and written communication skills. Strong interpersonal skills. Good writing and presentation skills. Problem solving skills. Operations management skills. Project management and operations management skills. Personal Attribute: Participate in professional development growth activities for maintaining professional knowledge and staying current with practices and trends. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Commitment to quality and continuous learning. Professional behavior and sound judgement. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. Travel and work with extended hours, including away from office.

DUTIES

: Develop and maintain a database of contacts in all spheres of government, state entities and legislatures to enable information gathering. Provide administrative support in strategies and learning areas to meet capacity development needs. Support in project teams for new capacity development interventions. Liaise with clients (individuals and institutions) to identify capacity development needs as well as participation in pilot interventions. Co-ordinate inputs (e.g., policy departments) towards conceptualisation of new capacity development interventions. Maintain a database of panel of experts competence profiles based on capacity development content and delivery requirements. Liaise with Technical Support for the availability of panel of experts and HEIs. Provide administrative support in the review and update of curriculum content, including customisation of content. Ensure product knowledge and awareness within the NSG (e.g. Contact Centre). Develop the annual calendar of delivery schedules to ensure uptake of the programme that inform contact center and business development engagements with potential clients. Provide administrative support towards programme and project monitoring. Ensure quality of learning material prior to distribution for capacity development interventions. Liaise with Technical Support for logistics (learning material, venue, travel, facilitators, etc.). Provide administrative support in the management of delivery schedules and programme resources for contact sessions, virtual delivery and eLearning. Maintain all required documents and records. Follow up on assessment and certification, including timely issuing of certificates. Follow up on the implementation of monitoring and evaluation recommendations, post-programme delivery for quality management and improvements. Respond to learner and client queries, requests and complaints. Compile monthly reports on quality and performance and advise on areas of improvement. Supervision of allocated resources (people, finance, systems, assets, contracts) within the directorate. Provide inputs for the review of policies and procedures and support implementation. Preference will be given to Youth, African Males, African Females, Coloured Males, and people with disability in accordance with our employment equity requirements.

**ENQUIRIES
APPLICATIONS**

: Thabo Ngwenya Tel No: (012) 441 6108
: Postal: The Principal: National School of Government, Private Bag X759, Pretoria, 0001, hand delivery at ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or e-mail at Recruitment.ASD1@thensg.gov.za

POST 08/106

: **ASSISTANT DIRECTOR: FUNCTIONAL COMPETENCY REF NO: 07/2023**
Job Purpose: To provide management support in the facilitation of ETD interventions for capacity development for the public sector.

**SALARY
CENTRE
REQUIREMENTS**

: R393 711 per annum (Level 09), plus competitive benefits cost to company.
: Pretoria
: Applicants must be in possession of a Grade 12 Certificate and a tertiary qualification at NQF level 6 in the field of Business, Management Studies. 3 years' experience in public finance or supply chain management. Experience in education, training and development environment will be an added

advantage Knowledge Theoretical and practical knowledge of public finance and public supply chain management. Knowledge of national priorities, statutory prescripts, and governance practices pertaining to the public service specifically and the public sector broadly. Theoretical and practical perspectives of the education, training, and development environment. Client relations management. Training/ Learner information management and systems. Microsoft Office suite. Competencies/ Skills Financial analysis and reporting. Oral and written communication skills Strong interpersonal skills. Good writing and presentation skills. Problem solving skills. Project management and operations management skills. Personal Attribute: Participate in professional development growth activities for maintaining professional knowledge and staying current with practices and trends. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Commitment to quality and continuous learning. Professional behaviour and sound judgement. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. Travel and work with extended hours, including away from office.

DUTIES

: Develop and maintain a database of contacts in all spheres of government, state entities and legislatures to enable information gathering. Provide administrative support in strategies and learning areas to meet capacity development needs. Support in project teams for new capacity development interventions. Liaise with clients (individuals and institutions) to identify capacity development needs as well as participation in pilot interventions. Co-ordinate inputs (e.g., policy departments) towards conceptualisation of new capacity development interventions. Maintain a database of panel of experts competence profiles based on capacity development content and delivery requirements. Liaise with Technical Support for the availability of panel of experts and HEIs. Provide administrative support in the review and update of curriculum content, including customisation of content on course offerings. Ensure product knowledge and awareness within the NSG (Contact Centre and Business Development). Develop the annual calendar of delivery schedules to ensure uptake of the programme that inform contact centre and business development engagements with potential clients. Provide administrative support towards programme and project monitoring. Ensure quality of learning material prior to distribution for capacity development interventions. Liaise with Technical Support for logistics (learning material, venue, travel, facilitators, etc.) Provide administrative support in the management of delivery schedules and programme resources for contact sessions, virtual delivery and eLearning. Follow up on assessment and certification, including timely issuing of certificates. Follow up on the implementation of monitoring and evaluation recommendations, post-programme delivery for quality management and improvements. Respond to learner and client queries, requests and complaints. Compile monthly reports on quality, performance, and advise on areas of improvement. Supervision of allocated resources (people, finance, systems, assets, contracts) within the directorate. Provide inputs for the review of policies and procedures and support implementation. Implement operations management, including service standards, standard operating procedures, business process management, total quality management and digital transformation. Identify and manage operational risks, as well as mitigation plans, including business continuity plans. Preference will be given to Youth, African Males, African Females, Coloured Males, and people with disability in accordance with our employment equity requirements.

ENQUIRIES APPLICATIONS

: Thabo Ngwenya Tel No: (012) 441 6108
: Postal: The Principal: National School of Government, Private Bag X759, Pretoria, 0001, hand delivery at ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or e-mail at Recruitment.ASD2@thensg.gov.za

POST 08/107

: **ASSISTANT DIRECTOR: EMPLOYEE RELATIONS & POLICY CO-ORDINATION REF NO: NSG 08/2023**

SALARY CENTRE

: R393 711 per annum (Level 09), plus competitive benefits cost to company).
: Pretoria

REQUIREMENTS

: National three-year Diploma in Labour Relations/ Industrial Relations/LLB/ Labour Law or equivalent at (NQF level 06). Three-five years' experience in Labour Relations with one year on a supervisory level. Knowledge: In depth knowledge of the Public Service Act & Regulations, Labour Relations Act, and relevant MPSA Directives and Determinations. Advanced knowledge of the legislative frameworks in the public service. Advanced knowledge of Departmental Policies and procedures. Advanced knowledge of policy development practices. Ability to understand, interpret and apply policy initiatives emanating from government and linking it to Labour Relations. Competencies/skills: Basic Numeracy. Good analytical skills. Good written and verbal communication skills. Listening skills. Planning, organizing and execution skills. Investigation skills. Interest based conflict resolution skills. Conciliation and Mediation skills. Presentation and facilitation skills. Good report writing skills. Critical thinking skills. Negotiation and influencing skills. People skills. Good computer literacy skills in the MS Office Suite. Interpersonal proficiency. Language proficiency. Good time management skills. Technical skills: Coaching and mentoring skills. Quality of work. Delegation and empowerment. Research, analysis, and interpretation skills. Policy formulation and implementation skills. Personal Attributes: Acceptance of responsibility, sense of judgement, reliability, client focused, trustworthy, enthusiastic, confident, attention to detail, innovative, creative and proactive, flexibility, ability to work independently and as part of a team, ability to maintain high levels of confidentiality as well as demonstrated ability to maintain objectivity.

DUTIES

: Facilitate the provision of employee/labour relations services and to implement related support systems. Facilitate the development of departmental policy and guidelines related to labour matters, disputes, grievances, and disciplinary processes. Render unbiased and specialised advisory service in the organisation on all labour related policies, agreements, strategies, procedures and legislation. Facilitate collective bargaining and labour dispute resolution and prevention matters. Conduct preliminary investigations, resolutions and referral of complaints, grievances and misconduct cases. Facilitate processes to build capacity on Labour Relations in the department. Conduct advocacy and awareness campaigns on labour relations matters. Co-ordinate the development, review, and implementation of NSG policies, standard operating procedures, and strategies in accordance with specific relevant legislative prescripts. Provide advice and support to internal units on policy development and approval matters. Ensure compliance with relevant legislative frameworks, directives applicable to labour relations. Manage labour relations records and ensure records are captured, archived, and correctly recorded. Generic junior management functions: Planning, organise and reporting processes in the unit including preparation of inputs to the Directorate and departmental reports. Management of the activities of the section including performance and development of personnel within the unit. Preference will be given to Youth, African Males, African Females, Coloured Males, and people with disability in accordance with our employment equity requirements.

ENQUIRIES

: Thabo Ngwenya Tel No: (012) 441 6108

APPLICATIONS

: Postal: The Principal: National School of Government, Private Bag X759, Pretoria, 0001, hand delivery at ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or e-mail at Recruitment.ASD@thensg.gov.za

OFFICE OF THE CHIEF JUSTICE

**APPLICATIONS**

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

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

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

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

Kwazulu Natal: Pietermaritzburg/Durban: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X54372, DURBAN, 4000. Application can also be hand delivered to Office of the Chief Justice, Provincial Service Centre Kwazulu-Natal 1st Floor Office No 118 CNR Somtseu & Stalwart Simelane Streets, Durban

Kimberley: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag x5043, Kimberley, 8300. Applications can also be hand delivered to: The High Court, Sol Plaatje Drive, Room B107, Kimberley.

CLOSING DATE
NOTE

: 17 March 2023

: The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth. All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV Only; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted All non - SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The

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

ERRATUM: Kindly note that the post of Judges Secretary Ref No:2023/108/OCJ advertised in the DPSA circular 05 with a closing date of 24 February 2023 and the post of Senior Administrative Officer Ref No:2023/199/OCJ advertised in DPSA circular 06 of 2023 with a closing date of 03 March 2023 have been withdrawn. Apologies for any inconvenience caused.

OTHER POSTS

<u>POST 08/108</u>	:	<u>DEPUTY DIRECTOR: SENIOR STATISTICIAN REF NO: 2023/152/OCJ</u>
<u>SALARY</u>	:	R766 584 – R903 006 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand Matric certificate and a 3 year National Diploma/Degree in BSc/ BCom/ BTech or equivalent (relevant) qualifications and majoring in Statistics. A minimum of five (5) years' practical and relevant experience in Statistical Analysis of which 3 years must be at Assistant Director level. A valid driver's license. Skills and Competencies: Analytical skills. Communication skills (verbal & written). Computer skills (Ms Office, SPSS & SAS. Software). Project management. Interpersonal skills. Numerical skills. Ability to work under pressure. Shortlisted candidates will be subjected to a practical assessment in statistical analysis.
<u>DUTIES</u>	:	Design and develop data collection tools. Oversee the end-to-end data collection, process. Oversee the data processing, verification and validation process, Establish various channels for the collection of data via the Provincial Centres, Superior Courts. Collate, analyse and interpret statistics. Produce statistical, publications, reports, newsletters and presentations. Develop and maintain, databases containing various datasets. Develop sampling and basic sampling, statistical methods and also estimation and interpretation of results resulting from, the aforementioned. Apply general statistical theory and principle that is descriptive, statistics and inferential statistics application. Train and develop data producers on, the utilization of information systems/ data collection tools, data analysis and interpretation. Apply standing instructions, policies and procedures/guidelines to generated reports,

<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr M Ndlovane Tel No: (010) 493 2565 HR Related Enquiries: Mr A Khadambi Tel No:
<u>POST 08/109</u>		<u>STATISTICAL OFFICER REF NO: 2023/140/ OCJ</u>
<u>SALARY</u>	:	R331 188 – R390 129 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Gauteng division of the high court: Johannesburg
<u>REQUIREMENTS</u>	:	Matric certificate and a 3 year Nation Diploma/ Bsc / Bcom/ BTech degree majoring in statistics or equivalent (relevant) qualification at NQF Level 6 equivalent with 360 credits as recognized by SAQA. A minimum of two (2) years' experience in statistical environment (court environment will be an added advantage). A valid driver's license. Skills and Competencies: Knowledge of relevant policies and strategies. Statistical analysis and reporting. Analytical skills. Communication skills. Problem solving and motivational skill. Presentation/facilitation skills. Computer literacy (MS Office). Sound interpersonal skills. Ability to maintain professionalism at all times. Attention to detail and ability to work under pressure. Self-motivated. Patience and self-control.
<u>DUTIES</u>	:	Administer data collection instruments and survey within the respective Superior Court Division; Establish channels for the collection of data within the respective Superior Court Division, collate, analyze and interpret statistics and make presentations on the findings within the respective Superior Court division; Produce 1 st line report, statistical publications and newsletters; Reporting monthly statistics for the Superior Court Division; Verification of the performance information that is reported monthly, quarterly and annually for the statistician's office; Verification of the performance information for the Quasi-Judicial performance information, the Judicial performance information and PEEC reports; Develop and maintain database containing various datasets for the Respective Superior Court Division; Apply sampling and basic sampling statistical methods and also estimation and interpretation of results within the respective Superior Court Division; Attend to AG's queries; Supervise the data capturers; Train employees/ project members within the respective Superior Court Division on utilization of information.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms R Bramdaw Tel No: 010 494 8402 HR enquiries: Ms T Mbalekwa Tel No: 010 494 8515
<u>POST 08/110</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: 2023/141/OCJ</u> Re-Advertisement, candidates who previously applied are encouraged to re-apply.
<u>SALARY</u>	:	R331 188 – R390 129 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Western Cape Division Of The High Court
<u>REQUIREMENTS</u>	:	Matric certificate and a 3 year National Diploma/ Bachelor's Degree in Public Administration/ Management or equivalent (relevant) qualification at NQF level 6 (360) credits; a minimum of 2 years relevant knowledge and experience in Office and/ or District administration; Court experience will be an added advantage; one (1) to two (2) years managerial or supervisory experience; A valid driver's license; Knowledge and understanding of the Public Finance Management Act, Human Resources Management, Supply Chain Management, Asset Management, Risk Management, Legislation/ Directives and Policies; Must be able to understand/ interpret policies and implement strategies. Skills and Competencies: Good people management/ interpersonal skills; Excellent communication skills (written and verbal), Sound leadership and management skills; Exceptional report writing skills; Be self-motivated, Attention to detail; Commitment and Integrity; Problem solving and Maintaining discipline, Knowledge of the PFMA, DFI, BAS & JYP; Knowledge of Human Resource Management, Finance, Asset and Risk Management; Computer literacy (MS Word, Excel, PowerPoint and Outlook)
<u>DUTIES</u>	:	Manage and co-ordinate human resource, financial and supply chain resources within the office; Co-ordinate and manage the risk and security within the court; Manage the facilities, assets, physical resources and information related to the office/ court; General supervision of the administrative staff; Implement formal and informal discipline; Compile and analyse statistics to show performances and trends; Draft and submit memoranda and reports; Implement departmental pre-scripts and policies;

		<p>Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain pre-scripts related to the functions of the OCJ and Public Service in general; Train and develop staff; Perform any other duties required to ensure the smooth running of the office/ court; Perform any other duties as directed by the Court Manager/ Supervisor and Director: Court Operations.</p> <p>Technical Related Enquiries: V Noah Tel No: 021 480 2367/2619 HR Related Enquiries: Ms. M Baker Tel No: 021 469 4038</p>
<u>ENQUIRIES</u>		
<u>POST 08/111</u>	:	<u>JUDGE'S SECRETARY REF NO: 2023/142/OCJ</u>
<u>SALARY</u>	:	R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Eastern Cape Division of The High Court: Mthatha
<u>REQUIREMENTS</u>	:	Matric certificate. Minimum of one-year experience as a secretary or as an Office Assistant in a legal environment. A LLB degree or a minimum of 20 modules completed towards a LLB, or a BA/BCom Law degree will serve as an added advantage and results must accompany the application. A valid driver's licence. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Office) and research capabilities.
<u>DUTIES</u>	:	Provide general secretarial/administrative duties to the Judge. Typing (or format) of draft memorandum decision, opinions or judgement entries written by or assigned by Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, judgements and orders for the Judge (including dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by Judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court cases after hours or on circuit court and ensure integrity of such recordings. Store, keep and file court records safely. Accompany the Judge to the court. Management of Judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned Judges as necessary; including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange refreshments for the Judge and his or her visitors and attend to their needs. Management of Judge's library and updating of documentation. Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines.
<u>ENQUIRIES</u>	:	Technically Related Enquiries: Mr. Mhlontlo Tel No: 047 504 5500 HR Related Enquiries: Mr. Mponzo Tel No: 047 726 5217
<u>POST 08/112</u>	:	<u>JUDGE'S SECRETARY REF NO: 2023/143/OCJ</u> (3 -Years Contract) Re-Advertisement, candidates who previously applied are encouraged to re-apply.
<u>SALARY</u>	:	R269 214 – R317 127 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Northern Cape Division of The High Court: Kimberly
<u>REQUIREMENTS</u>	:	Matric certificate. Minimum of one year' experience as a secretary or as an Office Assistant. An LLB degree or a minimum of 20 modules completed towards an LLB, or BCom Law degree will serve as an added advantage and results must accompany the application. A valid driver's licence. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Office) and research capabilities.
<u>DUTIES</u>	:	Typing (or formatting) of draft memorandum, decisions, directions, opinions, orders or judgments written or granted by the Judge. Provide general

secretarial/administrative duties to the Judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings, official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order or direction made by the Judge. Update files and receipt documents while case file is with the Judge, provide same to the Registrar once matter is finalised by Judge. Perform digital recording of court proceedings whether virtually or physically for court hearings, while on urgent duty for court applications (after hours) and circuit court and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment has been entered on the case file, return case file to the Registrar. Accompany the Judge to the court and circuit courts. Perform administrative duties of the registrar prior to and while on circuit. Cooperate with Judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the judge's vehicle and logbook. Compile data and prepare reports and documents for assigned judges as necessary including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange reception for the Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines. Maintain confidentiality in respect of the operations of both the judge's private and official schedule. Render assistance to the Registrar's Office.

ENQUIRIES

: Technical enquiries: Adv S. de Villiers Tel No: 053 807-2743
HR related enquiries: Ms M.K Seithamo, Tel No: 053 807-2735

POST 08/113

: **JUDGE'S SECRETARY REF NO: 2023/144/OCJ**

SALARY

: R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE

: Western Cape Division of The High Court

REQUIREMENTS

: Matric certificate. Minimum of one year' experience as a secretary or as an Office Assistant. An LLB degree or a minimum of 20 modules completed towards an LLB, or BCom Law degree will serve as an added advantage and results must accompany the application. A valid driver's licence. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.

DUTIES

: Typing (or formatting) of draft memorandum, decisions, directions, opinions, orders or judgments written or granted by the Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings, official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order or direction made by the Judge. Update files and receipt documents while case file is with the Judge, provide same to the Registrar once matter is finalised by Judge. Perform digital recording of court proceedings whether virtually or physically for court hearings, while on urgent duty for court applications (after hours) and circuit court and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment has been entered on the case file, return case file to the Registrar. Accompany the Judge to the court and circuit courts. Perform administrative duties of the registrar prior to and while on circuit. Cooperate with Judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the judge's vehicle and logbook. Compile data and prepare reports and documents for assigned judges as necessary including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange reception for the Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines. Maintain

		confidentiality in respect of the operations of both the judge's private and official schedule.
<u>ENQUIRIES</u>	:	Technical Related enquiries: Ms R David Tel No: (021) 480 2635 HR related enquiries: Ms M Baker Tel No: (021) 469 4000
<u>POST 08/114</u>	:	<u>REGISTRAR, (MR3 –MR5) REF NO: 2023/145/OCJ</u>
<u>SALARY</u>	:	R268 755 - R525 747 per annum, (Salary will be in accordance with the Occupation Specific Dispensation Determination). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	KwaZulu-Natal Division of The High Court: Durban
	:	Matric certificate and an LLB Degree or a four (4) year Legal qualification or relevant (equivalent) qualification at NQF level 6 (360 credits) as recognised by SAQA. A minimum of two (2) years' legal experience obtained after qualification. Superior Court or Litigation experience will be an added advantage. Skills and Competencies: Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organizing and control. Problem solving and decision making skills. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting of deadlines. Professionalism.
<u>DUTIES</u>	:	Co-ordination of Case Flow Management support services to the Judiciary and Prosecution. Manage the issuing of all processes initiating Court proceedings. Manage the criminal and civil trials, motions, pre-trials, mental health, petition, appeal and review processes. Attending to all quasi-judicial functions namely, default judgment and taxations. Maintaining of criminal and civil record books. Authentication of documents for international use. Supervision and management of staff. Provide practical training and assistance to the Registrars' Clerks. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Exercise control over the management. Safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and Legislation.
<u>ENQUIRIES</u>	:	Technically Related Enquiries: Mrs K Marais Tel No: 087 106 1780 HR Related Enquiries: Ms SZ Mvuyana Tel No: 031 492 6206
<u>POST 08/115</u>	:	<u>REGISTRAR'S CLERK REF NO: 2023/146/OCJ</u>
<u>SALARY</u>	:	R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Kwazulu Natal Division of The High Court: Pietmaritzburg
	:	Matric certificate. Computer literacy and Experience in Clerical/ administration functions will be an added advantage. Skills and Competencies: Good communication skills (written and verbal), Good interpersonal and public relations skills, Good administration and organizational skills, Customer service skills and ability to work under pressure.
<u>DUTIES</u>	:	Render support services to case flow management, Render efficient and effective support services to the court, Issuing of summons at General Office, Update case progress on ICMS, Render counter service duties /functions, Prepare, analyse and issue court statistics, Maintain and keep all registers for Civil and Criminal matters, Filing and storage of both Civil and Criminal process, Issue warrant of arrest for defaulters, Act as a liaison between Judges and Legal Practitioners, Deal with correspondence and attend to general public enquiries, Issue all processes that initiate court proceedings, Prepare and send cases to transcribers for appeal and review purposes, Preparing and binding of appeals and reviews, Attend to complaints from prisoners and members of the public, Act as a liaison between Registrar and Legal Practitioners, Provide administrative support in general as requested by Court Manager and supervisor.
<u>ENQUIRIES</u>	:	Technically/ HR Related Enquiries: Ms SZ Mvuyana Tel No: 031 492 6206
<u>POST 08/116</u>	:	<u>REGISTRAR'S CLERK REF NO: 2023/147/OCJ</u>
<u>SALARY</u>	:	R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement.

<u>CENTRE REQUIREMENTS</u>	:	KwaZulu Natal Division of The High Court: Pietmaritzburg
	:	Matric certificate, computer literacy and Experience in Clerical/ administration functions will be an added advantage. Skills and Competencies: Good communication skills (written and verbal), Good interpersonal and public relations skills, Good administration and organizational skills, Customer service skills and ability to work under pressure.
<u>DUTIES</u>	:	Render support services to case flow management, Render efficient and effective support services to the court, Issuing of summons at General Office, Update case progress on ICMS, Render counter service duties /functions, Prepare, analyse and issue court statistics, Maintain and keep all registers for Civil and Criminal matters, Filing and storage of both Civil and Criminal process, Issue warrant of arrest for defaulters, Act as a liaison between Judges and Legal Practitioners, Deal with correspondence and attend to general public enquiries, Issue all processes that initiate court proceedings, Prepare and send cases to transcribers for appeal and review purposes, Preparing and binding of appeals and reviews, Attend to complaints from prisoners and members of the public, Act as a liaison between Registrar and Legal Practitioners, Provide administrative support in general as requested by Court Manager and supervisor.
<u>ENQUIRIES</u>	:	Technically / HR Related Enquiries: Ms SZ Mvuyana Tel No: 031 492 6206
<u>POST 08/117</u>	:	<u>REGISTRY CLERK REF NO: 2023/148/OCJ</u>
<u>SALARY</u>	:	R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	KwaZulu Natal Division of The High Court: Durban
	:	Matric certificate. A minimum of 1-year relevant experience will serve as an advantage Skills and Competencies: Knowledge of relevant legislations. Planning and organizing skills. Communication (verbal and written) Computer literacy. Good telephone etiquette. Ability to multi-task. Good organizing abilities. High level of reliability. Tact and Diplomacy. Computer (info extraction, presentation and data capturing)
<u>DUTIES</u>	:	Process documents for archiving and disposal, Open files according to filing system, File correspondence accurately, Maintain files in neat and good condition, Render an effective filing and records management service, Opening and close files according to record classification system, Filing, storage and tracing (telephonically/manually) and retrieval of documents and files, Complete index cards for all files, Accurate filing of correspondence in respective files, Maintain files in neat and good conditions, Handle incoming and outgoing correspondence, Receive all mail Sort, register, date stamp and dispatch, Distribute notices when required, Provide Register counter services, Attend to requests for files and filing, Handle telephonic and other enquiries received, Maintain registers for incoming and outgoing files and correspondence, Deliver files on request
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr MN Zondi Tel No: 033 4582 111 HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 492 6206
<u>POST 08/118</u>	:	<u>TYPIST REF NO: 2023/149/OCJ</u>
<u>SALARY</u>	:	R151 884 - R178 917 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	KwaZulu Natal Division of The High Court: Durban
	:	Matric certificate or an equivalent qualification with a typing as a passed subject. Minimum typing speed of 35 wpm. Shortlisted candidates will be required to pass a typing test. Knowledge of Public Regulations will be an added advantage. Skills and Competencies: Knowledge of Public Services Legislation, Prescripts and Regulations, Computer literacy (MS Word), Accuracy and attention to detail, Ability to work under pressure.
<u>DUTIES</u>	:	Typing of reports, appeals, Court orders, review reports, minutes, circulars and memorandums, Attend to queries and perform other administration duties as may be allocated from time to time.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr MN Zondi Tel No: 033 4582 111 HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 492 6206

POST 08/119**USHER MESSENGER REF NO: 2023/150/OCJ**

- SALARY** : R128 166 - R150 975.per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : KwaZulu Natal Division of The High Court: Durban
Grade 10 or Abet. A valid driver's license will serve as an added advantage. Skills and Competencies: Knowledge of relevant legislations. Planning and organizing skills. Problem solving and analysis. Time management. Client orientation and customer focus. Communication skills. Attention to detail. Good interpersonal skills.
- DUTIES** : Escorting of Judges' to the Court rooms, Rendering of administrative support functions to the Judges' and the Court room crew, Maintenance of Courtrooms' records, Facilitation of the smooth- running of the Court rooms and the collection and distribution of post/parcels, files and other documents and photocopying of official documents, Be present in Court during the session, Making copies of Court rolls and circulate according to distribution list, General messenger duties, Filing.
- ENQUIRIES** : Technical Related Enquiries: Mr MN Zondi Tel No: 033 4582 111
HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 492 6206

POST 08/120**USHER MESSENGER REF NO: 2023/151/OCJ**

- SALARY** : R128 166 - R150 975 per annum the successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : KwaZulu Natal Division of The High Court: Pietrmaritzburg
Grade 10 or Abet. A valid driver's license will serve as an added advantage. Skills and Competencies: Knowledge of relevant legislations. Planning and organizing skills. Problem solving and analysis. Time management. Client orientation and customer focus. Communication skills. Attention to detail. Good interpersonal skills.
- DUTIES** : Escorting of Judges' to the Court rooms, Rendering of administrative support functions to the Judges' and the Court room crew, Maintenance of Courtrooms' records, Facilitation of the smooth- running of the Court rooms and the collection and distribution of post/parcels, files and other documents and photocopying of official documents, Be present in Court during the session, Making copies of Court rolls and circulate according to distribution list, General messenger duties, Filing.
- ENQUIRIES** : Technical Related Enquiries: Mr MN Zondi Tel No: 033 4582 111
HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 492 6206

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



<u>APPLICATIONS</u>	:	Applications must be posted / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), at Private Bag X 944. Pretoria 0028 or hand delivered to 330 Grosvenor Street, Hatfield, Pretoria 0028 (please quote the relevant post and reference number). Emailed applications will not be accepted.
<u>FOR ATTENTION</u>	:	Human Resource Admin & Recruitment
<u>CLOSING DATE</u>	:	17 March 2023 at 16:30
<u>WEBSITE</u>	:	www.dpme.gov.za
<u>NOTE</u>	:	<p>The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z.83 accompanied by a comprehensive CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the 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/training-course/sms-pre-entry-programme/. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at www.dpsa.gov.za.</p>

MANAGEMENT ECHELON

<u>POST 08/121</u>	:	<u>DEPUTY SECRETARY OF PLANNING REF NO: 10/2023</u> NPC Secretariat
<u>SALARY</u>	:	R1 590 747 per annum (Level 15), all-inclusive salary package. The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An appropriate NQF 8 qualification in the areas of Macro Economics, Social Science or related fields. A Master's Degree (NQF 9) will be an added advantage. A Minimum of 10 years' appropriate experience in the area of Strategic Macro Economics level of which 8 years must be at senior management (SMS) level. A valid drivers-license. A good understanding of political, planning and governance issues. Good understanding of government across the three spheres and partners for development. Knowledge of government prescripts, policies, administrative processes, practices, and programmes. A good understanding of the National Developmental Planning, National Planning Commission (NPC), National Development Plan (NDP) and its implementation processes. Ability to foster and manage effective working arrangements with other centre of government departments and social/development partners to ensure co-ordinated and integrated actions. Willingness to travel on a regular basis. Competencies/Skills: Management skills. Ability to build trust amongst relevant stakeholders at a high level. Well-developed interpersonal & communication skills (written & verbal) and the ability to communicate with diverse audiences. Highly developed negotiation skills. Conflict management skills. Strategic and analytical skills. Financial management and project / programme management skills. Good computer literacy skills. People management and empowerment skills. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and have the ability to maintain high levels of confidentiality.
<u>DUTIES</u>	:	The successful candidate will be responsible to manage the NPC Secretariat Branch, coordinate and facilitate macro, high level strategic and of long-term planning in the country working with government and social partners. Leadership for promotion and monitoring implementation of the NDP and partnerships for development in the country. This entails to manage, coordinate and facilitate national development planning working with all social partners in support of the NPC. Provide technical, administrative and secretariat support and coordination services to the National Planning Commission (NPC) in implementing the National Development Plan (NDP). Prepare content, reports, presentations for the National Planning Commission and its structures. Assess implementation of country developmental plans across government, region, continent, globally, and with all social partners in support of the NPC. Manage, coordinate and facilitate NPC research, partnerships and engagements with all stakeholders. Strategic and operational leadership for the National Planning Commission and secretariat.
<u>ENQUIRIES</u>	:	Mr M Cilo Tel No: (012) 312- 0540 or Email: Mthobisi@dpme.gov.za
<u>POST 08/122</u>	:	<u>CHIEF DIRECTOR: RESEARCH, PARTNERSHIPS AND DEVELOPMENT REF NO: 11/2023</u> NPC Secretariat
<u>SALARY</u>	:	R1 308 051 per annum (Level 14), (all-inclusive salary package). The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An appropriate NQF 7 qualification in the areas of Bachelor's Degree/Advanced Diploma in economics, social science, political science, international relations and public management/administration or related fields. A (NQF 8) and experience in Communications, Research or Knowledge Management will be an added advantage. A Minimum of 8 years' Senior Management level of which 8 years must be at senior management (SMS) level. A valid drivers-license. A good understanding of economic, social,

political, development planning, justice and governance issues. Good understanding of government across the three spheres and partners for development. Knowledge of government prescripts, policies, administrative processes, practices, and programmes. A good understanding of the National Developmental Planning, National Planning Commission (NPC), National Development Plan (NDP) and its implementation processes. Ability to foster and manage effective stakeholder engagements, collaborative working arrangements, partnerships with other centre of government departments and social/development partners to ensure co-ordinated and integrated actions. Willingness to travel on a regular basis. Competencies & Skills: Management skills including communications, people management and empowerment, and experience in managing multi-disciplinary teams. Ability to provide strategic direction and leadership. The ability/experience to create an environment for high performance culture and staff development. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal). Highly developed negotiation and conflict management skills. Strategic and analytical skills. Research and policy analysis skills. Financial management and project/programme management skills. Good computer literacy skills. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations.

DUTIES

: The incumbent will be responsible to: manage, coordinate and facilitate specific research and research projects to inform planning and ensure the implementation of a knowledge management strategy for the National Planning Commission. Develop the NPC research agenda, per sector and research synthesis methodology to support the National Development Plan. Create a systemised approach for guiding on going analysis needed to address gaps and for identifying opportunities for innovation and policy making/ adjustments drawing on data and information. Manage and establish systems and processes for collecting, managing and sharing of data and information with all stakeholders, including policy makers. Manage and facilitate collaborative partnerships and liaise with stakeholder to set NPC research agenda, disseminate policy information and interface with funders and research intelligence institutions. Manage, develop and maintain a NPC sharing and storing Knowledge Management Repository. Ensure efficient management of the Chief Directorate.

ENQUIRIES

: Mr M Cilo Tel No: (012) 312- 0540 or Email: Mthobisi@dpme.gov.za

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.

- APPLICATIONS** : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed.
- CLOSING DATE** : 20 March 2023
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp. "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); 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 (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). An evaluation certificate must accompany foreign qualifications from the South African Qualification Authority (SAQA). All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise; (2) a generic managerial competency assessment; and (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter. Note: Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the 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/training-course/sms-pre-entry-programme/>.

MANAGEMENT ECHELON

- POST 08/123** : **DIRECTOR: STRATEGIC MANAGEMENT AND MONITORING AND EVALUATION REF NO: DPSA 05/2023**
- SALARY** : R1 105 383 per annum (Level 13). The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the state's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE REQUIREMENTS** : Pretoria.
A Senior Certificate on NQF level 04, an appropriate Bachelor Degree in Public Administration or Public Management or relevant qualification at NQF level 7. Postgraduate qualifications in Strategic Management and Monitoring and Evaluation will be an added advantage. Minimum of 5 years managerial experience at senior/middle management level and 8 years appropriate experience in Strategic Management and Monitoring and Evaluation. Pre-entry Certificate for SMS. Sound knowledge of the Constitution of the Republic of South Africa, Public Service and Administration legislation. Government Legislation including Strategic Frameworks for Monitoring and Evaluation and Strategic Management. A self-driven individual in possession of the following technical skills and competencies: Policy Development, Strategic Management, Monitoring and Evaluation, Research skills, Analytical skills,

<u>DUTIES</u>	:	Problem Solving (conceptual thinking), Report Writing, Strategic Communication, Information Management, and Computer Literacy. Manage the development of internal prescripts for Strategic Management and Internal Monitoring and Evaluation as guided by national policies/frameworks. Coordinate the conducting of evaluation and impact studies. Develop electronic systems for data collection, M&E and reporting. Implement M&E governance Structures and related systems and processes. Conduct research to inform the development of the department's strategic plans. Coordinate and Compile all related documents related to Strategic Planning and M&E which include, Strategic, Annual and Operational Plans. Compile related reports for submission to the different control points and presentation to the management structures. Coordinate the Strategic and Operational Planning and Review Sessions. Coordinate the BBBEE assessment processes. Conduct assessments of the department's effectiveness and efficiency in supporting the attainment of its service delivery which include institutional and productivity measurement assessments as prescribed in the Public Service Regulations. Conduct training and capacity building for managers and staff and provide technical assistance and support. Manage the operations, systems and processes of the directorate.
<u>ENQUIRIES</u>	:	Ms. Linda Dladla Tel No: (012) 336 1282 E-mail your application to Advertisement0523@dpsa.gov.za
<u>POST 08/124</u>	:	<u>DIRECTOR: HRD STRATEGY AND GOVERNANCE REF NO: DPSA 06/2023</u>
<u>SALARY</u>	:	R1 105 383 per annum (Level 13), (An all-inclusive remuneration package) Annual progression up to a maximum salary of R1 302 102 per annum is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal needs within a framework.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A senior certificate, an appropriate B. Degree in Human Resource Development / Human Resource Management, Public Administration / Management or relevant appropriate qualification at NQF level 7. Minimum of 5 years' experience at a middle/senior management level. Minimum of 8 years' appropriate experience in Human Resource field. Knowledge of the Constitution of the Republic of South Africa, Government legislative framework, Public Service legislative and policy framework. Government programs such as the National Development Plan and Key Strategic Priorities of Government. Must have understand the development of prescripts for Human Resource Development and leadership development. Human Resources Development theory and practice, Stakeholder management and coordination, strategic thinking and leadership, negotiation, analytical skills, and an understanding of the Batho Pele principles require very good diversity management, communication and information management, interpersonal relations, facilitation, negotiation, presentation, report writing, computer literacy, conflict management, stakeholder management and coordination, and project and program management skills.
<u>DUTIES</u>	:	Manage and undertake the development of prescripts, norms, and standards; directives, circulars, frameworks, and guidelines for human resources development; and provide implementation support to the departments. Provide technical advice and support the implementation for capacity building. Coordination of and contributions made to the development of training programs with the relevant training institutions. Manage the monitoring and evaluation of compliance and impact assessments of prescripts on human resources development. Manage all the operations, systems, and processes of the directorate.
<u>ENQUIRIES</u>	:	Ms. Rhulani Makhubela Tel No:(012) 336 1108 E-mail your application to Advertisement0623@dpsa.gov.za

OTHER POSTS

<u>POST 08/125</u>	:	<u>DEPUTY DIRECTOR: BATHO PELE MANAGEMENT REF NO: DPSA 07/2023</u>
<u>SALARY</u>	:	R766 584 per annum (Level 11), (an all-inclusive remuneration package) Annual progression up to a maximum salary of R903 006 is possible, subjected

		to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal needs within a framework.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A Senior Certificate, an appropriate B. Degree in Public Administration or Management, or a relevant qualification in Social Science or Humanities at NQF Level 7. Minimum of 3 years' experience at the assistant director level, 5 years' of appropriate experience in a service delivery improvement environment. Knowledge of the Constitution of the Republic of South Africa. Government Legislative Frameworks, Public Service Legislative Frameworks and Policy, key strategic priorities of the government and good knowledge of Service Delivery Improvement Prescripts, practices and policies in government. Managerial skills: Research Capabilities, Data Analysis, Change Management, Project Management, Good presentation and facilitation skills, problem-solving skills, ability to communicate verbally and non-verbally with different stakeholders, teamwork, stakeholder management, monitoring and evaluation skills, good interpersonal skills and report writing skills.
<u>DUTIES</u>	:	To facilitate the development of frameworks, toolkits, and policies to implement the Batho Pele. Manage the implementation of the Batho Pele programmes and the development of the Batho Pele standards. Develop frameworks, toolkits, and policies to implement the Batho Pele Change Management Engagement Programme. Facilitate and coordinate the Batho Pele learning and institutional Programme. Monitor the implementation of the Batho Pele programs in the national and provincial departments. Problem-solving skills, written and verbal communication, stakeholder management skills, analytical skills, interpersonal relations, teamwork, and team corporation, Research management skills, project management skills, decision-making skills, and diversity management skills Communication and information management skills, facilitation skills, presentation skills, report writing skills, and conflict management skills.
<u>ENQUIRIES</u>	:	Ms. S.S. Moremi Tel No: (012) 336 1167 E-mail your application to Advertisement0723@dpsa.gov.za
<u>POST 08/126</u>	:	<u>ASSISTANT DIRECTOR: EVALUATION REF NO: DPSA 08/2023</u>
<u>SALARY</u>	:	R393 711 per annum (Level 09). Annual progression up to a maximum salary of R463 764 is possible, subject to satisfactory performance.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A Senior Certificate, a National Diploma / Degree in Information Systems / Information Management / Social Sciences or relevant qualification at NQF level 6/7 in the above-mentioned fields. Minimum 3 years appropriate experience in the field of Information Management / Systems Design / Compliance Monitoring and Evaluation. Knowledge of the Constitution of the Republic of South Africa. Knowledge of Public Service Legislative and Policy Framework, Government programs such as the National Development Plan; and Key Strategic Priorities of Government. Attributes: Problem solving, written and verbal Communication, Research, Conceptual thinking, Analytical skills, Interpersonal skills, Team work, Time management, Negotiation skills. Managerial Skills: Project Management, Strategic thinking and initiative, Stakeholder management and coordination, including Client Relations, Financial management, and Confidentiality. Generic Skills: Diversity management, Communication and information management, Facilitation, Conflict Management and Computer literacy. Technical skills: Norms and Standards Compliance Monitoring and reporting; Monitoring an Evaluation experience, Database development and Information management, Production of analytical reports, Visual presentations, Systems development, Business Analysis / Designs thinking / Data Analysis.
<u>DUTIES</u>	:	Conduct Research and support towards the development, implementation, and review of compliance monitoring frameworks, guidelines and tools for monitoring and ensuring compliance to Public Administration Norms and Standards. Provide assistance towards the development, design, implementation, and evaluation of PA Norms and Standards Compliance early warning system / reporting systems. Monitor and Evaluate Compliance by institutions and Report quarterly on the state of compliance to the Minimum Public Administration Norms and Standards. Facilitate and support the provision of Implementation Support to Departments.

ENQUIRIES

: Ms. M.I. Matloga Tel No: (012) 336 1626
E-mail your application to Advertisement0823@dpsa.gov.za

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representatively in the Public Service through the filling of these posts and with persons whose appointment will promote representatively, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.



CLOSING DATE
NOTE

: 17 March 2023 at 16H00

: Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form and the Z83 form must be signed when submitted as failure to do so will result in their application being disqualified. With regard to completion of new Z83 form, part A and B must be fully filled, Part C on method of correspondence and contact details must be fully filled, two questions relating to condition that prevent reappointment under part F must be fully answered. Page 1 must be initialled, and applicants will not be disqualified if they only sign page 2. Failure to comply with the above, applicants will be disqualified. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants, Please note that 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. The communication from HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Candidates will only consider recognition of prior learning on submission of proof. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next months, please regard your application as unsuccessful. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015; a requirement for appointment into SMS posts from 1 April 2020 is the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). 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 below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. Application must be submitted to the email addresses

specified for each senior management position. Hand delivered, posted and late applications will NOT be accepted only for SMS positions. All shortlisted candidates for SMS positions will be subjected to a compulsory technical or competency-based test that forms part of the interview process. Following the technical exercise and the interview the selection panel will identify candidates to undergo the generic management competency assessments and successful candidate to sign a performance agreement and be subjected to security clearance.

MANAGEMENT ECHELON

<u>POST 08/127</u>	:	<u>CHIEF DIRECTOR: EXECUTIVE SUPPORT REF NO: 2023/90</u> (This position is targeted for persons with disabilities and female candidates)
<u>SALARY</u>	:	R1 308 051 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Senior Management Service)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 07) in Public Management or Administration or equivalent qualification as recognised SAQA. Five (5) years appropriate or relevant experience at senior management level. Knowledge: Knowledge of the Public Service legislation. Knowledge of the functioning of national, government, fundamental economics, structure and functioning of the Department, PMTE, Parliamentary protocol processes, linkages with government clusters, Departmental standards and regulations. Skills: Executive management skills, Sound analytical and problem identification and solving skills, Computer literacy, Marketing and liaison, Advanced communication, Language proficiency, Advanced report writing, Strategic management, Lateral thinking, Research methodologies, Financial management, Advanced interpersonal and diplomacy skills, Programme and project management. Ability to work effectively and efficiently under sustained pressure. Ability to meet tight deadlines whilst delivering excellent results. Ability to communicate at all levels, particularly at an executive level. Drivers' license. Prepared to travel, willing to adapt work schedule in accordance with professional requirements.
<u>DUTIES</u>	:	Manage the administration of the Office of the Director-General. Engage and interact with the Ministry on Cabinet, Parliament and Cluster related issues, Render strategic advice and executive support regarding the development and submission of the strategic documents to the Ministry. Represent the Office of the Director-General in executive management processes. Participate in TMC, MANCO and HOD Public Works. Participate/ensure representation, and manage and assess reports of FOSAD or related committees on behalf of the Director-General. Provide strategic advice regarding MINMEC and NEDLAC issues. Co-ordinate, integrate and support the involvement of the DPWI in the relevant Cluster activities. Facilitation the approval and submission of responses to Parliament questions and other strategic matters. Review, determine impact and provide comments regarding departmental and external submissions addressed to the Director-General. Review all reports and submissions for the attention of the Director-General Support the analysis and interpretation of built industry norms and standards. Direct the diary of the Director-General. Approve administrative matters related to senior managers who report directly to the Director-General as required. Develop and direct the administrative framework regarding finances, human resources, operations and logistical requirements of the Office of the Director-General.
<u>ENQUIRIES</u>	:	Mr SC Zaba Tel No: (012) 406 1544/1359
<u>APPLICATIONS</u>	:	All applications for this position must be submitted only via email to: Recruitment23-01@dpw.gov.za
<u>POST 08/128</u>	:	<u>CHIEF DIRECTOR: INTERGOVERNMENTAL RELATIONS CO-ORDINATION (CONCURRENT) REF NO: 2023/91</u>
<u>SALARY</u>	:	R1 308 051 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Senior Management Service)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 07) in Political Sciences, Corporate Governance, Development Studies, Public Management/ Administration, International Relations or equivalent qualification as recognized by SAQA, plus at least five (5) years' experience in a Senior Management position. A relevant

	Master's degree will be an added advantage. Extensive experience in stakeholder management and sector co-ordination. Good understanding of the Public works and infrastructure sector. Understanding of applicable Intergovernmental Relations legislation, Public finance Management Act (Act 1 of 1999) and Treasury regulations. Knowledge of Risk Management and combined assurance, Professional writing, mentoring/coaching, influencing and networking skills, Policy development and diplomacy. A valid driver's license, willingness to travel.
<u>DUTIES</u>	: Provide strategic direction and promote good governance for internal and sector governance structures. Strengthen sector co-ordination and sector contributions to the DDM model. Oversee and support the development and regular review of sector governance structures. Oversee, Monitor and Report on the programmes of sector governance structures. Co-ordinate Parliamentary Questions, Select and Portfolio Committee engagements as well as facilitation of Cabinet matters. Promote sound Intergovernmental relations and provide strategic guidance on the Department's efforts to resolve disputes with other spheres of government. Build and maintain relationships with IGR partners, including sector entities, local government and NEDLAC. Negotiate protocol agreements with IGR partners as well as monitoring performance on agreed programmes. Render protocol services to the Executive and ensure effective execution of the Department's public participation programmes. Monitor and report on the Chief Directorate's financial and non-financial performance information. Manage the chief directorate's resources (human and financial).
<u>ENQUIRIES</u>	: Mr A Mthombeni Tel No: (012) 406 1100
<u>APPLICATIONS</u>	: All applications for this position must be submitted only via email to: Recruitment23-02@dpw.gov.za
<u>POST 08/129</u>	: <u>DIRECTOR: SECURITY MANAGEMENT REF NO: 2023/92</u>
<u>SALARY</u>	: R1 105 383 per annum (all-inclusive salary), (package to be structured in accordance with the rules of the Senior Management Services)
<u>CENTRE</u>	: Head Office (Pretoria)
<u>REQUIREMENTS</u>	: An undergraduate qualification (NQF level 7) in Safety and Security Management disciplines/Policing, Management Science, Behavioral Science as recognized by SAQA plus five (5) years' of experience at a middle/senior managerial level in safety/security management and administration, forensic investigation and examination criminal law. Willing to successfully attend prescribed training courses; prepared to travel and be absent for prolonged periods; prepared to work irregular and long hours; expected to work overtime; prepared to disclose their financial interests; security clearance. State Security Agency (SSA) Manager course. Knowledge: Relevant legislation related to public security, including the Minimum Information Security Standards (MISS) Act; disciplinary procedures and what constitutes unprofessional conduct; Departmental business processes; National Strategic Intelligence Act national information security policy; risk and threat management; safety and security management and administration, including-security auditing; physical security measures; contingency planning; occupational health and safety; personnel security; document security; surveillance; information technology security; fire regulations and fire protection; and communication security (cryptography); security vetting; security breaches and investigations. SKILLS: Strategic capability and leadership; People management and empowerment; Programme and project management; Financial Management; Change management; Knowledge management; Service delivery innovation; Problem solving; Client orientation and customer focus; effective communication at all levels; report writing; presentation skills; planning and organisation; relationship management; interpersonal and diplomacy skills; computer literacy; detection skills; analytical thinking; problem solving skills; decision making skills; motivational skills; conflict management. Personal Attributes: Tenacity; dedication; honesty; exceptional level of integrity; objectivity; innovation; resourcefulness; adaptability; creative. A valid drivers' license.
<u>DUTIES</u>	: The management and coordination of the total security function of the Department-identify risks and threats to the security of the Department, and vulnerabilities in the organisational capacity to counter such; develop and implement appropriate security measures and procedures; develop and implement the policy; ensure integration of all security-related aspects with regard to personnel, documents, physical security, communications,

computers and surveillance activities; advise management regarding the security implications of executive decisions; facilitate the management of security-related issues by the Security Committee ensure the effective management of vetting applications and security clearances; maintain records of security incidents. Manage the execution of vetting field-work investigations within the Department. Manage the execution of vetting field-work investigations within the Department; conduct physical security appraisals; monitor the extent of compliance; ensure effective implementation; recommend interventions/ improvements/disciplinary measures where appropriate; provide management reports. Conduct screening of companies, contractors and consultants; Conduct verification of academic qualifications of DPW officials; Verification of criminal records checks, Citizenship verification, Financial/asset record checks and previous employment verification; Conduct pre-employment screening to all potential employees; Creating a database of pre-cleared contractors and consultants with the prestige portfolio; Conducting workshops to companies, contractors and consultant for security screening requirements; liaise and interact regarding planned and unplanned inspections; liaise regarding information security; liaise regarding physical security requirements and problems, and measures to address such; report incidents or suspected incidents of security breaches and/or leakages of sensitive information for investigation. Manage budget and expenditure of the component efficiently; Compile budgetary reports. Manage the administration and development of staff; provide reports on branch performance issues; ensure capacity and sustainability of staff of the component.

**ENQUIRIES
APPLICATIONS**

: Mr R Muthanyi Tel No: (012) 406 1629
: All applications for this position must be submitted only via email to: Recruitment23-03@dpw.gov.za

POST 08/130

: **DIRECTOR: OFFICE OF THE DG REF NO: 2023/93**

SALARY

: R1 105 383 per annum, (all-inclusive salary), (package to be structured in accordance with the rules of the Senior Management Services)

**CENTRE
REQUIREMENTS**

: Head Office (Pretoria)
: An undergraduate (NQF 7) qualification in Public Management or Administration or equivalent qualification. Five (5) years MMS/SMS relevant experience in an executive environment. Knowledge: Technical knowledge of the built environment industry; Applicable legislation, norms and standards related to the built environment industry, including the PFMA, Treasury Instructions, PSA, PSR and MISS Act; Functioning of national, provincial and local government; Fundamental economics; Structure and functioning of the Department; Parliamentary protocol processes; Linkages with government clusters; Departmental standards and regulations. Personal Attributes: Innovative; Ability to work effectively and efficiently under sustained pressure; Ability to meet tight deadlines whilst delivering excellent results; Ability to communicate at all levels, particularly at an executive level; People orientated; Trustworthy; Assertive; Ability to work independently. Skills: Executive management skills; Sound analytical and problem identification and solving skills; Advanced communication; Language proficiency; Advanced report writing; Strategic management; Financial management; Organising and planning; Computer literacy; Advanced interpersonal and diplomacy skills; Programme and project management; Time management; Decision making skills; Conflict management; Negotiation skills; Motivational skills; Influencing skills. Other: Willing to adapt work schedule in accordance with professional requirements; Security clearance.

DUTIES

: Represent the Office of the Director General in executive management forums and processes, Participate in structures (TMC, MANCO and HOD Public Works) and processes as directed by the Director General; Participate/ensure representation, and manage and assess reports of FOSAD or related committees on behalf of the Director General; Provide strategic advice regarding MINMEC and NEDLAC issues; Co-ordinate, integrate and support the involvement of the Department in Cluster activities; Engage and interact with the Ministry regarding Cabinet, parliament and Cluster related issues; Optimise the effectiveness of the Office of the Director General-Undertake environmental assessments and provide strategic advice and support regarding departmental service delivery to the Director General; Re-engineer management processes and co-ordinate management review processes related to the Office; Effectively manage, monitor and track information related

to the Office of the Director General; Articulate, co-ordinate, monitor and assess strategic, corporate and operational issues and provide advice with regard thereto to the Director General; Review, determine the impact and provide comments regarding departmental and external submissions addressed to the Director General; Assess audit reports and ensure that the Department is providing value for money; Support the preparation of presentation to be made by the Director General to key stakeholders. Manage the administration of the Office of the Director General, Direct the diary of the Director General; Approve administrative matters related to senior managers who report directly to the Director General as required; Develop and direct the administrative framework regarding finances, human resources, operations and logistical requirements; Co-ordinate research; Support the security profile of the Office. Management of the directorate:-Ensure that the directorate complies with the Medium Term Expenditure Framework; Manage the effective and efficient implementation and maintenance of risk management processes on immovable property; Undertake key account management of immovable properties entrusted with the directorate; Maintain conducive professional relationships with stakeholders and clients; Establish and maintain good working relations with all stakeholders and client departments; Control and manage human, financial and physical assets attached to the directorate.

**ENQUIRIES
APPLICATIONS**

: Mr SC Zaba Tel No: (012) 406 1544/1359
: All applications for this position must be submitted only via email to: Recruitment23-04@dpw.gov.za

POST 08/131

: **DIRECTOR: VERIFICATION AND CONDITION ASSESSMENT REF NO: 2023/94**
(36 Months Contract)

SALARY

: R1 105 383 per annum, (all-inclusive salary), (package to be structured in accordance with the rules of the Senior Management Services)

**CENTRE
REQUIREMENTS**

: Head Office (Pretoria)
: An undergraduate (NQF 7) qualification in Commerce, Business Administration, Real Estate Management, Asset Management, State Land Administration or equivalent qualification. Extensive experience in Real Estate Management, Asset management and State Land Administration. Five (5) years MMS/SMS relevant experience in Real Estate Management, Asset management and State Land Administration. Knowledge of Framework for supply chain management, Structure and functioning of the Department, Business functions and processes of the Department, Supply Chain Management, GIAMA, Asset Management, Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations. A valid driver's license. Computer literacy, Decision making skills. Ability to work under pressure, Negotiation skills, excellent inter-personal skills and Communication skills, Good Verbal and written communication skills. Ability to work under pressure and deadline driven.

DUTIES

: Manage the planning and execution of physical verification of land and buildings over a five (5) year circle; Manage the planning and execution condition assessment of buildings and significant components over a five (5) year cycle; Ensure completeness of coastal reserves through identification, surveying and verification; Investigate and report on variances; Make necessary recommendations to resolve discrepancies; Ensure the updated register; Ensure rehabilitation of unused buildings. Compile and enhance Asset Register in compliance with GIAMA and GAAP; develop and implement processes for efficient management of immovable assets; monitor and evaluate compliance of policies and processes. Provide advisory support to management on asset register; Manage budget and expenditure of the component efficiently; Manage compliance of the unit against asset management, supply chain and procurement regulations and policy requirements; Manage the training and development needs for employees; Manage the implementation and compliance of performance management; Report on the performance of the unit against operational plan, business requirements and targets. Undertake researches on latest trends; ensure the development and implementation of effective and efficient acts, strategies and policies; ensure that all Immoveable Asset Register policies contribute to the Departments` strategic objectives; Manage the development of strategic intervention mechanisms where there are problems/challenges to implement efficient, effective and uniform procedures and policies; Ensure capitalisation,

de-recognition, impairment and all other accounting for Immovable Assets is in compliance with the GRAP requirements.

ENQUIRIES : Mr S Sokhela Tel No: (012) 406 1143/2043

APPLICATIONS : All applications for this position must be submitted only via email to: Recruitment23-05@dpw.gov.za

OTHER POSTS

POST 08/132 : **DEPUTY DIRECTOR: FINANCE PRIVATE LEASES REF NO: 2023/95 (X7 POSTS**
(12 Months Contract)

SALARY : R766 584 per annum, (all-inclusive salary package), Total package to be structured in accordance with the rules of the Middle Management service

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Financial Accounting/Financial Management or related qualification with relevant experiences. Willingness to travel with a valid driver's licence. Knowledge: A candidate must have public sector experience, extensive applied knowledge of the PFMA, GRAP/IFRS accounting standards. SAGE Financial Systems experience will be advantages. Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadline. Strong negotiation skills.

DUTIES : Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence for leases. Develop audit action plans and monitor implementation thereof. Responsible for providing responses to audit findings, discussing technical audit issues with AGSA as well providing guidance on audit issues to line function and finance units within the regions. Reviewing efficiency and effectiveness of systems of internal controls at the regions in order to improve the integrity of financial information. Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (Main focus on leases but could also include accrued expenses, prepaid expenses, immovable assets and construction projects related expenses, commitments). Provide technical accounting support to line function and finance officials. Drafting reports with regards to progress made and escalating challenges experienced. Empower officials with GRAP accounting and financial management skills development.

ENQUIRIES : Mr A Joubert Tel No: (012) 406 1744

APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 08/133 : **ASSISTANT DIRECTOR: HUMAN CAPITAL INVESTMENT REF NO: 2023/96**

SALARY : R491 403 per annum

CENTRE : Cape Town Regional Office

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Public Management, Human Resource Management, Social or Management Sciences. Appropriate working experience with Sectoral Education Training Authority (SETAs) / Donor funding / Project Administration or Coordination of Youth/Skills Development/ Training and Development Programmes at a supervisory level; and possess a valid unendorsed driver's license. Knowledge and understanding of National Development Plan, Youth Accord, Public Finance Management Act, Skills Development Act. The incumbent must have the ability to work under pressure in a deadline driven environment and have advanced computer literacy skills i.e. MS Word, MS Excel, MS PowerPoint. Good verbal and written communication skills, Presentation, Organising, Planning and Time Management Skills, and have the ability to work without close supervision. The incumbent must further have working knowledge of Financial Administration, and must be willing to travel extensively.

DUTIES : Provide input in the development of the Human Capital Investment Programmes guidelines, processes, norms & standards and strategies.

Provide technical and administrative support in the implementation of Human Capital Investment Programmes. Procure all resources related to programmes. Ensure alignment of programmes to the National Infrastructure Plan, Sector Skills Plan, Workplace Skills Plan, Succession planning, and Human Capital needs of the Department. Provide a consulting role with regards to Human Capital Investment. Stakeholder Relations Management. Administer the database pertaining to Human Capital Investment programmes beneficiaries. Render administrative services to programmes' finances. Assist in the Development of financial processes and systems for Human Capital Investment Programmes. Collate, consolidate and prepare invoice payments. Prepare and facilitate claims through the SETAs. Track expenditure and prepare financial reports to sponsors and Finance unit. Render monitoring and evaluation services on all Human Capital Investment programmes. Assist in the development of the overall framework of the monitoring and evaluation activities. Collate, consolidate and analyse monthly progress reports and provide advice. Prepare consolidated progress reports including identification of problems, causes of potential bottlenecks in implementation, and providing specific recommendations. Compile HCI Programmes Impact Report, Distributes reports to sponsors. Recommend further improvement of the logical frame work.

<u>ENQUIRIES</u>	:	Ms P Penxa Tel No: 021 402 2028
<u>APPLICATIONS</u>	:	Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book.
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 08/134</u>	:	<u>ASSISTANT DIRECTOR: EPWP TRAINING COORDINATOR REF NO: 2023/97</u>
<u>SALARY</u>	:	R491 403 per annum
<u>CENTRE</u>	:	Durban Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Human Resource Management, Human Resource Development, Public Administration, Public Management, Sociology, Psychology, Education and Behavioural Sciences. Relevant years of experience in Training and Skills Development Coordination field. Willingness to travel and work irregular hours and be in possession of a valid driver's licence (Code B – Old Code 8). Computer literacy, planning and organising, Social facilitation, conflict management, training and presentation skills, training quality assurance, stakeholder management, budget management, contract management, record keeping, claims support, procurement procedures and reporting are also key requirements for this job.
<u>DUTIES</u>	:	Coordinate the training for EPWP participants. Collect and capture data for reporting training interventions. Facilitate as a trainer on EPWP training interventions. Provide support in the process of developing and maintaining training programs. Coordinate capacity building programmes for EPWP 107 Officials. Provide support to Training Providers during training and claims processes.
<u>ENQUIRES</u>	:	Ms C Makunike Tel No: (012) 492 3075
<u>APPLICATIONS</u>	:	Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban.
<u>FOR ATTENTION</u>	:	Ms NS Nxumalo
<u>POST 08/135</u>	:	<u>ASSISTANT DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: 2023/98</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Public Administration Politics, Corporate Governance, Development Studies or equivalent qualification (NQF Level 6), plus extensive proven knowledge of and experience in coordinating stakeholders around government programmes in the public service. Excellent knowledge of the Public Finance Management Act (Act 1 of 1999) and Treasury Regulations; Good knowledge of legislation applicable to Intergovernmental Relations; Experience in administrative support; Proven skills in stakeholder management and programme/ sector

		coordination; professional writing skills; Ability and willingness to work under pressure and meet tight deadlines; Ability to work independently and as part of a team; Maintain confidentiality of information.
<u>DUTIES</u>	:	Support and contribute in development and review policies to support inter-governmental strategy. Plan and coordinate high level meetings; sector work streams, operational Exco and DDM structures. Provide secretariat support to sector IGR structures. Provide protocol support at IGR functions and events. Provide support on performance and financial management and reporting. Manage records of all sector and internal governance structures managed by the Directorate: IGR. Undertake other general administrative support functions. General supervision of employees. Provide reporting input for the management of performance information. Provide procurement related and financial reporting support to the Deputy Director.
<u>ENQUIRIES</u>	:	Ms P Mabuda Tel No: 012 406 1425
<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 08/136</u>	:	<u>ADMINISTRATIVE OFFICER: PROGRAMME MANAGEMENT OFFICE REF NO: 2023/99</u> (36 Months Contract)
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NGF Level 6) in Office Management/ Management Assistant /Office Administration / Public Administration. Appropriate experience in clerical support and office Administration, knowledge of Public Finance Management Act, wide range of administration tasks skills, Effective communication, Report writing, demonstrative computer literacy, General office administration and organizational skills, ability to work under stressful situations, ability to communicate at all levels, ability to work independently willing to adapt work schedule in accordance with office requirements. Skills: Strategic capabilities and leadership skills, programme and project management, information and knowledge management, high level of computer literacy, stakeholder management, quality management, planning and coordination. Ability to work independently, willingness to adapt to a tight schedule in accordance with professional requirements, required to travel extensively, working abnormal hours.
<u>DUTIES</u>	:	Render administrative/office support services. Provide administrative and personal functional support to the DDG. Prepare submissions and correspondences. Process subsistence and travel claims. Administer post incoming and outgoing. Provide secretariat services. Update the database, take minutes during meetings, Provide provisioning and logistical services. Render logistics for workshop, meetings and seminars. Provide goods and services. Maintain supply of stationery, furniture and office equipment. Make travel and accommodation arrangements. Provide assistance with personnel performance management system administration. Control personnel performance management system. Maintain record management. Maintain records keeping and filing systems. Administer leave registry. Record flow of correspondence. Make photocopies and faxing.
<u>ENQUIRIES</u>	:	Mr N Kubeka Tel No: (012) 406 1504
<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 08/137</u>	:	<u>RECEPTIONIST: INTERNAL COMMUNICATION & MOBILISATIONINTERNAL COMMUNICATION & MOBILISATION REF NO: 2023/100</u>
<u>SALARY</u>	:	R181 599 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A Grade 12 with appropriate relevant working experience. Knowledge of customer service principles and practices. An understanding of legislation, policies and procedures of DPWI, office management and administrative tasks. Advanced communication (verbal & written) skills. Computer literacy.

		Interpersonal skills. Customer service oriented. Planning & organizing skills. Stress management skills.
<u>DUTIES</u>	:	Effectively and efficiently provide receptionist support service within the department. Receive visitors and/ or clients. Assist and direct visitors and clients to their destination. Re-direct calls as appropriate and take adequate messages when required. Handle visitors' enquiries whenever possible. Keep a logbook of each day's visitors. Ensure a clean reception area. Provide a high level of internal customer service.
<u>ENQUIRIES</u>	:	Ms P Penxa Tel No: 021 402 2028
<u>APPLICATIONS</u>	:	Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book.
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 08/138</u>	:	<u>EPWP DATA CAPTURER REF NO: 2023/101</u>
<u>SALARY</u>	:	R151 884 per annum
<u>CENTRE</u>	:	Mthatha Regional Office
<u>REQUIREMENTS</u>	:	A senior Certificate/ Grade 12 or Equivalent Qualification/ Diploma or Degree in Information Technology/ Office Administration and related qualification will be an added Advantage. A Relevant Working Experience In Data Capturing And Office Administration. Knowledge: A range of work procedures such as data capturing, Administration procedures relating to working environment including norms and standards, Batho Pele Principles. Skills administration and reporting procedures. Basic gathering of information. Computer literacy (MS Suit). Ability to handle stressful environment. Office organizational skills. General filling including electronic filling skills. Conflict management and people skills. Ability to perform routine tasks. Basic interpersonal relationship. Problem solving. Strong computer literacy.
<u>DUTIES</u>	:	To capture information from hard copies as submitted by the different projects and public bodies to electronic system, i.e. word excel and other computer network system ensuring that the information captured is accurate and in good standards. Transcript data from source documents into the EPWP Reporting System.
<u>ENQUIRIES</u>	:	Mr. M Ntese Tel No: (041) 408 2305/2029
<u>APPLICATIONS</u>	:	Mthatha Regional Office Applications: The Regional Manager Department Of Public Works & Infrastructure Private Bag X 5007 Sutherland Street Mthatha, 5099, Hand Delivery / Physical Address: Department Of Public Works & Infrastructure, 96 Sutherland Street Prd II Building, 5Th Floor Mthatha 5099.
<u>FOR ATTENTION</u>	:	Ms. N Mzalisi
<u>POST 08/139</u>	:	<u>DATA CAPTURE: REMS REF NO: 2023/102 (X4 POSTS)</u> (12 Months Contract)
<u>SALARY</u>	:	R151 884 per annum
<u>CENTRE</u>	:	Mthatha Regional Office
<u>REQUIREMENTS</u>	:	A Senior Certificate/ Grade 12 or equivalent qualification. A three year tertiary qualification in Real Estate/ Property Management/ Built Environment, Finance/ Accounting will serve as an added advantage. Appropriate experience in Acquisition and Leasing or experience in the Accounts Payment Section will be required. Basic understanding of Public Finance Management Act and other Property related Legislations. Financial reconciliation and numerical skills. Good verbal and written communication skills.
<u>DUTIES</u>	:	Attend to reconciliation of payment of rentals to leased buildings to make sure that correct rentals are being paid. Attend to AG queries to avoid audit queries. Assist in making budget projections for leases to avoid under and over expenditure. Update, verify leases on Archibus system and other related government systems regularly. Compile lease reports monthly.
<u>ENQUIRIES</u>	:	P Ngomane Tel No: (012)-492 3337
<u>APPLICATIONS</u>	:	Mthatha Regional Office Applications: The Regional Manager Department Of Public Works & Infrastructure Private Bag X 5007 Sutherland Street Mthatha, 5099, Hand Delivery / Physical Address: Department Of Public Works & Infrastructure, 96 Sutherland Street Prd II Building, 5Th Floor Mthatha 5099.
<u>FOR ATTENTION</u>	:	Ms. N Mzalisi

DEPARTMENT OF SCIENCE AND INNOVATION

The Department of Science and Innovation is an affirmative action employer, and coloured people, white women and people with disabilities are encouraged to apply for these posts.

<u>CLOSING DATE</u>	:	17 March 2023
<u>NOTE</u>	:	Applications quoting the relevant reference number must be accompanied by a fully completed and signed new Z83 form and up-to-date curriculum vitae only (including three contactable referees). Each application for employment form must be fully completed, duly signed, dated and initialed by the applicant. Failure to do so will result in your application not being considered. No copies/attachments/proof of application, only Z83 and CV. Human Resources will request certified documents from shortlisted candidates on or before the day of the interview. A new application for employment form (Z83) became effective as of 1 January 2021. Individuals applying for a post must submit the new application form, which can be downloaded at http://www.dpsa.gov.za/dpsa2g/vacancies.asp . Applications submitted on the old forms will not be considered. Applications must be emailed to the email address specified for the particular post. Applications received on an incorrect email address will be disqualified. Applications must be submitted as one combined document. Shortlisted candidates will be subjected to personal suitability checks (criminal record check, citizenship verification, previous employment verification and verification of qualifications and creditworthiness). It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualifications Authority. The Department will respond only to shortlisted candidates, who will be interviewed on a date and at a time specified by the Department. The Department reserves the right not to make any appointment. All candidates for Senior Management Service (SMS) positions will be subjected to a technical exercise to test relevant technical elements of the job, the logistics for which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to undergo a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) directive on the implementation of competency-based assessments and using the mandated DPSA SMS competency-assessment tools. All SMS candidates must have completed a senior management leadership programme with either the National School of Government (NSG) or a higher education institution accredited by the NSG (see https://www.thensg.gov.za/training-course/sms-pre-entry-programme/) and must submit proof of this with their applications. For more information on the course please visit the NSG website: https://www.thensg.gov.za .

MANAGEMENT ECHELON

<u>POST 08/140</u>	:	<u>CHIEF DIRECTOR: SCIENCE AND TECHNOLOGY INVESTMENT REF NO: 23/02/01</u>
<u>SALARY</u>	:	R1 308 051 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification in natural or social sciences, engineering, technology, economics, statistics or development studies. A postgraduate degree will be an added advantage. At least five years of experience at a senior management level within the science and technology planning and development environment. Good knowledge and understanding of science and technology policies and institutional landscapes such as the national system of innovation. Acquaintance with government-wide programmes for investment in science, technology and research and development innovation (STI). A proven track record in policy development and strategic planning. Understanding of the Income Tax Act, the working of research and development (R&D) incentives and their international environment. Proven knowledge of national databases and international sources and networks of best practice work on STI indicators and measurement. Good understanding of the Public Finance Management Act, Public Service Act and corporate governance systems. Excellent writing, presentation and verbal skills. Financial, change and stakeholder management skills. Negotiation and problem-solving skills. People management and empowerment skills. Customer and service delivery

		orientation. Strategic capability and leadership skills. Policy development, interpretation and managerial skills. Programme, project and stakeholder management skills. Analytical, research, impact and influential skills. Ability to work independently, as part of a team, and under pressure. Innovative, creative and diplomatic.
<u>DUTIES</u>	:	Execute the development and maintenance of systems and institutional platforms for STI indicators. Ensure the implementation of an incentive programme to promote private-sector expenditure on R&D. Support planning of government investments on science and technology. Ensure the advancement of South Africa's role in international STI indicator measurement initiatives. Provide strategic management, including people management and empowerment, and financial management of the allocated budget.
<u>ENQUIRIES</u>	:	Ms Duduzile Magampa Tel No: 012 843 6704
<u>APPLICATIONS</u>	:	Applications must be emailed to cdsti@dst.gov.za
<u>NOTE</u>	:	Preference will be given to people with disabilities and women.
<u>POST 08/141</u>	:	<u>CHIEF DIRECTOR: INNOVATION FOR INCLUSIVE DEVELOPMENT REF NO: 23/02/02)</u>
<u>SALARY</u>	:	R1 308 051 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification in natural or social sciences, development studies, public policy management, economics, engineering or innovation studies. A postgraduate degree will be an added advantage. At least five years of experience at a senior management level within industry or science and technology for development environment and programme management. Good knowledge and understanding of the national system of innovation (NSI), policy development, analysis and implementation. Knowledge and understanding of innovation for development and economics. Understanding of regional and global science, technology and innovation for development strategies, agreements and practices. Understanding of government processes and practices or the machinery of government. Good knowledge and understanding of the Public Finance Management Act and Public Service Act, and other relevant legislation and corporate governance systems. Excellent writing, presentation and verbal skills. Financial, programme, change and stakeholder management skills. Negotiation and problem-solving skills. People management and empowerment skills. Customer and service delivery orientation. Strategic capability and leadership skills. Policy development and managerial skills. Ability to work independently, as part of a team, and under pressure. Innovative, creative, emotionally intelligent and diplomatic.
<u>DUTIES</u>	:	Provide strategic leadership and guidance for advancing the Innovation for Inclusive Development portfolio in the NSI. Ensure production of evidence-based knowledge products to inform and influence government planning and service delivery. Develop and harness relationships with institutions in the NSI and other relevant parties. Ensure alignment between the Human Sciences Research Council's strategic and annual performance plan (APP) with the Department of Science and Innovation's strategic plan and APP. Ensure the streamlining of research activities, provide research direction, monitor, and evaluate the contribution of the science council's research work on government programmes and policy implementation. Lead the NSI's implementation of the District Development model. Provide strategic programme management, including the management of specialists and analysts, people management and empowerment and financial management of the allocated budget.
<u>ENQUIRIES</u>	:	Ms Duduzile Magampa, Tel. 012 843 6704
<u>APPLICATION</u>	:	Applications must be emailed to cdiid@dst.gov.za
<u>NOTE</u>	:	Preference will be given to people with disabilities and women.
<u>POST 08/142</u>	:	<u>DIRECTOR: FINANCIAL ACCOUNTING REF NO: 23/02/03</u>
<u>SALARY</u>	:	R1 105 383 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification in financial management or accounting. A postgraduate qualification and professional membership and registration with the South African Institute of Chartered Accountants is an advantage. Extensive experience in financial management and/or financial accounting, of which five years must have been at a middle or senior managerial level in financial management and or financial accounting. Knowledge and

		understanding of the Public Finance Management Act, Preferential Procurement Policy Framework Act, Public Service Act and Regulations, Generally Recognised Accounting Practice, Treasury Regulations and Modified Cash Standard. Working knowledge and experience of BAS, LOGIS and Persal. Financial and project management skills. Excellent writing, presentation and verbal skills. Customer and service-delivery oriented. Policy development, problem solving and analytical skills. People management and empowerment, strategic and leadership, stakeholder management, and computer literacy skills. Ability to work under pressure and independently.
<u>DUTIES</u>	:	Lead the Directorate: Financial Accounting in designing, implementing and maintaining its strategic and operational plans. Ensure that business processes are aligned to strategic plans and that internal controls adequately address risks. Responsible for revenue expenditure, managing assets and liabilities and preparing and submitting interim and annual financial statements in line with statutory requirements. Manage the salary administration functions. Develop and manage internal controls systems, including managing financial management risks. Coordinate internal and external audits. Liaise with National Treasury, Auditor-General SA and other internal and external stakeholders.
<u>ENQUIRIES</u>	:	Ms Duduzile Magampa Tel No: 012 843 6709
<u>APPLICATIONS</u>	:	Applications must be emailed to dfa@dst.gov.za
<u>POST 08/143</u>	:	<u>DIRECTOR: BILATERAL COOPERATION (AMERICAS AND ASIA) REF NO: 23/02/04</u>
<u>SALARY</u>	:	R1 105 383 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification in international relations or diplomatic studies/sciences. At least five years of experience at a middle or senior management level within science, technology and innovation (STI) policy and/or research environment or related field. Good knowledge and understanding of national system of Innovation (NSI), science systems and policies, Public Service Act and Public Finance Management Act. Knowledge of international relations (including with BRICS countries) and knowledge and management of the relevant policies, strategies and legislations. Strategic capability, leadership and negotiation skills. Programme, project, stakeholder, financial, strategic and change management skills. People management and empowerment skills. Relationship building and multi-stakeholder management. Customer and service delivery orientation. Problem-solving and policy development skills. Strong writing, presentation and verbal skills. Computer literacy, research and analytical skills. Events management skills. Ability to work under pressure, independently, and in a team. Ability to think strategically. Innovative, creative and diplomatic.
<u>DUTIES</u>	:	Promote international resources and leverage engagements. Facilitate human capital development in STI initiatives. Facilitate STI capacity-building initiatives through international cooperation. Negotiate and implement international policy dialogues and technical exchanges. Support STI initiatives that target the objectives of the African Union's Agenda 2063.
<u>ENQUIRIES</u>	:	Ms Duduzile Magampa Tel No: 012 843 6704
<u>APPLICATIONS</u>	:	Applications must be emailed to dabc@dst.gov.za
<u>NOTE</u>	:	Preference will be given to women and/or coloured people.
<u>POST 08/144</u>	:	<u>DIRECTOR: ADVANCED MANUFACTURING REF NO: 23/02/05</u>
<u>SALARY</u>	:	R1 105 383 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification in BSc engineering (materials, industrial, mechanical, mechatronics or metallurgical) or natural sciences. A postgraduate qualification in management will be an added advantage. At least five years of experience in management of research and/or innovation within an innovation ecosystem at a middle or senior management level. Good knowledge and understanding of the national system of innovation (NSI) and understanding of corporate governance systems. Good knowledge and understanding of policy development, analysis, and implementation. Good knowledge of innovation, research, and technology management theory. Good knowledge of managing research, development and innovation (RDI) projects, initiatives and support instruments. Good knowledge and understanding of the

		Public Finance Management Act and Public Service Act. Knowledge of RDI for materials and advanced manufacturing technologies, especially additive manufacturing. Knowledge of industrial development policies, frameworks and support programmes. Excellent writing, presentation and verbal skills. Financial, change and stakeholder management skills. Negotiation and problem-solving skills. Customer and service delivery orientation. Strategic capability and leadership skills. Policy development and managerial skills. Research and technology management skills. Ability to engage with multiple stakeholders and expand existing knowledge networks. Ability to work with complex projects and in complex environments. Ability to work independently, as part of a team, and under pressure. Innovative and creative.
<u>DUTIES</u>	:	Provide policy and strategy leadership to advance the implementation of manufacturing and materials initiatives. Ensure that approved plans, programmes and activities are integrated into the broader policy and strategy of government and the country. Ensure strategic management of external partnerships and implementing agencies. Ensure strategic management, including people management and empowerment, and financial management of the allocated budget.
<u>ENQUIRIES</u>	:	Duduzile Magampa Tel No: 012 843 6704
<u>APPLICATIONS</u>	:	Applications must be emailed to dam@dst.gov.za
<u>POST 08/145</u>	:	<u>DIRECTOR: RESEARCH AND DEVELOPMENT PLANNING REF NO: 23/02/06</u>
<u>SALARY</u>	:	R1 105 383 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification in science, public administration, social sciences, policy, engineering, economics, statistics, or development studies. At least five years of experience at a middle management level in policy research, development analysis and implementation. Knowledge and understanding of economics. Knowledge of national databases, international sources and networks of best practice work on science, technology and innovation (STI) indicators. Knowledge of the South African Statistical Quality Assessment Framework. Good knowledge and understanding of Public Finance Management Act, Public Service Act and corporate governance systems. Knowledge and management of relevant legislation. Good knowledge and understanding of policy analysis and implementation. Policy development and managerial skills. Excellent writing, presentation and verbal skills. Financial, change and stakeholder management skills. Negotiation and problem-solving skills. People management and empowerment skills. Customer and service delivery orientation. Strategic capability and leadership skills. Ability to work independently, as part of a team, and under pressure. Innovative, creative and diplomatic.
<u>DUTIES</u>	:	Manage the production of the scientific and technological activities on government STI investments to support economic growth and development. Coordinate the STI budget across government. Ensure STI cooperation between the Department of Science and Innovation and other government departments. Support the national system of innovation and the monitoring and evaluation of the Research and Development Information Platform. Ensure strategic programme management, including empowerment and financial management of the allocated budget.
<u>ENQUIRIES</u>	:	Duduzile Magampa Tel No: 012 843 6704
<u>APPLICATIONS</u>	:	Applications must be emailed to drdp@dst.gov.za
OTHER POSTS		
<u>POST 08/146</u>	:	<u>DEPUTY DIRECTOR: SECURITY SERVICES REF NO: 23/02/07</u>
<u>SALARY</u>	:	R766 584 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification in security management/security risk management and PSIRA Grade A certificate. At least three years' managerial experience in security. Completion of State Security Agency Security Manager course is an advantage. A valid driver's license. Knowledge of the Public Service Regulations, Public Finance Management Act, risk management, Occupational Health and Safety Act and security legislation. Sound knowledge of MISS, MPSS, SASREA and VIP protocol procedures. Presentation, computer

literacy, research, good leadership and managerial skills. Able to manage conflicts effectively, client-relation skills, communication skills (verbal and written) and project management skills. Innovative, inspired, motivated and acts with utmost honesty. Able to interact and communicate at all levels, internally and externally, including briefing executive management and advising management on strategic matters related to the security of DSI property. Flexible, reliable and able to work and make decisions under pressure.

DUTIES : Develop and implement security policies and security plans. Develop training plans for the security team. Conduct awareness training for employees and relevant contractors. Gather information and assess risks. Develop and apply appropriate financial and managerial controls to mitigate identified risks. Develop and implement effective and efficient systems to ensure the protection of the institution's integrity, people, processes and assets from harm and loss. Implement measures to ensure safe and secure DSI events. Engage with the SSA and SAPS to conducting information and physical security audits. Facilitate the processes of screening candidates and vetting DSI employees. Manage security-related contracts. Conduct presentations to the DSI committees (including security committee) on security-related matters, physical security-related audit findings, and recommendations directed at the improvement of security measures in the DSI. Ensure the recording and investigation of reported security breaches. Ensure frequent liaison with security agencies and request assistance and guidance from these institutions as and when needed. Ensure the development and maintenance of key control procedures. Manage human resources, including the allocation of resources to the security team.

ENQUIRIES : Ms Lerato Maduna Tel No: 012 843 6709
APPLICATIONS : Applications must be emailed to ddss@dst.gov.za

POST 08/147 : **SENIOR ADMINISTRATIVE OFFICER: GOVERNANCE AND INSTITUTIONAL PERFORMANCE REF NO: 23/02/08**

SALARY : R331 188 per annum
CENTRE : Pretoria
REQUIREMENTS : National diploma or bachelor's degree in finance or public administration, or any other relevant qualification. Certificate in public sector or corporate monitoring and evaluation is an advantage. At least two years of experience in governance, monitoring and evaluation, administration and coordination, or finance in the public service. Knowledge of the Public Finance Management Act and interpretation of legislation. Knowledge of public sector and public entities. Knowledge of planning and monitoring in the public sector. Good writing, communication and project management skills. Coordination and analytical skills. Computer literacy (MS Word, Excel and PowerPoint) and research skills. Good at building and maintaining interpersonal relations and effective relationships with stakeholders. Ability to work in a team, under pressure and meet deadlines.

DUTIES : Coordinate approval of entities' strategic plans and annual performance plans. Coordinate entities' reporting. Coordinate strategic meetings, institutional budget and boards', and councils' appointments.

ENQUIRIES : Mr Elvis Kgoale Tel No: 012 843 6409
APPLICATIONS : Applications must be emailed sao@dst.gov.za
NOTE : Preference will be given to white women and coloured people

POST 08/148 : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: SPACE SCIENCE AND TECHNOLOGY REF NO: 23/02/9**

SALARY : R269 214 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A secretarial diploma or equivalent qualification. At least three years of experience rendering support to senior management. Knowledge of relevant departmental policies and protocols, Treasury Regulations, the Public Finance Management Act and the Public Service Act. Good computer skills (MS Word, Excel, PowerPoint and Outlook and use of the Internet). Good communication skills. Strong negotiation skills. Project management, event coordination, general office administration, document and file management, and organising skills. Client focused and results oriented. Diplomatic and proactive, with

		excellent interpersonal skills. Ability to work with and in teams and to multi-task. Ability to act with tact and discretion.
<u>DUTIES</u>	:	Provide secretarial support, office administration and meeting coordination. Provide logistical and budget support. Coordinate events. Manage documents and keep records.
<u>ENQUIRIES</u>	:	Nontobeko Nkosi Tel No: 012 843 6861
<u>APPLICATIONS</u>	:	Applications must be emailed to pacdsst@dst.gov.za
<u>POST 08/149</u>	:	<u>SECRETARY (LEGAL SERVICES, SUPPLY CHAIN MANAGEMENT AND MANAGEMENT ACCOUNTING, SCIENCE PROMOTION AND SCIENCE PLATFORMS) REF NO: 23/02/10 (X3 POSTS)</u>
<u>SALARY</u>	:	R181 599 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Matric certificate with typing training or qualification. Basic written and verbal communication skills and the ability to communicate well with people at different levels and from different backgrounds. Computer literacy and good organising and presentation skills. Good telephone etiquette and people management skills. Problem-solving skills. Highly reliable and able to act with tact and discretion. Familiar with relevant public service policies and prescripts.
<u>DUTIES</u>	:	Provide secretarial and clerical support services to managers. Organise events and travel. Remain up to date with relevant policies and procedures applicable to ensure efficient and effective support to managers.
<u>ENQUIRIES</u>	:	Ms Pulane Selomo Tel No: 012 843 6645
<u>APPLICATIONS</u>	:	Applications must be emailed to secretary@dst.gov.za

DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

The mandate of the department is to regulate the socio-economic transformation and implementation of the empowerment and participation of women, youth and persons with disabilities.

<u>APPLICATIONS</u>	:	The Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0002, or hand delivered at 268 Lilian Ngoyi Street, Fedsure Forum Building, 1 st Floor, Pretoria, 0002.
<u>FOR ATTENTION</u>	:	Mr Joseph Mahlangu
<u>CLOSING DATE</u>	:	17 March 2023 at 16:00
<u>NOTE</u>	:	Applications must be submitted on the new Z83 form, which can be downloaded at http://www.dpsa.gov.za/dpsa2g/vacancies.asp . Applications submitted on the old application for employment (Z83) will not be considered. All fields in the Z83 application form must be completed in full, in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and the form must be signed noting the importance of the declaration. South African applicants need not provide passport numbers. Candidates must respond "yes" or "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If "yes", details thereof must be attached to the application. It is acceptable for an applicant to indicate "not applicable" or leave blank to the question "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed and signed Z83 and a detailed Curriculum Vitae. The communication from HR of the Department regarding the requirements for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). Should you not hear from the Department within three (3) months of the closing date of this advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. Short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job as part of the selection process, the logistics of which will be communicated by the Department. Following the interview and technical exercise for a SMS post, 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 test generic managerial competencies using the mandated DPSA SMS competency assessment tools. Designated employees shall be required to disclose their financial interests within 30 days after assumption of duty. A pre-entry certificate obtained from National School of Government (NSG) is required for applicant for all SMS posts, full details can be sourced from: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . Successful candidates shall be required to enter into a performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Appointments will only be made on the first notch of the advertised salary level. All shortlisted candidates will be subject to personal security vetting. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants' personal information and will only collect, use, and retain applicants' personal information for the purposes of recruitment and selection processes. The Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department of Women, Youth and Persons with Disabilities is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration and preference will be given to Women, Youth and Persons with Disabilities.

MANAGEMENT ECHELON

<u>POST 08/150</u>	:	<u>DIRECTOR: COMMUNICATIONS REF NO: DWYPD/002/2023</u>
<u>SALARY</u>	:	R1 105 383 per annum (Level 13), fully inclusive remuneration package
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 certificate, A SAQA recognised NQF 7 in media, journalism or communication or any other related field. A minimum of ten (10) years operational experience in a communications environment with at least five (5) years Middle Management experience in corporate communications, stakeholder management, media liaison or any related environment. Proven experience in corporate marketing and communication, government communications, branding and government corporate identity, social media, online communications and media engagement and liaison. Professional writing skills for media and familiarity with content best practises. Working knowledge of government communication policies and approaches, Public Service Communication machinery, South African legislative framework in relation to the mandate and functioning of the department, departmental governance frameworks and mandate. Sound knowledge in strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment, service delivery and innovation, customer orientation and service delivery and problem solving. Good understanding and exposure to government communications system. Proven experience and exposure in electronic and digital media capabilities. Excellent understanding of the work of government, tiers of government and various stakeholders. Skills: Gender awareness, youth development knowledge and sensitivity to disability rights and mainstreaming of these groups within government planning, budgeting and reporting cycles. Effective report writing, verbal and written communication, financial management, problem solving and analysis, programme and project management, service delivery innovation, client orientation and customer focus, strategic capability and leadership, impact and influence, networking and relationship building with stakeholders and the media, as well as partners, research and knowledge management, computer literacy, interest in transformation and change management. A valid driver's license and willingness to travel and work overtime. Incumbent must be self-driven, innovative and creative. Attributes: Ethical behaviour, honesty and integrity; emotional intelligence; passion and achievement driven, ability to work under pressure and manage multiple deadlines and projects simultaneously; ability to maintain high standards of work, maintain a high level of confidentiality, and respect for copyright/aversion to plagiarism.
<u>DUTIES</u>	:	Develop and ensure execution of the departmental communication strategy and provide support to departmental projects and events. Manage the corporate brand and promote a positive image of the department. Develop and manage effective internal communications. Manage external communications with relevant stakeholders and related service providers. Provide support to the Ministry regarding liaison with the media, social media, speech writing, etc. Develop effective information education and communication materials. Support communication activities and events of internal and external stakeholders. Ensure the dissemination of electronic and hard copy materials to relevant stakeholders. Ensure document management support and storage communication materials and equipment. Promote a positive relationship with the media on behalf of the department. Obtain, monitor and review stakeholder feedback and reaction. Represent the department in inter-governmental communications forums, formations like the GBVF Collective, and chair relevant forums and work streams. Oversee the planning and execution of departmental events. Ensure the provision of effective departmental communication services, managing outreach programme and coordinate adequate communications within the clusters. Provide high-level media liaison support to the Minister, Deputy Minister, and Director General. Ensure effective management of all internal and external communication initiatives of the department, including the production of publications (e.g. annual reports and internal newsletters).
<u>ENQUIRIES</u>	:	Ms Lizzie Mabunda at 060 978 1558

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH**

CLOSING DATE
NOTE

: 17 March 2023

: Applications must be submitted on new Z83 form. "Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 1 January 2021, a new application for employment (Z83) form will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za/vacancies. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered." Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for being considered for this SMS post. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. The successful candidate must disclose to the Head of Department particulars of all registrable financial interests, sign a performance agreement and employment contract with the Head of Department within three months from the date of assumption of duty. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The recommended candidate(s) for OSD production posts MUST submit endorsed service certificates from the previous employer and endorsed PERSAL service records where applicable within 2 days of accepting the offer. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The employment offer to successful candidate will be subject to verified educational qualifications, previous experience, citizenship check, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan

OTHER POSTS

POST 08/151

: **HEAD CLINICAL DEPARTMENT: GENERAL SURGERY REF NO: H/H/2**

SALARY

: R2 259 651 – R2 398 305 per annum, all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements, OSD (excluding Commuted Overtime)

CENTRE
REQUIREMENTS

: Universitas Academic Hospital, Bloemfontein

: Appropriate qualification that allows registration with the HPCSA as Medical specialist in a normal Specialty in General Surgery. Current valid registration with HPSA as a Medical Specialist in General Surgery/ Subspecialty. A minimum of 3 years' appropriate experience as a Medical Specialist: General

		<p>Surgery/ Subspecialty after Registration with HPCSA. Current registration with the HPCSA for the period of 2023/2024. Certified service record as a Medical Specialist/ Subspecialty. Valid driver's license. Recommendations: Provide evidence of leadership qualities and experience. Research Qualifications in the field of General Surgery either MMed or PHD. Evidence of professional good standing e.g membership of professional organizations and their management committees. ACLS, ATLS, APLS Knowledge And Skills: Knowledge of Public service legislation, policies and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good-interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethics.</p>
<u>DUTIES</u>	:	<p>Service delivery and medical administration: Manage and supervise provision of outreach, in-reach and support services in Free State Province, rendering commuted overtime is compulsory. Manage and supervise teaching and training of undergraduates and postgraduates at UAH/UFS. Conduct research. Perform clinical governance and ensure compliance with legal and statutory requirements with FSDoH, OHSC, HPCSA, CMSA, UFS. Medical Administration: Perform all reasonable duties as directed by the Head of Clinical Services/ CEO: UAH. Conducting clinical audits. Monitoring and evaluating of relevant clinical effectiveness indicators.</p>
<u>ENQUIRIES</u>	:	Dr R Nathan Tel No: 051-405 3496
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9300 or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.
<u>FOR ATTENTION</u>	:	Me. MA Lombard
<u>POST 08/152</u>	:	<u>HEAD CLINICAL UNIT REF NO: H/H/3</u>
<u>SALARY</u>	:	R1 807 380 – R1 918 284 per annum, all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements, OSD
<u>CENTRE</u>	:	Anaesthesiology Department, Universitas Academic Hospital: Bloemfontein
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Medical specialist in a normal Specialty in Anaesthesiology. Current valid registration with HPSA as a Medical Specialist in Anaesthesiology, Current registration with the HPCSA for the period of 2023/2024. A minimum of 3 years' appropriate experience as Medical Specialist after registration with HPCSA in Anesthesiology. Knowledge and Skills: Knowledge of Public service legislation, policies and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good-interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethics.
<u>DUTIES</u>	:	Service delivery and medical administration: Manage and supervise provision of outreach, in-reach and support services in Free State Province, rendering commuted overtime is compulsory. Manage and supervise teaching and training of undergraduates and postgraduates at UAH. Conduct research. Perform clinical governance and ensure compliance with legal and statutory requirements with FSDoH, OHSC, HPCSA, CMSA, UFS. Medical Administration: Perform all reasonable duties as directed by the Head of Clinical Services/ Head of Clinical Department: Anaesthesiology, UAH. Conducting clinical audits. Monitoring and evaluating of relevant clinical effectiveness indicators.
<u>ENQUIRIES</u>	:	Prof EW Turton Tel No: 051-405 3855
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: The Chief Executive Officer, Universitas Academic Hospital, Private Bag X 20660, Bloemfontein, 9300 or hand delivered at: Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.
<u>FOR ATTENTION</u>	:	Me. MA Lombard
<u>POST 08/153</u>	:	<u>MEDICAL SPECIALIST GRADE 1 RE NO: H/M/13</u>
<u>SALARY</u>	:	<p>Grade 1: R1 156 308 - R1 227 255 per annum, OSD, (excluding Commuted Overtime)</p> <p>Grade 2: R1 322 100 - R1 403 235 per annum, OSD, (excluding Commuted Overtime)</p>

	Grade 3: R1 534 356 - R1 918 284 per annum, OSD, (excluding Commuted Overtime)
	all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements
<u>CENTRE REQUIREMENTS</u>	: Ophthalmology Department, Universitas Academic Hospital: Bloemfontein
	: Appropriate qualification that allows registration with the HPCSA as Medical specialist in a normal Specialty in Ophthalmology. Current registration with HPSA as a Medical Specialist in Ophthalmology for the period of 2023/2024. Experience Grade 1: None after registration as a Medical Specialist with Health Professional Council of South Africa (HPCSA) in respect of South African qualified employees. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality. A valid driver's license. Be a South African citizen or be a permanent resident. Knowledge and Skills: Experience in teaching and learning medical students and registrars. Knowledge of Public service legislation, policies and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good-interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethics.
<u>DUTIES</u>	: Service delivery and medical administration: Provide outreach, in-reach and support services, rendering commuted overtime is compulsory. Involvement in teaching and training. Conduct research. Perform clinical governance and ensure compliance with legal and statutory requirements with FSDoH, OHSC, HPCSA, CMSA, UFS. Medical Administration: Perform all reasonable duties as directed by the Head of Department and HEAD Clinical Unit Ophthalmology. Conducting clinical audits, mortality and morbidity. Monitoring and evaluating of relevant clinical effectiveness indicators.
<u>ENQUIRIES APPLICATIONS</u>	: Prof WJ Marais Tel No: 051-405 2151
	: Applications can be submitted by post to: The Chief Executive Officer Universitas Hospital Private Bag X20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein
<u>FOR ATTENTION</u>	: Me. MA Lombard
<u>POST 08/154</u>	: <u>MEDICAL SPECIALIST GRADE 1 REF NO: H/M/14</u>
<u>SALARY</u>	: Grade 1: R1 156 308 - R 1 227 255 per annum, OSD, (excluding Commuted Overtime) Grade 2: R1 322 100 - R 1 403 235 per annum, OSD, (excluding Commuted Overtime) Grade 3: R1 534 356 - R1 918 284 per annum, OSD, (excluding Commuted Overtime) all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements
<u>CENTRE REQUIREMENTS</u>	: Dermatology Department, Universitas Academic Hospital: Bloemfontein
	: Appropriate qualification that allows registration with the HPCSA as Medical specialist in a normal Specialty in Dermatology. Current registration with HPSA as a Medical Specialist in Dermatology HPCSA for the period of 2023/2024. Experience Grade 1: None after registration as a Medical Specialist with Health Professional Council of South Africa (HPCSA) in respect of South African qualified employees. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality. A valid driver's license. Be a South African citizen or be a permanent resident. Knowledge and Skills: Experience in teaching and learning medical students and registrars. Knowledge of Public service legislation, policies and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good-interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethics.
<u>DUTIES</u>	: Service delivery and medical administration: Provide outreach, in-reach and support services, rendering commuted overtime is compulsory. Involvement in teaching and training. Conduct research. Perform clinical governance and ensure compliance with legal and statutory requirements with FSDoH, OHSC,

		HPCSA, CMSA, UFS. Medical Administration: Perform all reasonable duties as directed by the Head of Department Dermatology. Conducting clinical audits, mortality and morbidity. Monitoring and evaluating of relevant clinical effectiveness indicators.
<u>ENQUIRIES</u>	:	Prof F Maruma Tel No: 051-405 2546
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: The Chief Executive Officer, Universitas Hospital Private Bag X20660, Bloemfontein, 9300 or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.
<u>FOR ATTENTION</u>	:	Me. MA Lombard
<u>POST 08/155</u>	:	<u>MEDICAL SPECIALIST GRADE 1 REF NO: H/M/15 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 156 308 - R1 227 255 per annum, OSD, (excluding Commuted Overtime) Grade 2: R1 322 100 - R1 403 235 per annum, OSD, (excluding Commuted Overtime) Grade 3: R1 534 356 - R1 918 284 per annum, OSD, (excluding Commuted Overtime) all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Anaesthesiology Department, Universitas Academic Hospital: Bloemfontein
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Medical specialist in a normal Specialty in Anesthesiology. Current valid registration with HPSA as a Medical Specialist in Anesthesiology, Current registration with the HPCSA for the period of 2023/2024. Experience Grade 1: None after registration as a Medical Specialist with Health Professional Council of South Africa (HPCSA) in respect of South African qualified employees. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality. A valid driver's license. Be a South African citizen or be a permanent resident. Knowledge and Skills: Experience in teaching and learning medical students and registrars. Knowledge of Public service legislation, policies and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good-interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethics.
<u>DUTIES</u>	:	Service delivery and medical administration: Provide outreach, in-reach and support services, rendering commuted overtime is compulsory. Involvement in teaching and training. Conduct research. Perform clinical governance and ensure compliance with legal and statutory requirements with FSDoH, OHSC, HPCSA, CMSA, UFS. Medical Administration: Perform all reasonable duties as directed by the Head of Department Anaesthesiology. Conducting clinical audits, mortality and morbidity. Monitoring and evaluating of relevant clinical effectiveness indicators.
<u>ENQUIRIES</u>	:	Dr E Turton Tel No: 051-405 3307
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: The Chief Executive Officer, Universitas Hospital Private Bag X20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.
<u>FOR ATTENTION</u>	:	Me. MA Lombard
<u>POST 08/156</u>	:	<u>MEDICAL SPECIALIST GRADE 1 REF NO: H/M/16</u>
<u>SALARY</u>	:	Grade 1: R1 156 308 - R1 227 255 per annum, OSD, (excluding Commuted Overtime) Grade 2: R1 322 100 - R1 403 235 per annum, OSD, (excluding Commuted Overtime) Grade 3: R1 534 356 - R1 918 284 per annum, OSD, (excluding Commuted Overtime) all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Community Health Department, Universitas Academic Hospital: Bloemfontein

<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Medical specialist in a normal Specialty in Community Health. Current valid registration with HPSA as a Medical Specialist in Community Health for the period of 2023/2024. Experience Grade 1: None after registration as a Medical Specialist with Health Professional Council of South Africa (HPCSA) in respect of South African qualified employees. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality. A valid driver's license. Be a South African citizen or be a permanent resident. Knowledge and Skills: Experience in teaching and learning medical students and registrars. Knowledge of Public service legislation, policies and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good-interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethics.
<u>DUTIES</u>	:	Service delivery and medical administration: Provide outreach, in-reach and support services, rendering commuted overtime is compulsory. Involvement in teaching and training. Conduct research. Perform clinical governance and ensure compliance with legal and statutory requirements with FSDoH, OHSC, HPCSA, CMSA, UFS. Medical Administration: Perform all reasonable duties as directed by the Head of Department Community Health. Conducting clinical audits, mortality and morbidity. Monitoring and evaluating of relevant clinical effectiveness indicators.
<u>ENQUIRIES</u>	:	Prof W Kruger Tel No: 051-405 3136
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: The Chief Executive Officer, Universitas Hospital Private Bag X20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein
<u>FOR ATTENTION</u>	:	Me. MA Lombard
<u>POST 08/157</u>	:	<u>MEDICAL SPECIALIST GRADE 1 REF NO: H/M/17 (X2 POSTS)</u> Internal Medicine Department: Sub-Units, Cardiology, Endocrinology, Nephrology, Rheumatology
<u>SALARY</u>	:	Grade 1: R1 156 308 - R1 227 255 per annum, OSD, (excluding Commuted Overtime) Grade 2: R1 322 100 - R1 403 235 per annum, OSD, (excluding Commuted Overtime) Grade 3: R1 534 356 - R1 918 284 per annum, OSD, (excluding Commuted Overtime) all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Universitas Academic Hospital: Bloemfontein
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Medical specialist in a normal Specialty in Internal Medicine. Current valid registration with HPSA as a Medical Specialist in Internal Medicine for the period of 2023/2024. Experience Grade 1: None after registration as a Medical Specialist with Health Professional Council of South Africa (HPCSA) in respect of South African qualified employees. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality. A valid driver's license. Be a South African citizen or be a permanent resident. Knowledge and Skills: Experience in teaching and learning medical students and registrars. Knowledge of Public service legislation, policies and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good-interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethics.
<u>DUTIES</u>	:	Service delivery and medical administration: Provide outreach, in-reach and support services, rendering commuted overtime is compulsory. Involvement in teaching and training. Conduct research. Perform clinical governance and ensure compliance with legal and statutory requirements with FSDoH, OHSC, HPCSA, CMSA, UFS. Medical Administration: Perform all reasonable duties as directed by the Head of Department Internal Medicine. Conducting clinical

		audits, mortality and morbidity. Monitoring and evaluating of relevant clinical effectiveness indicators.
<u>ENQUIRIES</u>	:	Prof TRP Mofokeng Tel No: 051-405 3154
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: The Chief Executive Officer, Universitas Hospital Private Bag X20660, Bloemfontein, 9300 or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.
<u>FOR ATTENTION</u>	:	Me. MA Lombard
<u>POST 08/158</u>	:	<u>MEDICAL SPECIALIST GRADE 1 REF NO:H/M/18</u>
<u>SALAR</u>	:	Grade 1: R1 156 308 - R1 227 255 per annum Grade 2: R1 322 100 - R1 403 235 per annum Grade 3: R1 534 356 - R1 918 284 per annum all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements, per annum. (OSD) (excluding Commuted Overtime)
<u>CENTRE</u>	:	Neurology Department, Universitas Academic Hospital: Bloemfontein
<u>REQUIREMENTS</u>	:	Current valid registration with HPCSA as a Medical Specialist in Neurology. Current registration with the HPCSA for the period of 2022/2023. Experience Grade 1 : None after registration as a Medical Specialist with Health Professional Council of South Africa (HPCSA) in respect of South African qualified employees. Certified proof of service record as a Medical Specialist. Valid driver's license. Be a South African citizen or be a permanent resident. Knowledge and Skills: Experience in teaching and learning medical students and registrars. Knowledge of Public service legislation, policies and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good-interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethics.
<u>DUTIES</u>	:	Service delivery and medical administration: Provide outreach, in-reach and support services, rendering commuted overtime is compulsory. Involvement in teaching and training. Conduct research. Perform clinical governance and ensure compliance with legal and statutory requirements with FSDoH, OHSC, HPCSA, CMSA, UFS. Medical Administration: Perform all reasonable duties as directed by the Head of Department and Head Clinical unit Neurology. Conducting clinical audits, mortality and morbidity. Monitoring and evaluating of relevant clinical effectiveness indicators.
<u>ENQUIRIES</u>	:	Dr L Smit. Tel No: 051-405 3550
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: The Chief Executive Officer, Universitas Hospital Private Bag X20660, Bloemfontein, 9300 or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.
<u>FOR ATTENTION</u>	:	Me. MA Lombard
<u>POST 08/159</u>	:	<u>PRINCIPAL CLINICAL PSYCHOLOGIST GRADE 1 REF NO: H/P/18</u> Re-Advertisement (Those who previously apply are encouraged to re-apply)
<u>SALARY</u>	:	R1 071 918 - R1 189 656 per annum, all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements, per annum. (OSD)
<u>CENTRE</u>	:	Free State Psychiatric Complex: Forensic Units: Bloemfontein
<u>REQUIREMENTS</u>	:	Master's Degree in Clinical Psychology. Registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist for the period of 2023/2024. Knowledge and Skills: Ph.D. in psychology will be an added advantage. Experience in training of undergraduate and postgraduate medical and clinical psychology students. At least 10 experience in the provision of Psychological services at a tertiary Psychiatric Hospital. Evidence of academic and scientific research publications in the accredited local and international journals. Evidence of academic and scientific presentations in local and international conferences. Knowledge of research methodology. Knowledge of applicable Mental Health Legislation.
<u>DUTIES</u>	:	Provision and management of psychological services at rotational point/unit. Supervision of post- graduate psychology and medical students. Training and educating of under and post graduate students. Management and supervision of academic research.

<u>ENQUIRIES APPLICATIONS</u>	:	Head Clinical Psychology Division Prof NL Mosotho Tel No: (051) 407 9460
	:	Applications can be submitted by post to: The CEO, Free State Psychiatric Hospital Complex Private Bag X20607, Bloemfontein, 9300, or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein.
<u>FOR ATTENTION</u>	:	Me. T Mokopanele
<u>POST 08/160</u>	:	<u>ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: H/A/10</u>
<u>SALARY</u>	:	R938 748 - R1 089 456 per annum, all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Fezi Ngubentombi District Hospital: Sasolburg
	:	A Bachelor of Pharmacy Degree. Registration with the SAPC as a Pharmacist. A minimum of 3 years 'appropriate experience after registration as Pharmacist with the SAPC. Current registration with the SAPC for the period of 2022/2023. Knowledge and Skills: Computer literacy, Management of people, Asset, conflict management and ability to provide holistic care.
<u>DUTIES</u>	:	Render a comprehensive, professional and quality Pharmaceutical Service to support the provision of better clinical outcomes. Execute of duties and pharmaceutical responsibilities in line with relevant policies and operational procedure and legislation. Reading and preparation of prescripts, the selection, the labeling and supply of the medicine in an appropriate manner. Dispensing of medication: giving Medicine information and patients counselling in order to supply patients with their prescribed medicines to ensure better health and patients outcomes. Deliver emergency services. Management and control of medicine stock: Issuing of ward stock and scheduled medication, calculating stock levels, conduct ward rounds, check emergency trolleys/rooms, visits clinics, controls expired medication, maintain drug registers (schedules 5,6 and donation). Ensure adherence to the cold chain management procedures and to the Statutory Regulations (Pharmacy act, Medicines control act). Ensure adherence to Good Pharmacy Practices rules and regulations. Training of staff: Pharmacists Assistants/Interns and other pharmacy support personnel.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. AM. Kgomojoo - Fezi Ngubentombi District Hospital Tel No: 016 970 9446
	:	Applications can be submitted by post to: Chief Executive Officer Fezi Ngubentombi District Hospital Private Bag X2017 Sasolburg, 1947 or hand delivery
<u>FOR ATTENTION</u>	:	Mr. RD. Makgokolo
<u>POST 08/161</u>	:	<u>DEPUTY MANAGER NURSING (PN-A8): REF NO: H/D/5</u>
<u>SALARY</u>	:	R881 961 - R992 634 per annum, all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Corporate Office, Bloemfontein
	:	Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council for (SANC) for (2023/2024). Registration with the SANC as Professional Nurse. A minimum of 9 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 4 years of the period referred to above must be appropriate/recognizable experience at management level. Computer Literacy. Driver's License. Health Care Management, Nursing Education will be a recommended.
<u>DUTIES</u>	:	Assures nursing services provided meet standards and requirements of all applicable legislation, regulations, and regulatory bodies across all settings. Provides ethical, professional leadership and direction in the development of strategies to promote the image and Dignity of Nursing. Assumes responsibility for identified problems, collaboratively generates solutions, anticipates the effects of those decisions in the province, and ensures implementation and evaluation. Creates a nursing environment in which collaboration is valued and excellence in: Clinical care. Education and research are promoted and achieved. Leads quality and patient safety initiatives. Monitor the implementation of the Nursing Strategy in all Clinical Setting and support

		facilities in creation of positive practice environment. Participates in setting and achieving operational and financial goals for the province.
<u>ENQUIRIES</u>	:	Me M.E.Royi Tel No: 051 4081615
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Acting Director: HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein.
<u>FOR ATTENTION</u>	:	Me. RD Stellenberg
<u>POST 08/162</u>	:	<u>MEDICAL OFFICER GRADE 1-3: REF NO: H/M/19</u> (Applicants might be required to enter into a commuted overtime contract.)
<u>SALARY</u>	:	Grade 1: R858 528 per annum, OSD, (excluding Commuted Overtime) Grade 2: R981 639 per annum, OSD, (excluding Commuted Overtime) Grade 3: R1 139 217 per annum, OSD, (excluding Commuted Overtime) all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Neurosurgery Department, Universitas Academic Hospital: Bloemfontein
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Current registration with HPCSA as Medical Practitioner for the period of 2023/2024. Experience: Grade 1: None after registration as Medical practitioner with the Health Professions Council of South Africa (HPCSA) In respect of South African qualified employees. One-year relevant experience after registration as Medical practitioner with recognized a 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: Minimum of 5 years after registration as medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. 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: Minimum of 10 years after registration as Medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 11 years' relevant experience after registration as Medical practitioner with a recognized foreign health professional Council in respect of foreign qualified employee's o whom it is not required to perform Community Service, as required in South Africa. Knowledge and Skills: ACLS, ATLS, APLS. Relevant experience in Neurosurgery.
<u>DUTIES</u>	:	Candidate will have to perform commuted overtime duties (Compulsory & non-negotiable). Render outreach and support services to other levels of care in our drainage areas (Free State Province). Reduce medical litigation by exercising good clinical ethos. Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH OHSC, HPCSA, CMSA, UFS. Medical Administration: Perform all reasonable duties as directed by the Head of Department/Head of Clinical Unit/ Medical Specialist: Neurosurgery Department. Conducting clinical audits. Monitoring and evaluating of relevant clinical effectiveness indicators.
<u>ENQUIRIES</u>	:	Prof A van Aswegen Tel No: 051-405 3009
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: The Chief Executive Officer, Universitas Hospital Universitas Academic Hospital, Private Bag X20660, Bloemfontein, 9300 Or hand delivered @ room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein
<u>FOR ATTENTION</u>	:	Me. MA Lombard
<u>POST 08/163</u>	:	<u>MEDICAL OFFICER GRADE 1- 3 REF NO: H/M/20 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R858 528 - R924 876 per annum, OSD, (excluding Commuted Overtime) Grade 2: R981 639 - R1 073 355 per annum, OSD, (excluding Commuted Overtime) Grade 3: R1 139 217 - R1 424 286 per annum, OSD, (excluding Commuted Overtime) all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements per annum.
<u>CENTRE</u>	:	Urology Department, Universitas Academic Hospital: Bloemfontein

<u>REQUIREMENTS</u>	:	MBCHB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2022) (Independent Practice) A valid work permit will be required for non-South African. SA Qualified employee – No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognized Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Recommendation: ACLS, ATLS, APLS. Relevant experience in Urology.
<u>DUTIES</u>	:	Candidate will have to perform commuted overtime duties (Compulsory & non-negotiable). Render outreach and support services to other levels of care in our drainage areas (Free State Province). Reduce medical litigation by exercising good clinical ethos. Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH OHSC, HPCSA, CMSA, UFS. Medical Administration: Perform all reasonable duties as directed by the Head of Department/Head of Clinical Unit/ Medical Specialist: Urology. Department. Conducting clinical audits. Monitoring and evaluating of relevant clinical effectiveness indicators.
<u>ENQUIRIES</u>	:	Prof FM Claassen Tel No: 051-405 2151
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: The Chief Executive Officer, Universitas Hospital Universitas Academic Hospital, Private Bag X20660, Bloemfontein, 9300 or hand delivered @ room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein
<u>FOR ATTENTION</u>	:	Me. MA Lombard
<u>POST 08/164</u>	:	<u>MEDICAL OFFICER GRADE 1-3 REF NO: H/M/21 (X2 POSTS)</u> (Applicants might be required to enter into a commuted overtime contract.)
<u>SALARY</u>	:	Grade 1: R858 528 – R924 876 per annum, OSD, (excluding Commuted Overtime) Grade 2: R981 639 - R1 073 355 per annum, OSD, (excluding Commuted Overtime) Grade 3: R1 139 217 - R1 424 286 per annum, OSD, (excluding Commuted Overtime) all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Bongani Regional Hospital: Welkom
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Current registration with HPCSA as Medical Practitioner for the period of 2023/2024. Experience: Grade 1: None after registration as Medical practitioner with the Health Professions Council of South Africa (HPCSA) In respect of South African qualified employees. One-year relevant experience after registration as Medical practitioner with recognized a 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: Minimum of 5 years after registration as medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. 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: Minimum of 10 years after registration as Medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 11 years' relevant experience after registration as Medical practitioner with a recognized foreign health professional Council in respect of foreign qualified employee's o whom it is not required to perform Community Service, as required in South Africa. Knowledge And Skills:
<u>DUTIES</u>	:	Rendering Clinical Services. To be responsible for service delivery within the department. To fulfil the administrative, academic and research requirements of an appointments to the joint staff establishment. To supervise pre and post graduate training and examinations in the department including intermediate training programmes. Render outreach and support services to other levels of care.
<u>ENQUIRIES</u>	:	Dr RL Mkatsane Tel No: (057) 916 8000
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: The Chief Executive Officer, Bongani Regional Hospital Private Bag x29, Welkom or hand delivery

<u>FOR ATTENTION</u>	:	Mr T Tsoho
<u>POST 08/165</u>	:	<u>REGISTRAR: NEUROLOGY REF NO: H/R/2 (X1 POST)</u>
<u>SALARY</u>	:	R858 528 - R897 741 per annum, OSD, (excluding Commuted Overtime)
<u>CENTRE</u>	:	Universitas Academic Hospital: Bloemfontein
<u>REQUIREMENTS</u>	:	MBCHB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. At least more than 1-year post community service experience. Valid driver's license. South African citizen or permanent residence. Knowledge and Skills: Additional qualification e.g: Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc
<u>DUTIES</u>	:	Service delivery to inpatients, outpatients, day patients and emergencies. Teaching and training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach.
<u>ENQUIRIES</u>	:	Dr R Nathan Tel No: 051 405 3496
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: The Chief Executive Officer, Universitas Academic Hospital, Private Bag X 20660, Bloemfontein, 9300 or hand delivered at: Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein. or hand delivered at: Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein
<u>FOR ATTENTION</u>	:	Me A Lombard
<u>POST 08/166</u>	:	<u>REGISTRAR: COMMUNITY HEALTH REF NO: H/R/3 (X1 POST)</u>
<u>SALARY</u>	:	R858 528 - R897 741 per annum, OSD, (excluding Commuted Overtime)
<u>CENTRE</u>	:	Universitas Academic Hospital: Bloemfontein
<u>REQUIREMENTS</u>	:	MBCHB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. At least more than 1-year post community service experience. Valid driver's license. South African citizen or permanent residence. Knowledge and Skills: Additional qualification e.g: Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc
<u>DUTIES</u>	:	Service delivery to inpatients, outpatients, day patients and emergencies. Teaching and training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach.
<u>ENQUIRIES</u>	:	Dr R Nathan Tel No: 051 -405 3496
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: The Chief Executive Officer, Universitas Academic Hospital Private Bag X20660, Bloemfontein, 9300 or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.
<u>FOR ATTENTION</u>	:	Me A Lombard
<u>POST 08/167</u>	:	<u>REGISTRAR: DERMATOLOGY REF NO: H/R/4 (X1 POST)</u>
<u>SALARY</u>	:	R858 528 - R897 741 per annum, OSD, (excluding Commuted Overtime)
<u>CENTRE</u>	:	Universitas Academic Hospital: Bloemfontein
<u>REQUIREMENTS</u>	:	MBCHB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. At least more than 1-year post community service experience, preferably in a Free State hospital. Valid driver's license. South African citizen or permanent residence. Knowledge and Skills: Additional qualification e.g: Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc
<u>DUTIES</u>	:	Service delivery to inpatients, outpatients, day patients and emergencies. Teaching and training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach.
<u>ENQUIRIES</u>	:	Dr R Nathan Tel No: 051 -405 3496
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: The Chief Executive Officer, Universitas Academic Hospital Private Bag X20660, Bloemfontein, 9300 or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein
<u>FOR ATTENTION</u>	:	Me A Lombard
<u>POST 08/168</u>	:	<u>REGISTRAR: OPHTHALMOLOGY REF NO: H/R/5 (X1 POST)</u>
<u>SALARY</u>	:	R858 528 - R897 741 per annum, OSD, (excluding Commuted Overtime)
<u>CENTRE</u>	:	Universitas Academic Hospital: Bloemfontein

<u>REQUIREMENTS</u>	:	MBCHB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. At least more than 1-year post community service experience. Valid driver's license. South African citizen or permanent residence. Knowledge and Skills: Additional qualification e.g: Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc
<u>DUTIES</u>	:	Service delivery to inpatients, outpatients, day patients and emergencies. Teaching and training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach.
<u>ENQUIRIES</u>	:	Dr R Nathan Tel No: 051 -405 3496
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: The Chief Executive Officer, Universitas Academic Hospital Private Bag X20660, Bloemfontein, 9300 or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.
<u>FOR ATTENTION</u>	:	Me A Lombard
<u>POST 08/169</u>	:	<u>REGISTRAR: PHARMACOLOGY REF NO: H/R/6 (X1 POST)</u>
<u>SALARY</u>	:	R858 528 - R897 741 per annum, OSD, (excluding Commuted Overtime)
<u>CENTRE</u>	:	Universitas Academic Hospital: Bloemfontein
<u>REQUIREMENTS</u>	:	MBCHB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. At least more than 1-year post community service experience. Valid driver's license. South African citizen or permanent residence. Knowledge and Skills: Additional qualification e.g: Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc
<u>DUTIES</u>	:	Service delivery to inpatients, outpatients, day patients and emergencies. Teaching and training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach.
<u>ENQUIRIES</u>	:	Dr R Nathan Tel No: 051 -405 3496
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: The Chief Executive Officer, Universitas Academic Hospital Private Bag X20660, Bloemfontein, 9300 or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.
<u>FOR ATTENTION</u>	:	Me A Lombard
<u>POST 08/170</u>	:	<u>REGISTRAR: UROLOGY REF NO: H/R/7 (X1 POST)</u>
<u>SALARY</u>	:	R858 528 - R897 741 per annum, OSD, (excluding Commuted Overtime)
<u>CENTRE</u>	:	Universitas Academic Hospital: Bloemfontein
<u>REQUIREMENTS</u>	:	MBCHB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. At least more than 1-year post community service experience. Valid driver's license. South African citizen or permanent residence. Knowledge And Skills: Additional qualification e.g: Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc
<u>DUTIES</u>	:	Service delivery to inpatients, outpatients, day patients and emergencies. Teaching and training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach.
<u>ENQUIRIES</u>	:	Dr R Nathan Tel No: 051 -405 3496
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: The Chief Executive Officer, Universitas Academic Hospital Private Bag X20660, Bloemfontein, 9300 or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein
<u>FOR ATTENTION</u>	:	Me A Lombard
<u>POST 08/171</u>	:	<u>REGISTRAR: OBSTETRICS AND GYNAECOLOGY REF NO: H/R/8 (X3 POSTS)</u>
<u>SALARY</u>	:	R858 528 - R897 741 per annum, OSD, (excluding Commuted Overtime)
<u>CENTRE</u>	:	Universitas Academic Hospital: Bloemfontein
<u>REQUIREMENTS</u>	:	MBCHB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. At least more than 1-year post community service experience, preferably in a Free State hospital. Valid driver's license. South African citizen or permanent residence. Knowledge and Skills: Additional qualification e.g: Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc

<u>DUTIES</u>	:	Service delivery to inpatients, outpatients, day patients and emergencies. Teaching and training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach.
<u>ENQUIRIES</u>	:	Dr R Nathan Tel No: 051 -405 3496
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: The Chief Executive Officer, Universitas Academic Hospital Private Bag X20660, Bloemfontein, 9300 or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein
<u>FOR ATTENTION</u>	:	Me A Lombard
<u>POST 08/172</u>	:	<u>REGISTRAR: ONCOLOGY REF NO: H/R/9 (X1 POST)</u>
<u>SALARY</u>	:	R858 528 - R897 741 per annum, OSD, (excluding Commuted Overtime)
<u>CENTRE</u>	:	Universitas Academic Hospital: Bloemfontein
<u>REQUIREMENTS</u>	:	MBCHB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. At least more than 1-year post community service experience. Valid driver's license. South African citizen or permanent residence. Knowledge and Skills: Additional qualification e.g: Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc
<u>DUTIES</u>	:	Service delivery to inpatients, outpatients, day patients and emergencies. Teaching and training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach.
<u>ENQUIRIES</u>	:	Dr R Nathan Tel No: 051 -405 3496
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: The Chief Executive Officer, Universitas Academic Hospital Private Bag X20660, Bloemfontein, 9300 or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein
<u>FOR ATTENTION</u>	:	Me A Lombard
<u>POST 08/173</u>	:	<u>REGISTRAR: PAEDIATRICS REF NO: H/R/10 (X2 POSTS)</u>
<u>SALARY</u>	:	R858 528 - R897 741 per annum, OSD, (excluding Commuted Overtime)
<u>CENTRE</u>	:	Universitas Academic Hospital: Bloemfontein
<u>REQUIREMENTS</u>	:	MBCHB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. At least more than 1-year post community service experience. Valid driver's license. South African citizen or permanent residence. Knowledge and Skills: Additional qualification e.g: Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc
<u>DUTIES</u>	:	Service delivery to inpatients, outpatients, day patients and emergencies. Teaching and training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach.
<u>ENQUIRIES</u>	:	Dr R Nathan Tel No: 051 -405 3496
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: The Chief Executive Officer, Universitas Academic Hospital Private Bag X20660, Bloemfontein, 9300 or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.
<u>FOR ATTENTION</u>	:	Me. A Lombard)
<u>POST 08/174</u>	:	<u>MANAGER: CLINICAL ENGINEERING REF NO: H/M/22</u>
<u>SALARY</u>	:	R766 584 – R903 006 per annum, all -inclusive package consists of 75% basic salary and 25% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Universitas Academic Hospital: Bloemfontein
<u>REQUIREMENTS</u>	:	Bachelor of Science in Biomedical Engineering or equivalent. Management qualification. Relevant Work Experience of five (5) years' as a Clinical or Biomedical Engineering Technician of which 3 must be as a junior manager/Engineering Technician Grade A. Valid driver's license. Knowledge and Skills: Must have excellent verbal and writing skills. Computer literacy skills in EXCEL, Power-point, word and Outlook. Leadership, Personnel Management, Financial and Supply Chain Management skills. Occupational Health & Safety- and Health Act regulations advantageous. Ability to supervise and manage personnel as well as interdepartmental collaboration. Ability to plan, organise and implement policies and procedures.

<u>DUTIES</u>	:	Management of personnel in Clinical Engineering Cost centre. Operational and logistics management. Coordination and management of Supply Chain and Finance processes: demand, acquisition, distribution and disposal of medical equipment. Management of repairs, maintenance of medical equipment. Conduct biomedical/clinical engineering planning and training. Ensure accreditation requirements are met in terms of medical equipment at Universitas Academic Hospital. Ensure the safety and continuous use of clinical equipment at the institution. Implement and manage OHSC compliance at the department. Develop SOP's and guidelines for Clinical Engineering Department. Be able to perform equipment Audits and generate reports. Undertake all other tasks as directed by the Head of Clinical Service/CEO.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr R Nathan Tel No: 051-405 3496
	:	Applications can be submitted by post to: The Chief Executive Officer, Universitas Hospital Universitas Academic Hospital, Private Bag X20660, Bloemfontein, 9300 Or hand delivered @ room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.
<u>FOR ATTENTION</u>	:	Me A Lombard
<u>POST 08/175</u>	:	<u>DEPUTY DIRECTOR: MONITORING & EVALUATION (SDI & BATHO PELE INITIATIVES) REF NO: H/D/8</u> Planning & Performance Oversight Directorate Re-Advertisement (Those who previously apply are encouraged to re-apply)
<u>SALARY</u>	:	R766 584 – R903 006 per annum, all -inclusive package consists of 75% basic salary and 25% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Corporate Office: Bloemfontein
	:	National Diploma/Bachelor's Degree in Management Sciences, Health Sciences, Social Sciences or Business Sciences. 3-5 Years' experience in the Service Delivery Improvement (SDI) environment, Strategic Planning, Performance Monitoring & Evaluation (M&E) or Quality Assurance, which 3 years must be on a management level. A Valid Driver's License and preparedness to travel within the Free State Province and Nationally. Service Delivery Improvement, Strategic Planning and/or Performance M&E experience in the Health sector will be added advantage. Post-Graduate Qualification in Public Health will be advantage. Knowledge And Skills: Proven working knowledge in the area of Service Delivery Improvement planning and monitoring. Understanding of Government SDI planning, monitoring and reporting framework and related prescripts. Analytical skills (related to multiple data sets) and performance outputs/outcomes. Facilitation skills. Leadership skills. Report writing skills. Problem solving skills. Training Skills. Presentation Skills. Computer skills (MS Word, MS Excel, MS Power Point, MS Visio). Service Delivery Improvement, Strategic Planning and/or Performance M&E experience in the Health sector. Post-Graduate Qualification in Public Health.
<u>DUTIES</u>	:	Service Delivery Improvement (SDI) Develop and/or review the departmental SDI Policy, Strategy and SOP. Conduct ongoing analyses of the department's performance with a view to identify challenges and bottlenecks. Conduct periodic assessment of the different operations impacting on the department's performance. Research and facilitate the implementation of appropriate process improvement strategies. Develop and/or review relevant templates and tools for SDI planning, implementation, monitoring and reporting for the department. Facilitate the drafting and development of the department's SDI plan in line with the DPSA guidelines and in consultation with the management and health governance structures. Provide standing secretariat support function to the department's SDI task team. Ensure timely compilation finalisation, approval, submission and publication of SDI plans and reports to oversight bodies in line with DPSA directives. Service Delivery Model (SDM) Develop and/or review the department's SDM annually. Progressively conduct the mapping of the processes in the services provided by the department in conjunction with Organisational Development unit. Facilitate the regular approval and publication of the department's SDM. Ensure the integration of SDM into the SDI planning processes. Service Delivery Charter Develop, maintain and monitor the implementation of the department's Service Charter the related SOP. Facilitate the review and approval of the department's Service Charter and SOP in line with the DPSA directives and in consultation with the management and health governance structures. Establish a framework and

		system for the implementation, monitoring and reporting on the service delivery standards in the department. Orientate the management, staff and members of the health governance structures on the approved service charter. Batho Pele Initiatives Ensure implementation of the Revised Batho Pele Strategy. Facilitate regular monitoring and reporting on the Batho Pele Initiatives. Citizen-Based Monitoring. Facilitate and coordinate the regular conducting of the Patient Experience of Care (PEC) surveys in all health facilities in line with the national guideline. Monitor the development and implementation of quality improvement plans on the PEC outcomes and report thereon. Analyse the details and trends on PEC survey outcomes, community/patient complaints and other relevant reports with a view to identify the service delivery gaps. Compile, distribute and present detailed reports on the annual PEC surveys.
<u>ENQUIRIES</u>	:	Mr B.J Oliphant Tel No: 051 408
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: The Acting Director: HRM and Planning PO Box 227, Bloemfontein or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.
<u>FOR ATTENTION</u>	:	Me. RD Stellenberg
<u>POST 08/176</u>	:	<u>PSYCHOLOGIST: GRADE 1-3 REF NO: H/P/19</u>
<u>SALARY</u>	:	Grade 1: R745 785 – R819 921 per annum Grade 2: R870 231 - R965 835 per annum Grade 3: R1 009 944 - R1 189 656 per annum plus 13 th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Bongani Regional Hospital: Welkom
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Psychologist in a relevant registration category. Registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist in any of the identified categories. Grade 1: None after registration with the HPCSA Psychologist in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA Psychologist in respect of South African qualified employees who performed Community Service, as required in South Africa. Grade 2: Minimum of 8 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 9 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: Minimum of 16 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 17 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. Knowledge And Skills: Good written and verbal communication and interpersonal relation skills. Ability to work under pressure. Ability to work within a team and work closely with other disciplines.
<u>DUTIES</u>	:	Render Clinical Psychologist services within the hospital. Ability to function within rehabilitative settings working together with other clinical staff through observation, interviews and test to diagnose any existing or potential disorder to both in and outpatients. Development and supervision of mental health program, Assess, treat rehabilitate and refer to ensure continuity of treatment and care of both adults and children. Use research-based evidence to improve mental health service. Work within multidisciplinary team. Provide therapeutic service and individual, group and families. Administer psychometric assessment and provide interventions. Knowledge of legislation governing psychological service and mental. Perform all other duties that are delegated by Supervisor or Manager.
<u>ENQUIRIES</u>	:	Mr T Tsolo Tel No: (057) 916 8285
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: The Chief Executive Officer, Bongani Regional Hospital, Private Bag X29, Welkom
<u>FOR ATTENTION</u>	:	Mr T Tsoho

<u>POST 08/177</u>	:	<u>ASSISTANT MANAGER PNB4: OCCUPATIONAL HEALTH: REF NO: H/A/9</u>
<u>SALARY</u>	:	R624 216 - R702 549 per annum, plus 13 th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Universitas Academic Hospital: Bloemfontein
<u>REQUIREMENTS</u>	:	Diploma/Degree in nursing qualification that allows registration with the South African Nursing Council. Current registration with the South African Nursing Council (SANC). Registration with the South African Nursing Council (SANC) as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year in Occupational Health, accredited with SANC. A minimum of 10 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. At least 3 years of the period referred to above must be appropriate / recognizable experience at Management Level. Current registration with SANC (2023/2024). A post basic qualification in Occupational Health Management will be an added advantage. Knowledge and Skills: Knowledge of the following guidelines in Occupational, Computer literacy. Knowledge of the relevant Management and practice Legislation and standards. Ability to lead, plan, organize, co-ordinate and communicate. Ability to take charge and make appropriate independent decisions. Ability to work under pressure.
<u>DUTIES</u>	:	To provide support, Occupational Health training in the Free State Province. Conduct and encourage relevant Occupational Health and Safety Research. To develop tools for support and promotion of Occupational Health and Safety systems within the Free State Department of Health. To support the public and private authorities with specialized Occupational Health and Safety services and resources applicable to Occupational Health and Safety. To ensure compliance to statutory body such as office of Health Standard Compliance, Labour Department and Occupational Health and Safety Act. Detailed key performance areas can be obtained from the contact person.
<u>ENQUIRIES</u>	:	Me BE Molisapoli Tel No: (051) 405 3417/17
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: The Chief Executive Officer, Universitas Academic Hospital Private Bag X 20660, Bloemfontein, 9300 or hand delivered at: Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.
<u>FOR ATTENTION</u>	:	Me. D Duiker
<u>POST 08/178</u>	:	<u>ASSISTANT MANAGER NURSING: PNA 7 –SURGERY REF NO: H/A/12</u>
<u>SALARY</u>	:	R588 378 – R682 089 per annum, plus 13 th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Pelonomi Tertiary Hospital
<u>REQUIREMENTS</u>	:	Diploma/Degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council. Current registration with the South African Nursing Council (SANC). Registration with the South African Nursing Council (SANC) as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. A minimum of 10 years appropriate/recognizable experience after obtaining the 1-year post-basic qualification. At least 3 years of the period referred to above must be appropriate /recognizable experience at Management Level. Knowledge And Skills: Ability to work under pressure. Good communication skills. Computer Literacy.
<u>DUTIES</u>	:	Provide guidance and leadership towards the realization of the Institutional strategic and optional goals, delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care within legal framework. Co-ordinate and facilitate the development of quality for all nursing categories within area of supervision. Ensure the implementation of National, Provincial and District Quality improvement initiatives at Hospital level. Participate in formulation of policies procedures and implementation thereof. Assist in achievement of National Core Standards and Six Priority areas within the Hospital. Control provision of nursing care in the area of supervision through allocation and supervision Human and Financial Resource. Deal with grievance and labour relation issues.
<u>ENQUIRIES</u>	:	Me M.C Molefe Tel No: (051) 405 1940

<u>APPLICATIONS</u>	:	Applications must be sent to: The Chief Executive Officer, Pelonomi Tertiary Hospital, Private Bag X20581, Bloemfontein, 9300
<u>FOR ATTENTION</u>	:	Me F.M Letlhoo
<u>POST 08/179</u>	:	<u>CHIEF PHYSIOTHERAPIST GRADE 1-2 REF NO:H/C/17</u>
<u>SALARY</u>	:	Grade 1: R487 305 - R540 840 per annum Grade 2: R 557 184 - R618 396 per annum plus 13 th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Physiotherapy Department, Universitas Academic Hospital: Bloemfontein Appropriate qualification that allows registration with the HPCSA in the relevant Profession (where applicable). Registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). A minimum of 3 year's appropriate experience in the relevant profession after registration with HPCSA (where applicable). Current HPCSA registration for 2023/2024. Knowledge And Skills: A minimum of 10 years' appropriate experience as a Physiotherapist Post Community Service. Willing and skilled to treat all types of patients seen in the wide spectrum of the Physiotherapy profession will added advantage, ICU experience needed.
<u>DUTIES</u>	:	Render a physiotherapy service at a Central Hospital. Liaison with the multidisciplinary team. After hour responsibilities. Health promotion. Management and administration of a more complex or advanced physiotherapy service and implementation of quality control measures. Marketing of the profession. Asset responsibilities. Supervision of production Physiotherapists / students / assistants / community service physiotherapists / support staff. Personal and professional development. Tuition to physiotherapy students' / health workers. Profession specific training. In-service training.
<u>ENQUIRIES APPLICATIONS</u>	:	Me CH Goldstone Tel No: 051-405 3366/7 Applications can be submitted by post to: The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9300 Or hand delivered @ Room 1111, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.
<u>FOR ATTENTION</u>	:	Me. PM January
<u>POST 08/180</u>	:	<u>CHIEF CLINICAL TECHNOLOGIST GRADE 1-2 REF NO:H/C/18</u>
<u>SALARY</u>	:	Grade 1: R487 305 - R540 840 per annum Grade 2: R557 184 - R618 396 per annum plus 13 th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Paediatric Cardiology Department, Universitas Academic Hospital: Bloemfontein Appropriate qualification that allows registration with the HPCSA in the relevant Profession (where applicable). Registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). A minimum of 3 year's appropriate minimum of 3 years in Pediatric Cardiology, experience in the relevant profession after registration with HPCSA (where applicable). Current HPCSA registration for 2023/2024. Knowledge And Skills: A more than 5 years will be beneficial will be added advantage.
<u>DUTIES</u>	:	Effective independent functioning in all Paediatric Cardiology categories. Echocardiography perform, analysis, interpretation. Heart catheterization (Left, right and therapeutic procedures) ECGs (holter, stress, routine). Pacemaker 9follow up programing) Transeosophageal echo's. Overtime duty act as supervisor over juniors. Supply training to subordinates and students. Outreach responsibilities.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr SR Pretorius Tel No: 051-405 3241 Applications can be submitted by post to: The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9300 Or hand delivered @ Room 1111, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein
<u>FOR ATTENTION</u>	:	Me. PM January
<u>POST 08/181</u>	:	<u>EMS COURSE COORDINATOR GRADE 3 AND 4 REF NO: H/E/1</u>
<u>SALARY</u>	:	Grade 3: R475 794 – R512 571 per annum Grade 4: R528 072 – R594 864 per annum

<u>CENTRE REQUIREMENTS</u>	:	Free State College of Emergency Care: Bloemfontein
	:	Grade 3: Registration with the HPCSA as Paramedic. 3 years after registration with the HPCSA as Paramedic. Current registration 2023/2024. Valid C1 (code 10) License with Professional Drivers Permit. Training experience and minimum of two (x2) as a Lecturer. Grade 4: Registration with the HPCSA as Paramedic or ECP. 3 years after registration with the HPCSA as ECP. Current registration 2023/2024. Valid C1 (code 10) License with Professional Drivers Permit. Training experience and minimum of two (x2) as a Lecturer. Recommendations: Supervisory experience. Knowledge And Skills: Formal instructor / Facilitator, Assessor and Moderator qualification. Computer Literacy.
<u>DUTIES</u>	:	Coordinate learning and education programmes. Develop and ensure that the curriculum and education standards are functioning and maintained in both the theoretical and practical areas associated with the course outcomes. Make use of the appropriate lecturing techniques, methods and effective teaching aids. Reviewing of study guides. Accurate evaluation of theoretical and practical knowledge according to an appropriate standard. Oversee the Assessment and Moderation in the educational environment. Manage and supervise learners, lecturers and subordinates, and contribute to research in a relevant field. Work at least 8 hours clinical time once a month for skills and knowledge retention and to ensure maintenance of skills and Patient treatment according to HPCSA protocols and guidelines. Work with students on response, ambulance and in other training institutions as required for clinical practice.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Rowe-Rowe Tel No: (051) 492 1367
	:	Applications can be submitted by post to: The Acting Director, HRM and Planning, P O Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.
<u>FOR ATTENTION</u>	:	Me. R Stellenberg
<u>POST 08/182</u>	:	<u>EMS LECTURER GRADE 3 AND 4 REF NO: H/E/2 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 3: R475 794 – R512 571 per annum Grade 4: R528 072 – R594 864 per annum
<u>CENTRE REQUIREMENTS</u>	:	Free State College of Emergency Care: Bloemfontein
	:	Grade 3. Registration with the HPCSA as Paramedic (CCA or NDIP) or ECP. Current registration (2023/2024). Minimum 14 years after registration as Paramedic (CCA). Minimum 7 years after registration with the HPCSA as Paramedic. Registration ECP's – None. Valid C1 (code 10) driver's license with Professional Drivers Permit. Grade 4. Registration with the HPCSA as Paramedic (CCA or NDIP) or ECP. Minimum 17 years after registration with the HPCSA as Paramedic (NDIP). Registration ECP's 10 years after registration as an ECP. Current registration (2023/2024). Valid C1 (code 10) driver's license with Professional Drivers Permit. Recommendations: Master's degree (currently registered for a Master's degree) Knowledge And Skills: Formal instructor / Facilitator, Assessor and Moderator qualifications. Computer Literacy.
<u>DUTIES</u>	:	Use of appropriate lecturing techniques, methods and effective use of teaching aids. Reviewing of study guides. Accurate evaluation of theoretical and practical knowledge according to an appropriate standard. Assessment and Moderation in the educational environment. Supervise learners, practicals and clinical practice. Handle students and subordinates leave. Compilation and recording of marks. Ensure all appropriate documentation regarding the inventory of assets are completed and updated. Ensure consumables and asset needs are submitted timeously. Contribute to research in a relevant field. Work at least 8 hours clinical time once a month for skills and knowledge retention and to ensure maintenance of skills and Patient treatment according to HPCSA protocols and guidelines. Work with students on response, ambulance and in other training institutions as required for clinical practice.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Dywili Tel No: (051) 492 1376
	:	Applications can be submitted by post to: Acting Director, HRM and Planning, P O Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.
<u>FOR ATTENTION</u>	:	Me. R Stellenburg.

<u>POST 08/183</u>	:	<u>OPERATIONAL MANAGER: GENERAL PNA-5 (SURGERY) REF NO: H/O/9 (X2 POSTS)</u>
<u>SALARY</u>	:	R464 466 – R522 756 per annum, plus 13 th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<u>CENTRE REQUIREMENTS</u>	:	Pelononi Tertiary Hospital
	:	Diploma/Degree in Nursing or equivalent that allows registration with the South African Nursing Council as a professional Nurse. A minimum of 7 years appropriate/ recognizable experience in nursing after Registration with the SANC as a professional nurse in General Nursing. Active Registration with SANC. Knowledge and Skills: Good communication and interpersonal skills. Knowledge of key priority health programs. Knowledge and understanding of National Core Standard and ideal clinic realization program. Strong management and leadership skills. Computer literacy.
<u>DUTIES</u>	:	Provide holistic nursing care to patients at a cost effective, efficient and equitable manner. Ensure compliance to professional and ethical practice. Demonstrate an in-depth understanding of nursing legislation, legal and ethical practice and how this impact on the delivery. Provide and monitor clinical health science practices and mentoring. Manage and implement quality assurance program and attainment of quality standards of the facility for service delivery. Monitor data and manage information to improve on performance indicators. Apply knowledge of human, finance and information resource, related policies and information.
<u>ENQUIRIES APPLICATIONS</u>	:	Me M.C Molefe Tel No: (051) 405 1940
	:	Applications Must Be Sent To: The Chief Executive Officer, Pelonomi Tertiary Hospital, Private Bag X20581, Bloemfontein, 9300
<u>FOR ATTENTION</u>	:	Me F.M Letlhoo
<u>POST 08/184</u>	:	<u>CLINICAL PROGRAM COORDINATOR PNA-5 (QUALITY ASSURANCE) REF NO: H/C/19</u>
<u>SALARY</u>	:	R464 466 - R522 756 per annum, plus 13 th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Universitas Academic Hospital: Bloemfontein
	:	Diploma/Degree in Nursing or equivalent that allows registration with the South African Nursing Council as professional Nurse. A minimum of 7 years appropriate /recognizable experience in nursing after. Registration with the SANC as a professional nurse in General Nursing. Current Registration with SANC (2023/2024). Knowledge And Skills: Computer literacy and statistics. Knowledge of the relevant Health Legislation and policies. Ability to collect and analyse data. Leadership in planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Research skills to advise Hospital Management.
<u>DUTIES</u>	:	Manage compliance matters including office of Health Standards (mental health and all departmental strategies). Monitor operational risks management system. Provide professional support for compliance to Clinical Governance matters. Utilize information technology and other system to manage information for enhancement of service delivery. Management of resources. Create reports and timeous submissions thereof. Train employees on expectations of all programs. Detailed key performance areas can be obtained from the contact person.
<u>ENQUIRIES APPLICATIONS</u>	:	Me BE Molisapoli Tel No: (051) 405 3417/17
	:	Applications can be submitted by post to: The Chief Executive Officer, Universitas Hospital (Universitas Academic Hospital, Private Bag X20660, Bloemfontein, 9300 Or hand delivered @ room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.
<u>FOR ATTENTION</u>	:	Me. D Duiker
<u>POST 08/185</u>	:	<u>CLINICAL PROGRAM CO-ORDINATOR PNA5 REF NO: H/C/20 (X1 POST)</u>
<u>SALARY</u>	:	R464 466 - R522 756 per annum plus 13 th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Xhariep District Office

<u>REQUIREMENTS</u>	:	Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with (SANC) for 2023/2024. A valid driver's license. Knowledge And Skills: Knowledge of HIV/AIDS and Maternal Health Policies and guidelines.
<u>DUTIES</u>	:	Coordinate and promote implementation of PMTCT services. Participate in marketing of PMTCT service. Monitoring, evaluation and reporting of PMTCT services. Effective and efficient utilization of resources.
<u>ENQUIRIES</u>	:	Ms M Sekonyela Tel No: 051 408 1285
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: The District Director: Xhariep District Office, Albert Nzula Hospital, Trompsburg, or hand delivery
<u>FOR ATTENTION</u>	:	Mr. Sam Monatise
<u>POST 08/186</u>	:	<u>CLINICAL PROGRAM CO-ORDINATOR PNA5 REF NO: H/C/21 (X1 POST)</u>
<u>SALARY</u>	:	R464 466 - R522 756 per annum, plus 13 th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Lejweleputswa District Office
<u>REQUIREMENTS</u>	:	Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with (SANC) for 2023/2024. A valid driver's license. Knowledge and Skills: Knowledge of HIV/AIDS and Maternal Health Policies and guidelines.
<u>DUTIES</u>	:	Coordinate and promote implementation of PMTCT services. Participate in marketing of PMTCT service. Monitoring, evaluation and reporting of PMTCT services. Effective and efficient utilization of resources
<u>ENQUIRIES</u>	:	Me. M Sekonyela Tel No: 051 408 1285
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: The District Director, Lejweleputswa District Private Bag X15, Welkom 9460 or hand delivery
<u>FOR ATTENTION</u>	:	Me. Ncanana
<u>POST 08/187</u>	:	<u>CLINICAL PROGRAM COORDINATOR: PNA5 REF NO: H/C/22</u> (Re-Advertisement Those who previously applied are encouraged to apply)
<u>SALARY</u>	:	R464 466. – R522 756 per annum, plus 13 th Cheque, Housing Allowance, Uniform Allowance Rural Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Xhariep District Office: (Arv Treatment Program)
<u>REQUIREMENTS</u>	:	Diploma/Degree in Nursing or equivalent that allows registration with the South African Nursing Council as professional Nurse. A minimum of 7 years appropriate /recognizable experience in nursing after Registration with the SANC as a professional nurse in General Nursing. Registration with SANC (2022/2023). A Valid driver's license. Knowledge and Skills: In-dept knowledge of HIV and AIDS guidelines and protocols and in-dept knowledge and understanding of the ARV treatment program. Knowledge of the National Strategic plan and financial management. Computer literate (Excel, Word, PowerPoint) Knowledge of Health data systems e.g Tier.NET and DHIS. Ability to function under pressure and meet deadlines. Report writing skills. Good interpersonal relations skills and self-driven. Advantage: Advanced Clinical care management of ART patients' certificate.
<u>DUTIES</u>	:	Management of the Comprehensive HIV AIDS Care Management and Treatment Program. Management of the district ART cost centre to ensure sound financial administration and control. Implementation strategies to reduce the burden of HIV and AIDS to improve treatment outcomes. Expand access to ART treatment. Implementation of targeted key interventions to improve outcomes.
<u>ENQUIRIES</u>	:	Me. L Rametsi Tel No: (051) 408 1866
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: The District Director Xhariep District Albert Nzula Hospital, Trompsburg, or hand delivery
<u>FOR ATTENTION</u>	:	Mr. Sam Monatise
<u>POST 08/188</u>	:	<u>CLINICAL PROGRAMME COORDINATOR REF NO: H/C/23</u>
<u>SALARY</u>	:	Grade 1: R464 466 - R522 756 per annum

		Grade 2: R538 449 – R562 803 per annum plus 13 th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Regional Training Centre Corporate Office: Bloemfontein
	:	Diploma/ Degree in Nursing that allows the registration with South African Nursing Council. Current Registration with South African Nursing Council as a Professional Nurse 2023/2024. A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional nurse with plus a post-basic nursing qualification in Education with a duration of at least 1 year, accredited with SANC. Computer Literacy Valid driver's license. Knowledge And Skills: Good communication and interpersonal skills. Good understanding of Skills Development policies and HIV/AIDS management and ALL treatment policies and guidelines. Knowledge of PFMA. Ability to work independently, under pressure, strong negotiation, problem solving & conflict management skills. Be willing to travel extensively. Knowledge of ALL Clinical programs, including WBPHCOT Program.
<u>DUTIES</u>	:	Supervision of personnel. Coordinate and conduct training. Develop training strategies. Give support & motivate Learners. Compile reports & evaluate Learners. Monitor & evaluate the quality of training. Collaborate with District & Provincial Supporting Partners and Programme Managers.
<u>ENQUIRIES APPLICVATIONS</u>	:	Me. NP Mdalané Tel No: (051) 408 1814
	:	Applications can be submitted by post to: The Acting Director, HRM and Planning, P O Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.
<u>FOR ATTENTION</u>	:	Me. R Stellenburg
<u>POST 08/189</u>	:	<u>CLINICAL PROGRAM COORDINATOR PNA-5 (OCCUPATIONAL HEALTH AND SAFETY) REF NO: H/C/24</u>
<u>SALARY</u>	:	R464 466 - R522 756 per annum, plus 13 th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	JD Newberry District Hospital: Clocolan
	:	Diploma/Degree in Nursing or equivalent that allows registration with the South African Nursing Council as professional Nurse. A minimum of 7 years appropriate /recognizable experience in nursing after. Registration with the SANC as a professional nurse in General Nursing. Current Registration with SANC (2023/2024). A post basic qualification in Occupational Health Nursing Science. 2-3 years' experience in Infection Control and driver's license will be an added advantage. Knowledge And Skills: Computer literacy, Ability to work independently under pressure. Knowledge of Occupational Health Nursing Science. Knowledge of legislation pertaining to Occupational Health and Safety Act and COVID.
<u>DUTIES</u>	:	Conduct physical assessments to diagnose common medical conditions and chronic Ill health presented at the occupational health and facility. Conducts a health surveillance to identify and evaluate health needs of workers in the workplace. Identifies and analyses hazards and evaluates their effect on workers and the workplace. Facilitate and oversee the development of occupational health programs. Provide professional and technical support for the provision of quality client care through proper management of relevant programmes. Maintain standards and norms of Nursing practices to promote the healthcare status of healthcare workers. Plan and manages healthcare within the occupational health environment to provide care within ethical norms. Promotes health communication and health literacy for behavior change. Designs programmes that support a positive lifestyle and individual efforts lower the risk of disease and injury. Plans, implements and evaluates health promotions campaigns within a team approach. Compiles / conducts occupational risk exposure profiles (OREP) at pre-employment periodic and exit levels of intervention Manages occupational injuries and diseases in order to minimize residual deficit utilize information technology and other management information systems to manage information for the enhancement of service delivery. Identifies the need for EAP and refers employees to relevant authorities. Manage and utilize resources in accordance with relevant directives and legislations.
<u>ENQUIRIES APPLICATIONS</u>	:	Me. NI Pule Tel No: (051) 943 0433
	:	Applications can be submitted by post to: The Chief Executive Officer, Private Bag x 07, Clocolan, 9735 or hand deliver JD Newberry District Hospital.

<u>FOR ATTENTION</u>	:	Me. DN Majorobela
<u>POST 08/190</u>	:	<u>CLINICAL PROGRAM COORDINATOR PNA-5 REF NO: H/C/25</u>
<u>SALARY</u>	:	R464 466 - R522 756 per annum, plus 13 th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Lejweleputswa District Office
	:	Diploma/Degree in Nursing or equivalent that allows registration with the South African Nursing Council as professional Nurse. A minimum of 7 years appropriate /recognizable experience in nursing after. Registration with the SANC as a professional nurse in General Nursing. Current Registration with SANC (2023/2024). Driver's license. Appropriate experience in the management of HIV & AIDS Prevention programs will added advantage. Knowledge And Skills: In-dept knowledge of HIV and AIDS guidelines and protocols and in-dept knowledge and understanding of the ARV treatment program. Knowledge of the National Strategic plan and financial management. Computer literate (Excel, Word, PowerPoint) Knowledge of Health data systems e.g Tier.NET and DHIS. Ability to function under pressure and meet deadlines. Report writing skills. Good interpersonal relations skills and self-driven. Advantage: Advanced Clinical care management of ART patients' certificate.
<u>DUTIES</u>	:	To managed and support the implementation of the HIV Prevention Programs in the Province. Manage and support the implementation of the HIV prevention guidelines and protocols in the Province. Provide strategic leadership and creation of a social compact for better health outcomes. Manage the financial affairs for sustainable service delivery. Liaise with different stakeholders to ensure optimal service delivery. Ensure proper programmatic data management. Provide clinical support and guidance to clinicians.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. M Chauke Tel No: 051 408 1342
	:	Applications can be submitted by post to: The District Director, Lejweleputswa District Private Bag X15, Welkom 9460 or hand: Kopano Building Meulen Street, Welkom, 9460
<u>FOR ATTENTION</u>	:	Me. Ncanana
<u>POST 08/191</u>	:	<u>CLINICAL PROGRAM COORDINATOR PNA-5 REF NO: H/C/26</u>
<u>SALARY</u>	:	R464 466 - R522 756 per annum, plus 13 th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Thabo Mofutsanyana District Office
	:	Diploma/Degree in Nursing or equivalent that allows registration with the South African Nursing Council as professional Nurse. A minimum of 7 years appropriate /recognizable experience in nursing after. Registration with the SANC as a professional nurse in General Nursing. Current Registration with SANC (2023/2024). Driver's license. Appropriate experience in the management of HIV & AIDS Prevention programs will added advantage. Knowledge and Skills: In-dept knowledge of HIV and AIDS guidelines and protocols and in-dept knowledge and understanding of the ARV treatment program. Knowledge of the National Strategic plan and financial management. Computer literate (Excel, Word, PowerPoint) Knowledge of Health data systems e.g Tier.NET and DHIS. Ability to function under pressure and meet deadlines. Report writing skills. Good interpersonal relations skills and self-driven. Advantage: Advanced Clinical care management of ART patients' certificate.
<u>DUTIES</u>	:	To managed and support the implementation of the HIV Prevention Programs in the Province. Manage and support the implementation of the HIV prevention guidelines and protocols in the Province. Provide strategic leadership and creation of a social compact for better health outcomes. Manage the financial affairs for sustainable service delivery. Liaise with different stakeholders to ensure optimal service delivery. Ensure proper programmatic data management. Provide clinical support and guidance to clinicians.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. M Chauke Tel No: 051 408 1342
	:	Applications can be submitted by post to: The District Director, Thabo Mofutsanyana District Private Bag X 810 Witsieshoek 9870 or hand delivery Ohbudshan Building, Hanpoi Street Phuthaditjhaba, 9866

<u>FOR ATTENTION</u>	:	Mr. Mashinini
<u>POST 08/192</u>	:	<u>CLINICAL PROGRAM COORDINATOR OCCUPATIONAL (HEALTH AND SAFETY OFFICER) PNA-5 REF NO: H/C/8</u>
<u>SALARY</u>	:	R464 466 - R522 756 per annum, plus 13 th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Fezile Dabi District: Sasolburg
	:	Diploma/Degree in Nursing or equivalent that allows registration with the South African Nursing Council as professional Nurse. A minimum of 7 years appropriate /recognizable experience in nursing after. Registration with the SANC as a professional nurse in General Nursing. Current Registration with SANC (2023/2024). Knowledge And Skills: Good interpersonal and communication skills.
<u>DUTIES</u>	:	Identify potential hazards and potential major incidents. Examine the causes of incidents at the workplace. Investigate complaints relating to employee's health and safety. Review health and safety measures and policies to ensure correct implementation. Chair institutional Health and Safety meeting. Make representation to Health and Safety committee or to an inspector. Ensure that health and safety committee are appointed in terms of OH&S ACT. Participate in consultation with inspectors. Receive information from inspectors. Attend meetings of the health and safety committees of which he/she is a member. Make recommendations for changes in equipment and or processes to correct unsafe conditions. Ensure that staff adhere to safety precautions and appropriately use protective clothing.
<u>ENQUIRIES APPLICATIONS</u>	:	Me. S Korkie at 082 552 7224
	:	Applications can be submitted by post to: The Chief Executive Officer, Fezile Dabi District, Private Bag X 2005 Sasolburg, 1947 or hand delivered @ 17 Fichardt Street, Sasolburg – Fezile Dabi District Office.
<u>FOR ATTENTION</u>	:	Me. W.R. van Loggerenberg
<u>POST 08/193</u>	:	<u>PROFESSIONAL NURSE SPECIALTY PNB1-PNB2 REF NO: H/P/22 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R400 644.- R464 466 per annum Grade 2: R492 756 – R606 042 per annum plus 13 th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Nala District Hospital: Bothaville
	:	Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. Current registration with SANC (2023/2024). Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Current registration with the South African Nursing Council (SANC) as Professional Nurse. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience specific specialty after obtaining the 1-year post – basic qualification of the period referred to above. A valid driver's license. Knowledge and Skills: Communication and Problem-solving skills and accurate data collection.
<u>DUTIES</u>	:	Provide comprehensive nursing treatment and care to patients in a specialty unit in a cost effective, efficient and equitable manner. Act as shift leader in Unit (where necessary). Provision of administrative services. Provision of clinical services, usage of machineries and equipment's. Coordinate the provision of effective training and research for nursing services.
<u>ENQUIRIES APPLICATIONS</u>	:	Assistant Nursing Manager Mr. MM Tsiu at 073 8425 488
	:	Applications can be submitted by post to: The Chief Executive Officer, Nala District Hospital, Private Bag X7, Bothaville.
<u>FOR ATTENTION</u>	:	Mr Mhlanga
<u>POST 08/194</u>	:	<u>PROFESSIONAL NURSE PNB1- 3 REF NO: H/O/20 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R400 644 - R464 466 per annum Grade 2: R492 756 – R606 042 per annum

**CENTRE
REQUIREMENTS**

plus 13th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

: Fezile Dabi District Health Services: Sasolburg
: Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification in Midwifery and Neonatology with a duration of at least 1 year, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. Current registration with the South African Nursing Council (SANC). Current registration with SANC (2023/2024). Knowledge and Skills: Good report writing and time management skills. Understanding of nursing legislation, ethical nursing practices and how these impacts on service delivery. Ability to provide mentoring, team building, supervisory skills and coaching to her/his supervisees. Good communication, interpersonal relations, counselling, conflict management skills and decision making. Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures and Finance policies etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Co-ordination and planning skills. Ability to assist in formulation of patient care related policies.

DUTIES

: Implementation of Quality Improvement Plan. Conduct patient satisfaction survey and waiting times for the clinics. Ensure adequate control, management and allocation of Human and material resources. Facilitate that the clinic has functional clinic committee and ensures community participation. Plan and monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance according to PMDS. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Facilitate provision of clinical services, educational services and be involved in medical research. Evaluate and monitor compliance with clinical protocols norms and standards within the clinic. Analyze and interpret statistic including PHC Programme indicators. Participate in Operation Sukuma Sakhe Programme. Facilitate the realization and maintenance of Ideal Clinic Programme and Core standards in the facility. Coordinate and manage the provision of the services to manage COVID19 pandemic. Support PHC re-engineering by ensuring that outreach teams are functional.

**ENQUIRIES
APPLICATIONS**

: Me. Pule Tel No: 016 492 0507
: Applications can be submitted by post to: The District Director Private Bag X 2005, Sasolburg, 1947 or hand delivery: 17 Fichardt Street, Sasolburg – Fezile Dabi District Office.

FOR ATTENTION

: Me. W.R. van Loggerenberg

POST 08/195

: **PROFESSIONAL NURSE SPECIALTY PNB1-PNB2 REF NO: H/P/23**

SALARY

: Grade 1: R400 644 - R464 466 per annum
Grade 2: R492 756 – R606 042 per annum
plus 13th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

**CENTRE
REQUIREMENTS**

: Albert Nzula District Hospital: Trompsburg
: Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification in Theatre, with a duration of at least 1 year, accredited with SANC. Current registration with SANC (2023/2024). **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof. Current registration with the South African Nursing Council (SANC) as Professional Nurse. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience specific specialty after obtaining the 1-year post – basic qualification of the period referred to above. A valid driver's license. Knowledge And Skills: Good standards and knowledge of Ideal hospital realization, strong leadership skills. Communication and interpersonal skills. Computer literacy.

<u>DUTIES</u>	:	Provide holistic nursing care to patients at a cost effective, efficient and equitable manner. Ensure compliance to Professional and Ethical practice. Demonstrate in depth understanding of nursing legislation, nursing practice and how it impacts service delivery. Deliver quality nursing care in collaboration with multidisciplinary team. Manage risks to ensure patients safety. Create a learning environment that builds team competence. Ensuring ordering, controlling consignment stock, equipment in the unit. Conversant with the Nursing Strategy implementation.
<u>ENQUIRIES</u>	:	Me. Motlohoa at 066 274 2889
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: The Chief Executive Officer, 22 Louw Street Albert Nzula District Hospital, Private Bag X2, Trompsburg.
<u>FOR ATTENTION</u>	:	Mr TGF Finger
<u>POST 08/196</u>	:	<u>PROFESSIONAL NURSE SPECIALTY PNB1-PNB2 (PAEDIATRICS) REF NO: H/P/24 (X3 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R400 644 - R464 466 per annum Grade 2: R492 756 – R606 042 per annum plus 13 th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Pelonomi Tertiary Hospital: Bloemfontein
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent qualification, plus Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification in Paediatrics with a duration of at least 1 year, accredited with SANC. Current registration with the South African Nursing Council. Current registration with SANC (2023/2024). Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Current registration with the South African Nursing Council (SANC) as Professional Nurse. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification of the period referred to above. A valid driver's license. Knowledge And Skills Knowledge of Public Service Act and Regulations and Public Finance Management Act (PFMA). Demonstrate and in depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Ensure clinical nursing by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate and basic understanding of HR and Financial policies and practices. Computer Literacy.
<u>DUTIES</u>	:	Ensure that comprehensive nursing treatment and care is delivered to patients in a cost effective, efficient and equitable manner specialty unit. Ensure compliance to professional and ethical practice. Coordinate of optimal holistic specialized nursing care provided within the set standard and professional/legal framework. Provision of effective support Nursing Services.
<u>ENQUIRIES</u>	:	Me. MC Molefe Tel No: 051 405 1603
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: The Acting Chief Executive Officer, Pelonomi Tertiary Hospital, Private Bag X 20581, Bloemfontein, 9300 or hand delivered/ Courier, ground floor, Block K Dr Belcher Road
<u>FOR ATTENTION</u>	:	Me. FM Letlhoo
<u>POST 08/197</u>	:	<u>CLINICAL NURSE PRACTITIONER (PHC) (CLINICAL MENTOR) - PHC) (PNB1 – PNB2) REF NO: H/C/25 (X1 POST)</u> (HIV/Aids Directorate) Re-Advertised (Those who previously applied are encouraged to apply)
<u>SALARY</u>	:	Grade 1: R400 644 – R464 466 per annum Grade 2: R492 756 - R606 042 per annum plus 13 th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<u>CENTRE</u>	:	Xhariep District Office
<u>REQUIREMENTS</u>	:	Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification in Clinical Nursing Science, Health assessment treatment and care (Primary Health Care) with a duration of at least 1 year, accredited

	with SANC. Current registration with SANC for (2023/2024). Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC. A valid driver's license Knowledge and Skills: Good communication and interpersonal skills. Strong ability to work within a team. Ability to work independently, under pressure and meet deadlines. Be willing to travel extensively. Good communication and interpersonal skills. Strong ability to work within a team. Knowledge of policies and HIV/AIDS management and ALL treatment policies and guidelines. Appropriate experience in the Management of HIV/AIDS Programs. NIMART & ACC Trained.
<u>DUTIES</u>	: Provide clinical mentoring, in-service training & professional development of Health Workers in all clinical programs Dissemination & regular review of protocols, policies & mandates for all clinical programs & ensure the implementation of new developments by Clinicians. Coaching & mentoring of Participants after training to ensure the completion of workbooks & clinical practice. Strengthens the comprehensive clinical care in order to improve the performance outcomes of the programs. Liaise with different stakeholders to ensure optimal service delivery. Monitoring & evaluation of all clinical programs. Compile reports.
<u>ENQUIRIES</u>	: Me. L Rametsi Tel No: (051) 408 1866
<u>APPLICATIONS</u>	: Applications can be submitted by post to: The District Director: Xhariep, Albert Nzula Hospital, Trompsburg.
<u>FOR ATTENTION</u>	: Me. Sam Monatise Tel No: (051) 492 2116
<u>POST 08/198</u>	: <u>PROFESSIONAL NURSE SPECIALTY (PNB1: PNB2): PNB1 GRADE 1-2 REF NO: H/P/25 (X10 POSTS)</u> Re-Advertisement, (Those who previously applied are encourage to apply)
<u>SALARY</u>	: Grade 1: R400 644 – R464 466 per annum Grade 2: R492 756 - R606 042 per annum
<u>CENTRE</u>	: Boitumelo Regional Hospital: Kroonstad Trauma (X1 Post) ICU (X3 Posts) Theatre (X2 Posts) Maternity (3 Posts) Orthopedic (1 Post)
<u>REQUIREMENTS</u>	: Diploma, Degree in nursing or equivalent that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus post-basic nursing qualification in (TRAUMA, ICU, Theatre, Maternity and Orthopedic with a duration of at least 1 year, Accredited with SANC. Current registration with the South African Nursing Council (SANC). Grade 1: A minimum of 4 years appropriate / recognizable experience in nursing after registration with SANC as a Professional Nurse. Current registration with the South African Nursing Council (SANC) as a Professional Nurse. Grade 2: A minimum of 14 years appropriate / recognizable experience in nursing after registration with SANC as a Professional Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 – year post – basic qualification of the period referred to above. Knowledge And Skills: Good communication skills and interpersonal relations. Ability to work under pressure. Computer Literacy.
<u>DUTIES</u>	: Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display concern for patients, promoting and advocating proper treatment and care including awareness to respond to patient's needs, requirements and expectations.
<u>ENQUIRIES</u>	: Me. F Arends Tel No: 056 216 5200 X 2580
<u>APPLICATIONS</u>	: Applications can be submitted by post to: The Chief Executive Officer, Boitumelo Regional Hospital, Private Bag X 47 Kroonstad, 9499, or Hand delivery: Boitumelo Regional Hospital: Human Resource Management
<u>FOR ATTENTION</u>	: Mr. D Matlabe
<u>POST 08/199</u>	: <u>PROFESSIONAL NURSE SPECIALTY PNB1-PNB2 REF NO: H/P/26 (X2 POSTS)</u>
<u>SALARY</u>	: Grade 1: R400 644 - R464 466 per annum Grade 2: R492 756 – R606 042 per annum

		plus 13 th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Katleho District Hospital: Virginia
	:	Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. Current registration with SANC (2023/2024). Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Current registration with the South African Nursing Council (SANC) as Professional Nurse. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience specific specialty after obtaining the 1-year post – basic qualification of the period referred to above. A valid driver's license. Knowledge And Skills: Good Communication skills. Good interpersonal relationship.
<u>DUTIES</u>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Promote quality of nursing as directed the professional scope of practice and standards. Provision of optimal specialized nursing care with set standard and support to nursing services. Effective utilization of resources. Participation in training and information management. Act as a shift leader in maternity ward.
<u>ENQUIRIES APPLICATIONS</u>	:	Me. ME Khongoana Tel No: 057 212 1022
	:	Applications can be submitted by post to: The Chief Executive Officer, Katleho District Hospital Private Bag x4, Virginia, 9430 or hand delivery
<u>FOR ATTENTION</u>	:	Me ME Khongoana
<u>POST 08/200</u>	:	<u>SPEECH THERAPIST GRADE 1-3 REF NO: H/S/5</u>
<u>SALARY</u>	:	Grade 1: R332 427 - R378 318 per annum Grade 2: R389 754 – R445 665 per annum Grade 3: R459 126 - R557 184 per annum plus 13 th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Speech Therapy and Audiology Department, Universitas Academic Hospital: Bloemfontein
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA in the relevant Profession (where applicable). Registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). Registration with the Health Professions Council of South Africa (HPCSA) as a speech therapist and audiologist. Experience Grade 1: None after registration with the HPCSA in the relevant profession as a as a Speech Therapist or Speech Therapist and Audiologist in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the as an as a Speech Therapist or Speech Therapist and Audiologist 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 as a as a Speech Therapist or Speech Therapist and Audiologist in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years relevant experience after registration with the HPCSA in the as a as a Speech Therapist or Speech Therapist and Audiologist 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 as a as a Speech Therapist or Speech Therapist and Audiologist in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years relevant experience after registration with the HPCSA as a as a Speech Therapist or Speech Therapist and Audiologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Current registration for 2023/2024 Knowledge and Skills: Training in Dysphagia, AAC, Acoustics and NDT will be an advantage. Registration as an Independent Practitioner with the Health Professions Council of South Africa (HPCSA) after community service.
<u>DUTIES</u>	:	Screening, assessing, diagnosing and managing speech, language, voice, communication and swallowing disorders including Dysphagia. Daily and monthly record-Keeping. Participate in departmental and hospital health

		promotion activities. Be able to treat patients within an MDT. Attend scheduled ward rounds, clinics and discussions with MDT. Improve professional competence through CPD activities and application of current research information. Liaise and refer patients appropriately.
<u>ENQUIRIES</u>	:	Me. NA Dingaan-Mokushane Tel No: 051- 405 3261
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9300 or hand delivered @ Room 1111, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.
<u>FOR ATTENTION</u>	:	Me. PM January
<u>POST 08/201</u>	:	<u>RADIOGRAPHER: GRADE 1-3 REF NO: H/R/11 (X3 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R332 427 – R378 318 per annum Grade 2: R389 754 - R445 665 per annum Grade 3: R459 126 - R557 184 per annum plus 13 th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Bongani Regional Hospital: Welkom
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA in Diagnostic Radiographer. Registration with the Health Professions Council of South Africa (HPCSA) in Diagnostic Radiographer. Current registration 2023/2024. Grade 1: None after registration with HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service, as required in SA. Foreign Qualification employee: One (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as required in SA. Knowledge and Skills: Ability to work under pressure. Communication skills. Interpersonal skills.
<u>DUTIES</u>	:	Patient care and clinical services rendering. Take part in research and training for development of the department, as well as CPD programmes. Participate in planning, organizing and implementations of departmental policies/ procedures. Safe radiation Practice.
<u>ENQUIRIES</u>	:	Mr. NL Mkatsane Tel No: (057) 916 8000
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: The Chief Executive Officer, Bongani Regional Hospital Private Bag X29, Welkom or hand delivery.
<u>FOR ATTENTION</u>	:	Mr T Tsoho
<u>POST 08/202</u>	:	<u>PHYSIOTHERAPIST: GRADE 1-3 REF NO: H/P/27</u>
<u>SALARY</u>	:	Grade 1: R332 427 – R378 318 per annum Grade 2: R389 754 - R445 665 per annum Grade 3: R459 126 - R557 184 per annum plus 13 th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Bongani Regional Hospital: Welkom
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA in the relevant Profession (where applicable). Registration with the Health Professions Council of South Africa (HPCSA) as a physiotherapist. Experience Grade 1: None after registration with the HPCSA in the relevant profession as physiotherapist in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the as an physiotherapist 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 as a physiotherapist in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years relevant experience after registration with the HPCSA in the 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: Minimum of 20 years relevant experience after registration with the HPCSA as a physiotherapist in respect of South African qualified employees who performed Community Service, as required in South Africa. 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. Current registration for 2023/2024 Knowledge and Skills: ICU

<u>DUTIES</u>	:	Knowledge and experience. Young and healthy enough to treat patients- letter from Physician to declare employee fit to treat confirmed ill patients.
	:	Willing and skilled to treat all types of patients seen in the spectrum of the Physiotherapist Profession. E.g. Acutely ill patients, Neurology, Orthopaedics, Cerebral, Palsy etc. Refer specifically to any training (attach proof) and experience in the field of Cerebral Palsy. Render a physiotherapy at a tertiary hospital. Liaison with the multidisciplinary team, After hour responsibilities, Health Promotion. Administration task applicable to the service area and implementation of quality control measures. Marketing of the profession. Supervision of Students/Assistant/ Community Service Physiotherapist/ Support Staff. Personal and profession development- Tuition to Physiotherapy student's/ Health worker- Profession specific training, in service training.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. NL Mkatsane Tel No: (057) 916 8000
	:	Applications can be submitted by post to: The Chief Executive Officer, Bongani Regional Hospital Private Bag X29, Welkom or hand delivery.
<u>FOR ATTENTION</u>	:	Mr T Tsoho
<u>POST 08/203</u>	:	<u>SOCIAL WORKER GRADE 1-4 REF NO:H/S/6</u>
<u>SALARY</u>	:	Grade 1: R269 301 - R312 186 per annum Grade 2: R331 191 - R380 337 per annum Grade 3: R401 691 - R465 669 per annum Grade 4: R494 028 - R607 593.per annum plus 13 th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Social Work Department, Universitas Academic Hospital: Bloemfontein
	:	Appropriate Bachelor's Degree in Social Work, Current registration with the South African Council for Social Service Professions (SACSSP) for 2023/2024. Grade 1: Registration with the SACSSP as a Social Worker. Experience: None. Grade 2: Registration with the SACSSP as a Social Worker. Experience: A minimum of 10 years' appropriate experience in social work after registration as a Social Worker with the SACSSP. Grade 3: Registration with the SACSSP as a Social Worker. Experience: A minimum of 20 years' appropriate experience in social work after registration as a Social Worker with the SACSSP Grade 4: Registration with the SACSSP as a Social Worker. Experience: A minimum of 30 years' appropriate experience in social work after registration as a Social Worker with the SACSSP Knowledge and Skills: Appropriate experience in health issues as well as in medical Social Work after registration with the SACSSP.
<u>DUTIES</u>	:	Render a professional and effective medical Social Work service to all referred patients as well as their significant others in order to ensure their optimal social functioning. Render psychosocial counselling and support to patients and their family members. Social Work services that are mandatory in terms of legislated prescripts e.g. Informed consent requiring contact tracing as indicated in the National Health Act 61 of 2003, Pediatrics services as indicated in the Children's Act 38 of 2005, cases requiring Social Services in terms of the Mental Health Care Act 17 of 2005 etc.) Render Renal Replacement Therapy Program as well as Social Work services for victims of sexual assault and abuse. Promote and encourage life skills education amongst patients and personnel. Facilitation of training, personnel development, education and research to ensure that they are adequately equipped to perform. Perform all required administrative functions (monthly stats, daily and weekly reports) Establish and maintain new training and development as per SACSSP statutes.
<u>ENQUIRIES APPLICATIONS</u>	:	Me. Tshabalala Tel No: 051 - 405 3346
	:	Applications can be submitted by post to: The Chief Executive Officer, Universitas Hospital Private Bag X20660, Bloemfontein, 9300 Or hand delivered @ Room 1111, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.
<u>FOR ATTENTION</u>	:	Me. PM January
<u>POST 08/204</u>	:	<u>SOCIAL WORKER GRADE 1-4 REF NO: H/S/7</u>
<u>SALARY</u>	:	Grade 1: R269 301 - R312 186 per annum Grade 2: R331 191 - R380 337 per annum Grade 3: R401 691 - R465 669 per annum Grade 4: R494 028 - R607 593 per annum

		plus 13 th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Bongani Regional Hospital: Welkom
	:	Appropriate Bachelor's Degree in Social Work, Current registration with the South African Council for Social Service Professions (SACSSP) for 2023/2024.
		Grade 1: Registration with the SACSSP as a Social Worker. Experience: None.
		Grade 2: Registration with the SACSSP as a Social Worker. Experience: A minimum of 10 years' appropriate experience in social work after registration as a Social Worker with the SACSSP.
		Grade 3: Registration with the SACSSP as a Social Worker. Experience: A minimum of 20 years' appropriate experience in social work after registration as a Social Worker with the SACSSP.
		Grade 4: Registration with the SACSSP as a Social Worker. Experience: A minimum of 30 years' appropriate experience in social work after registration as a Social Worker with the SACSSP
		Knowledge And Skills: Good communication and interpersonal skills.
<u>DUTIES</u>	:	To provide Social Work service through the promotion of social change, problem solving in human relationships and the empowerment and liberation of people to enhance social well-being.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. T Tsoho Tel No: 057 916 8285
	:	Applications can be submitted by post to: The Chief Executive Officer, Bongani Regional Hospital Private Bag X29, Welkom or hand delivery.
<u>FOR ATTENTION</u>	:	Mr. T Tsoho
<u>POST 08/205</u>	:	<u>COMMUNITY DEVELOPMENT PRACTITIONER REF NO: H/C/27</u>
<u>SALARY</u>	:	Grade 1: R227 550 – R263 796 per annum
		Grade 2: R277 380 – R321 549 per annum
		Grade 3: R337 944 – R452 112 per annum
		plus 13 th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Lejweleputswa District Office: (Partnership and Stakeholder)
	:	An appropriate three years tertiary or equivalent qualification. A minimum of 5-10 years appropriate/recognizable experience in Community Development work after obtaining the required tertiary qualification. Valid driver's license.
		Knowledge And Skills: Good communication skills (verbal and written) and interpersonal skills. Computer literacy and operation of the following computer applications MS Word, Excel, PowerPoint and Outlook. Strong ability to build and work as a team member. Strong management and leadership skills.
		Knowledge of relevant legislations, policies, prescripts and procedures applicable in the public sector. Relevant experience and knowledge of WBPHCOTs.
<u>DUTIES</u>	:	Program co-ordination. Establishment of social relations with regards to Ward Based Primary Health Care Outreach Teams policy framework within the district in the liaison with Provincial office. Establishment of Partnerships relations with other Stakeholders that support Health activities within the district. Manage Provincial agreements with partners within the district. Facilitate the planning and prioritization of the Ward Based Primary Health Care Outreach Teams (WBPHCOTs) activities within the district in line with Provincial plans. Facilitate the implementation of Ward Based Primary Health Care Outreach Teams (WBPHCOTs) activities identified according to the plans of the department and district by involving Hospital Boards and Clinic Committees. Entrench Ward Based Primary Health Care Outreach Teams (WBPHCOTs) best practices. Monitoring and evaluation of CHWs functions and submit reports to the supervisor.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. M.S Maselo Tel No: (051) 057 910 3227 Lejweleputswa PHC Manager
	:	Applications can be submitted by post to: Acting District Director: Lejweleputswa Private bag X 15, Welkom or hand deliver to: Kopano Building Meulen Street, Welkom, 9460
<u>FOR ATTENTION</u>	:	Me G.E. Ncanana

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

<u>APPLICATIONS</u>	:	Applications must be delivered or posted to: Physical address: 26 th Loveday Street, Kuyasa Building, Johannesburg, 2001. Postal address: P.O. Box 7710, Johannesburg, 2000.
<u>CLOSING DATE</u>	:	17 March 2023
<u>NOTE</u>	:	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) and a detailed CV is required. 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). No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. 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 to generic SMS 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 ECHELON

<u>POST 08/206</u>	:	<u>DEPUTY DIRECTOR-GENERAL: EDUCATION SUPPORT REF NO: HO2023/03/01</u> Branch: Education Support (5 Years Fixed Term Contract Performance Based)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 590 747 per annum, (an all-inclusive package) Head Office, Johannesburg An appropriate advanced Diploma/B-Tech/ Bachelor's Degree (NQF Level 7) and a postgraduate (NQF Level 8) qualification or equivalent qualification at NQF level 8 with at least a minimum of 8 years senior management experience within Education environment. Proven management skills in education management or similar. 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.
<u>DUTIES</u>	: Provide strategic leadership and oversee the management and coordination of GDE infrastructure facilities and school infrastructure delivery, scholar transport, nutrition, security & safe school support services. Oversee, manage, and ensure implementation of GDE corporate infrastructure facilities and school infrastructure delivery, national school nutrition, scholar transport and safe school services. Provide strategic leadership and oversee the provision of social support services to institutions and stakeholder services. Oversee, manage, and ensure the improvement of institutions performance. Oversee, manage, and promote learner psycho-social support services, school sport and extra-curricular programmes. Provide strategic leadership and manage infrastructure and operation support services. Oversee, manage, and ensure the implementation of infrastructure planning services, day-to-day routine, and preventative maintenance projects. Promote internal and external stakeholder relationships. Represent the department in all relevant committees and forums. Build and maintain internal and external networks with Branch Heads, Senior Managers, and service providers to ensure relevance and credibility of the Branch services. Manage and maintain effective stakeholder engagement. Manage resources of the Branch. Ensure the development and implementation of procurement and operational plan for the Branch. Monitor and ensure control of budget & expenditure of the branch in line with the relevant legislation. Oversee the identification of risks within the Branch and implementation of mitigation thereof. Develop monitoring & evaluation mechanisms for the implementation of Policies and procedures in the department and ensure the maintenance thereof.
<u>ENQUIRIES</u>	: Mr. Hector Tsosane Tel No: (011) 843 6533
<u>POST 08/207</u>	: <u>DIRECTOR: PROCUREMENT REF NO: HO2023/03/02</u> Chief Directorate: Supply Chain Management (5 Years Fixed Term Contract Performance Based)
<u>SALARY</u>	: R1 105 383 per annum, (an all-inclusive package)
<u>CENTRE</u>	: Head Office, Johannesburg
<u>REQUIREMENTS</u>	: An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Supply Chain Management/ Procurement/ Public Finance or equivalent qualification at NQF level 7, with at least a minimum of 5 years middle/senior management experience within Procurement/ supply Chain Management environment. Knowledge and understanding of the PFMA, PPPFA and all other relevant legislations. In-depth understanding, application of financial, and procurement management systems within the government sector. Knowledge of Public Service Act and Regulations, Communication policies, practices and theories. 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, Facilitation and Presentation Skills. Valid South African driver's license.
<u>DUTIES</u>	: Oversee the procurement of departmental goods and services. Manage the consolidation, compilation & submission of departmental procurement plan. Manage the issuing and acceptance of Bids and quotations in line with the SCM Legislations, Policies and procedures. Manage all enquiries relating to the invitations of quotations of goods and services are handled in the manner which is fair and transparent to the service providers. Oversee the provisioning of contract management (administration, compliance and reporting) services. Manage the implementation and enforcement of compliance on functional risk management systems to minimize fraud & corruption. Manage the administration of supplier's contracts and service level agreements for goods and services. Manage the maintenance of entities on BAS. Ensure accurate reporting of commitments, irregular expenditure and compliance reporting. Oversee the Development and implementation of the SCM procurement related policies, guidelines and frameworks. Manage the development of Departmental Policies, Procedure Manuals and best practices on Procurement

		issues. Ensure the effective and efficient overall resource management within the unit in terms of relevant acts and delegations. Maintain and ensure effective internal and external stakeholder engagement and management. Manage the Directorate budget in accordance with the PFMA, and any other relevant legislations. Ensure the implementation and maintenance of risk management and mitigate risks threatening the attainment of objectives and the optimisation of opportunities that would enhance the Directorate's performance.
<u>ENQUIRIES</u>	:	Ms Ntendeleni Radzilani Tel No: 011 843 6540
<u>POST 08/208</u>	:	<u>DIRECTOR: ASSETS AND INVENTORY MANAGEMENT REF NO: HO2023/03/03</u> Chief Directorate: Supply Chain Management (5 Years Fixed Term Contract Performance Based)
<u>SALARY</u>	:	R1 105 383 per annum, (an all-inclusive package)
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Supply Chain Management/ Logistics/ Public Finance/ Asset Management/ Warehousing or equivalent qualification at NQF level 7, with at least a minimum of 5 years middle/senior management experience within Procurement/ supply Chain Management environment. Knowledge and understanding of the PFMA, PPPFA and all other relevant legislations. In-depth understanding, application of financial, and procurement management systems within the government sector. Knowledge of Public Service Act and Regulations, Communication policies, practices and theories. 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, Advanced Communication, Competence in key computer software packages, ability to work manage multiple and complex projects under pressure. Valid South African drivers' licence is a requirement.
<u>DUTIES</u>	:	Manage the administration of departmental Assets (goods). Manage the development and maintenance of an accurate asset register. Manage the departmental system for the disposal of redundant and obsolete assets. Manage the development, review and implementation of Asset Loss Mitigation and Control procedures. Oversee the departmental warehousing and logistics of departmental assets inline of the legislative mandates. Manage all aspects of inventory stock taking. Manage the development, review and manage proper implementation of Warehouse Prescripts. Oversee the provision of strategic interventions and guidance in terms of Inventory and Warehouse management. Manage the information sharing/ training sessions to departmental officials on all Asset Management related matters. Manage the storage warehouse sites inspection with prospective service providers. Manage the monitoring of general asset management operating procedures, design and make improvements on systems. Oversee the Development and implementation of Assets and Inventory management policies, guidelines and frameworks. Manage the development of Departmental Policies, Procedure Manuals and best practices on Inventory and Asset Management issues. Ensure the effective and efficient overall resource management within the unit in terms of relevant acts and delegations. Manage the Directorate budget in accordance with the PFMA, and any other relevant legislations. Ensure the implementation and maintenance of risk management and mitigate risks threatening the attainment of objectives and the optimisation of opportunities that would enhance the Directorate's performance.
<u>ENQUIRIES</u>	:	Ms Tlaleng Ngubeni Tel No: 011 843 6544
OTHER POSTS		
<u>POST 08/209</u>	:	<u>DEPUTY DIRECTOR: INFORMATION SECURITY AND DISASTER RECOVERY REF NO: HO2023/03/04</u> Directorate: IT and Service Management
<u>SALARY</u>	:	R766 584 per annum, (an all-inclusive package)
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	A recognised three-year National Diploma/Degree (NQF Level 6/7) in Information Technology/Information Systems/ Computer Science plus a minimum of 3 years relevant working experience at Junior Management

		<p>/Middle Management level (Assistant Director/ Deputy Director level) in information technology/ information security, Patch management, antivirus management and disaster recovery environment. Security Plus (s+) is compulsory. ITIL Foundations Certificate will be an added advantage. Knowledge of Android and iPads mobile devices, IT Security practices on desktop and application environments, Security Governance, Microsoft Office 365, Windows 7,8, 8.1 & 10 and LAN/WAN support and Working knowledge of the Public Service Act and Regulations, policy and regulatory environment of information Technology and security. Good written and verbal communication skills, Computer literacy, Telephone Etiquette, Good Interpersonal relations, Problem Solving, Management and Consultation skills, Valid driver's licence is essential.</p>
<u>DUTIES</u>	:	<p>Manage and coordinate the provision Information Security & disaster recovery. Develop and implement relevant cyber and IT risk metrics and report to management. Provide anti-virus protection to ensure data integrity and eliminate/minimize the possibility of attacks on the departmental system. Develop and implement the disaster recovery plan of the department system. Develop and manage an information security risk register to address risk issues and action plans from all sources. Manage IT Security projects in accordance with project management best practice. Manage and report on Software access in GDE. Manage Information Technology Ad-hoc projects within GDE. Develop, implement, and monitor a comprehensive information security, cyber security, and disaster recovery program. Develop and enhance an information security management database. Develop and implement Information Security Governance program across GDE. Manage the security and privacy of networks and computer systems. Ensure the installation and upgrade of anti-virus software to ensure security at the user level. Manage and monitor desktop and server patch updates. Manage the Auditing of hardware specifications, software, applications and report on non-standard conforming assets. Manage and report on vulnerabilities on GDE computers and systems. Manage, conduct and ensure IT Risk assessments are completed, reported on and monitored. Manage and develop information security and disaster recovery policy, procedures and standards. Develop and lead information security awareness and training initiatives, including phishing exercises. Design and implement Cyber and IT controls assessment and assurance process to ensure controls function effectively and efficiently. Oversee the highest risk initiatives and exhibit pragmatism in formulating process remediation and mitigation strategies. Manage the effective, efficient and economic utilisation of allocated resources. Compile and submit work plan, performance development plan, and job description and performance agreements of staff.</p>
<u>ENQUIRIES</u>	:	Ms. Hellen Kganyago Tel No: (011) 843 6693
<u>POST 08/210</u>	:	<p><u>ASSISTANT DIRECTOR: INFORMATION SECURITY AND DISASTER RECOVERY REF NO: HO2023/03/05</u> Directorate: IT and Service Management</p>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	<p>A recognised three-year National Diploma/Degree (NQF Level 6/7) in Information Technology/Information Systems/ Computer Science plus a minimum of 3 years relevant working experience as a Technician in Information Technology/ Information Security environment. Security Plus (s+) is compulsory. ITIL Foundations Certificate will be an added advantage. Knowledge of Android and iPads mobile devices, IT Security and Security Governance, Microsoft Office 365, Windows 7,8, 8.1 & 10 and LAN/WAN support and Working knowledge of the Public Service Act and Regulations, policy and regulatory environment of information Technology and security. Good written and verbal communication skills, Computer literacy, Telephone Etiquette, Good Interpersonal relations, Problem Solving, Management and Consultation skills, Valid driver's licence is essential.</p>
<u>DUTIES</u>	:	<p>Provide Information Technology Technical Support service to Head Office and Satellite Offices. Identify trends and problems relating to information security and disaster recovery issues. Compile information security risk metrics and report monthly. Coordinate the provision anti-virus protection to ensure data integrity and eliminate/minimize the possibility of attacks on the departmental system. Update and maintain information security risk register and software</p>

access in GDE. Facilitate IT support projects at Head Office and Satellite Offices i.e. Software, Security, project tenders etc. Supervise and provide support services and monitor LAN connectivity of sites. Provide Technical support on Information Technology governance and adhoc projects. Implement network security and Patch Compliance. Report on changes, planning and performance issues. Conduct Risk assessments and awareness sessions to GDE computer users. Report on IT project issues and developments. Assist with planning and coordinating the DR testing for GDE. Coordinate and promote information security. Install of anti-virus security software for all GDE end- users. Upgrade of anti-virus security software for all GDE end- users regularly. Install the Operating Systems Versions and Patches. Monitor the effectiveness of Anti-Virus & Patches updates. Audit of hardware specifications, software, applications and report on non-standard conforming assets. Supervision of staff. 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.

ENQUIRIES : Ms. Hellen Kganyago Tel No: (011) 843 6693

POST 08/211 : **PERSONAL ASSISTANT REF NO: HO2023/03/06**
Directorate: Talent Management and Innovation

SALARY : R269 214 per annum
CENTRE : Head Office, GCRA
REQUIREMENTS : Secretarial Diploma or equivalent qualification plus 3-5 years' experience in rendering secretarial/administrative support service. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy in packages such as Microsoft Excel, PowerPoint, MS Word, Group Wise Internet etc.). Good problem-solving and analytical skills. Ability to work in a team and independently. Ability to organise/prioritise tasks and effectively manage time. Willingness to occasionally work after hours when needed.

DUTIES : Overall management of the office administration functions. Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Manage the diary and coordinate meetings for the Senior Manager. Ensure the effective flow, filing and safekeeping of all information and documents to and from the office of the Senior Manager. Type documentation delegated by Senior Manager. Procure and manage office supplies and equipment. Process claims for the Senior Manager. Provide support to the senior manager regarding meetings. Record minutes and communicate to relevant role-players. Coordinate logistical arrangements and documentation for meetings and procure bookings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director's budget. Remain up to date with regard to the policies and procedures applicable to the senior manager area of work to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director.

ENQUIRIES : Ms Lerato Machaka Tel No: (011) 843 6532

POST 08/212 : **PERSONAL ASSISTANT REF NO: HO2023/03/07**
Directorate: Educator Training and Development

NB: Please note that this is a re-advertisement, candidates who applied previously are encouraged to re-apply.

SALARY : R269 214 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Secretarial Diploma or equivalent qualification plus 3-5 years' experience in rendering secretarial/administrative support service. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy in packages such as Microsoft Excel, PowerPoint, MS Word, Group Wise Internet etc.). Good problem-solving and analytical skills. Ability to work in a team and independently. Ability to organise/prioritise tasks and effectively manage time. Willingness to occasionally work after hours when needed.

- DUTIES** : Overall management of the office administration functions. Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Manage the diary and coordinate meetings for the Senior Manager. Ensure the effective flow, filing and safekeeping of all information and documents to and from the office of the Senior Manager. Type documentation delegated by Senior Manager. Procure and manage office supplies and equipment. Process claims for the Senior Manager. Provide support to the senior manager regarding meetings. Record minutes and communicate to relevant role-players. Coordinate logistical arrangements and documentation for meetings and procure bookings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director's budget. Remain up to date with regard to the policies and procedures applicable to the senior manager area of work to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director.
- ENQUIRIES** : Ms Gabisile Mavuso Tel No: (011) 355 0727

DEPARTMENT OF HEALTH

OTHER POSTS

- POST 08/213** : **MEDICAL SPECIALIST: CARDIOTHORACIC SURGERY REF NO: REFS/016383 (X1 POST)**
Directorate: Clinical Services

- SALARY** : R1 156 308 per annum, (all package inclusive)
- CENTRE** : Dr. George Mukhari Academic Hospital
- REQUIREMENTS** : Appropriate qualification in Health Science (MBCHB degree or equivalent) Registration certificate with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Cardiothoracic Surgery. Current registration with the HPCSA as a Medical Specialist.

- DUTIES** : Participate in the delivery of a 24 – hour in-patient cardiothoracic surgery service. Undertake teaching of undergraduate medical students. Develop management protocols for the cardiothoracic surgery service in accordance with the Hospital and Department policies. Provide appropriate surgical care to cardiothoracic surgery patients. Maintain the effective and efficient utilization of human resource in respect of overseeing and supervising cardiothoracic surgery staff in the execution of their duties. Training staff and promoting on going staff development in accordance with their individual and departmental development needs. Recruiting and selecting staff in accordance with government prescripts, assessing performance of cardiothoracic surgery staff. Allocating cardiothoracic surgery personnel to respective wards and call roster. Provide measures and guidance on quality assurance to comply with set quality standards. Foster collaboration with other hospitals within and outside the district. Exercise costs control over the activities of the department in with the allocated budget. Participate in all academic and clinical meetings of the cardiothoracic surgery Department. Participate in departmental research activities. Accept responsibility for continuous professional development to keep up to date with new developments in the field of expertise and related fields. Any other duties as assigned by the Head of Department.

- ENQUIRIES** : Prof. R Chauke Tel No: 012 521 4992
- APPLICATIONS** : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C, D and F must be fully completed and section E, and G should be ignored if the required information is attached on CV. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or

before the day of the interview. Please ensure that the specific reference number is quoted correctly. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE

:

17 March 2023

POST 08/214

:

MEDICAL SPECIALIST (PAEDIATRICS & CHILD HEALTH) REF NO: HRM/2023/08

Directorate: Medical

SALARY

:

R1 156 308 – R1 918 284 per annum, (OSD Grading)

CENTRE

:

Mamelodi Regional Hospital

REQUIREMENTS

:

National Senior Certificate and MBCHB OR equivalent qualification plus FC Paeds (SA) OR equivalent qualification that allows for registration with HPCSA. **Grade 1:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA. Foreign candidates require one (1) year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. **Grade 2:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 5 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. **Grade 3:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 10 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 11 years relevant experience after registration with a recognized for Service. Recommendation Sub-specialist medical knowledge, skills & competencies in Paediatrics will be an added advantage. Competencies: Outstanding clinical skills in field of Paediatrics preferably obtained in public service/environment. Ability and practical experience to provide training for under and post graduates. Develop and review clinical protocols and guidelines for Paediatrics Quality Management (improvement, assurance, audits, etc.) Leadership, people management, problem solving, decision making and communication skills. Mentoring, coaching, facilitation, teaching and training skills General management skills: human resources, finance, operations, strategy, marketing Knowledge of relevant protocols, policies, regulations, public service legislation and guidelines. Medical ethics, epidemiology, research and statistics.

DUTIES

:

Will cover clinical skills, performance, training, research and supervision & support Provision of Specialist Paediatric services. Participate in the Departmental outreach program to the catchment area Intern, Community Service Doctor's, Medical Officer and Clinical Quality: audits, morbidity and mortality reviews, clinical guidelines, protocols, quarterly reports. Play a leadership role in conducting ward rounds, problem ward rounds, ground ward rounds, multidisciplinary meetings and mortality meeting for teaching purposes. Ensuring unit meeting occur regularly. Patient satisfaction: satisfaction surveys, community consultation and active participation in development of services, waiting times, customization of services Systems: appropriate level of care, referral pathways, seamless and integrative service delivery systems. To perform overtime duties. Assist with the maintenance of standards of care and implementation of quality of quality improvement programmes within the Department Assist with the administration of a Component of the Paediatric Department.

ENQUIRIES

:

Dr EB Mankge Tel No: 012 841 8300

APPLICATIONS

:

Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to:

**FOR ATTENTION
NOTE**

Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.

: Mr MH Hlophe (HR Recruitment Section).
: Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV ONLY. Only shortlisted candidates will be requested to bring certified copies. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference

CLOSING DATE

: 31 March 2023

POST 08/215

: **MEDICAL SPECIALIST REF NO: HRM/2023/09**
Directorate: Anaesthesiology

**SALARY
CENTRE
REQUIREMENTS**

: R1 156 308 – R1 918 284 per annum, (OSD grading)
: Mamelodi Regional Hospital
: Grade 12 Certificate, MBCHB OR equivalent qualification Plus FC Anaesthesiology (SA) OR equivalent qualifications that allows for registration with HPCSA as a Medical Specialist in Paediatrics **Grade 1:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA. Foreign candidates require 1-year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. **Grade 2:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 5 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. **Grade 3:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 10 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service.

DUTIES

: Outstanding clinical skills in field of Anaesthesiology preferably obtained in public service/environment Ability and practical experience to provide training for under and post graduates Develop and review clinical protocols and guidelines for Anaesthesiology Quality Management (improvement, assurance, audits, etc.) Leadership, people management, problem solving, decision making and communication skills Mentoring, coaching, facilitation, teaching and training skills. General management skills: human resources, finance, operations, strategy, marketing Knowledge of relevant protocols, policies, regulations, public service legislation and guidelines Medical ethics, epidemiology, research and statistics students Assist and participate in research activities as defined within the department.

**ENQUIRIES
APPLICATIONS**

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

**FOR ATTENTION
NOTES**

: Mr MH Hlophe (HR Manager)
: Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSA website and a detailed CV ONLY. Only shortlisted candidates will be requested to bring original copies of qualifications and ID on the day of the interview. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.

<u>CLOSING DATE</u>	:	31 March 2023
<u>POST 08/216</u>	:	<u>MEDICAL SPECIALIST (OBSTETRICS AND GYNAECOLOGY) REF NO: HRM/2023/10</u> Directorate: Clinical
<u>SALARY</u>	:	R1 156 308 – R1 918 284 per annum, (OSD Grading grading)
<u>CENTRE</u>	:	Mamelodi Regional Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate or equivalent MBCHB Degree post graduate qualification that allows Registration with HPCSA as Medical Specialist in Obstetrics and Gynaecology. Offer will be based on proven years of experience. Grade 1: Appropriate Qualification in the relevant discipline that allows registration as Medical Specialist with HPCSA. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality. Knowledge and Skills: Knowledge of Public service legislation, policies and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good-interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethics.
<u>DUTIES</u>	:	The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patients. Improve quality of care that provides appropriate clinical care supervising junior medical staff. Attendance of relevant administrative meetings like mortality meetings near miss meeting and completing medico legal document timeously (especially death certificate). Participation in academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Required to do clinical audits and where necessary improvement plan. Service delivery and medical administration: Provide outreach, in-reach and Support services, rendering commuted overtime is compulsory. Involvement in teaching and training. Conduct Research. Perform clinical governance and ensure compliance with all legal and statutory requirements with OHSC, HPCSA, CMSA. Medical Administration: Perform all reasonable duties as directed by the Head of Department: Obstetrics and Gynaecology/ Head of Clinical Services. Monitoring and evaluating of relevant clinical effectiveness indicators.
<u>ENQUIRIES</u>	:	Dr LB Mapeshoane Tel No: 012 842 0986
<u>APPLICATIONS</u>	:	Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
<u>FOR ATTENTION</u>	:	MR Mh Hlophe (HR Manager).
<u>NOTE</u>	:	Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV ONLY. Only shortlisted candidates will be requested to bring certified copies. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Applications must be submitted to Mamelodi Regional Hospital, Human Resource Department. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
<u>CLOSING DATE</u>	:	31 March 2023
<u>POST 08/217</u>	:	<u>MEDICAL SPECIALIST REF NO: HRM/2023/11</u> Directorate: Radiology
<u>SALARY</u>	:	R1 156 308 – R1 918 284 per annum, (OSD Grading)
<u>CENTRE</u>	:	Mamelodi Regional Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate, qualification that allows for registration with the HPCSA as a Medical Specialist in Radiology (MMED/FCRAD) with the HPCSA. No experience required after registration with the HPCSA as a Medical Specialist in Diagnostic Radiology.

<u>DUTIES</u>	:	Provide optimal radiology service and patient management. Assist clinicians with booking of patients and give advice when necessary. Assist with the maintenance of standards of care and implementation of quality Improvement programmes within the department. Assist with the supervision and support of radiographers and Medical Officers in the department. Participate in the departmental academic programme. Ensure the proper and economical use of equipment and other resources. Assist with the administration of the department. Participate in the departmental activities for the development and training of undergraduate students.
<u>ENQUIRIES</u>	:	Dr LB Mapheshoane Tel No: (012) 841 8305
<u>APPLICATIONS</u>	:	Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
<u>FOR ATTENTION</u>	:	Mr MH Hlophe (HR Manager)
<u>NOTE</u>	:	Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSA website and a detailed CV ONLY. Only shortlisted candidates will be requested to bring original copies of qualifications and ID on the day of the interview. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
<u>CLOSING DATE</u>	:	31 March 2023
<u>POST 08/218</u>	:	<u>MEDICAL SPECIALIST REF NO: HRM/2023/12</u> Directorate: Orthopaedics
<u>SALARY</u>	:	R1 156 308 – R1 918 284 per annum, (OSD Grading)
<u>CENTRE</u>	:	Mamelodi Regional Hospital
<u>REQUIREMENTS</u>	:	Grade 12 Certificate, MBCHB OR equivalent qualification Plus MMED Orth/ FC Orth(SA) qualification that allows for registration with HPCSA as a Medical Specialist in Orthopaedic Surgery Grade 1: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA. Foreign candidates require 1-year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service Grade 2: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 5 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. Grade 3: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 10 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service.
<u>DUTIES</u>	:	Outstanding clinical skills in the field of Orthopaedic surgery, preferably obtained in public service/environment Ability and practical experience to provide training for under and post graduates Develop and review clinical protocols and guidelines for Orthopaedics Management (improvement, assurance, audits, etc.) Leadership, people management, problem solving, decision making and communication skills Mentoring, coaching, facilitation, teaching and training skills General management skills: human resources, finance, operations, strategy, marketing Knowledge of relevant protocols, policies, regulations, public service legislation and guidelines Medical ethics, epidemiology, research and statistics Will cover clinical skills, performance, training, research and supervision & support Provision of Specialist Orthopaedics services Participate in all Departmental activities: theatre, out-patient department and wards Interns, Community Service Doctors, and Medical Officers training and supervision Clinical Quality: audits, morbidity and mortality reviews, clinical guidelines, protocols, quarterly reports Play a leadership role in conducting ward rounds, problem ward rounds, ground ward

	<p>rounds, multidisciplinary meetings and mortality meeting for teaching purposes</p> <p>.Ensuring unit meetings occur regularly Patient satisfaction: satisfaction surveys, community consultation and active participation in development of services, waiting times, customization of services Systems: appropriate level of care, referral pathways, seamless and integrative service delivery systems</p> <p>To perform overtime duties Assist with the maintenance of standards of care and implementation of quality improvement programmes within the Department Assist with the administration of a component of the Orthopaedics Department.</p>
<u>ENQUIRIES</u>	: Dr LB Mapheshoane Tel No: (012) 841 8305
<u>APPLICATIONS</u>	: Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
<u>FOR ATTENTION</u>	: Mr MH Hlophe (HR Manager).
<u>NOTE</u>	: Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSA website and a detailed CV ONLY. Only shortlisted candidates will be requested to bring original copies of qualifications and ID on the day of the interview. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
<u>CLOSING DATE</u>	: 31 March 2023
<u>POST 08/219</u>	: <u>MEDICAL SPECIALIST GRADE1 REF NO: REFS/016362 (X1 POST)</u> Directorate: Radiology
<u>SALARY</u>	: R1 156 308 per annum, (all-inclusive package)
<u>CENTRE</u>	: Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as a Medical Specialist in a normal specialty. No experience.
<u>DUTIES</u>	: The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g., Death certificate). Participation in academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits, and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.
<u>ENQUIRIES</u>	: Prof Mngomezulu Tel No: (011) 933 8393/ 0193
<u>APPLICATIONS</u>	: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or http://professionaljobcentre.gpg.gov.za . No faxed applications will be considered.
<u>NOTE</u>	: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular

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

<u>CLOSING DATE</u>	:	17 March 2023
<u>POST 08/220</u>	:	<u>MEDICAL SPECIALIST GRADE 1, 2 AND 3 REF NO: REFS/016363 (X5 POSTS)</u> Directorate: Anaesthetics
<u>SALARY</u>	:	Grade 1: R1 156 308 per annum Grade 2: R1 322 100 per annum Grade 3: R1 534 356 per annum
<u>CENTRE REQUIREMENTS</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH) : Grade 1: (No experience required) Grade 2: (Five to ten years' experience) Grade 3: (Ten to twenty years' experience) appropriate qualifications that allow registration with HPCSA as Medical Specialist in Anaesthetics. Registration with the HPCSA as a Medical Specialist. No experience required for Grade 1 post. Experience in the public sector would be an advantage. Competencies/Knowledge/Skills: Good leadership skills, excellent communication (verbal and written), ability to resolve conflict and good interpersonal skills. The successful candidate must be adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure, they must be aware the need may arise to work beyond normal working hours and work with a diverse team. Ability to work in a multi-disciplinary team is a must.
<u>DUTIES</u>	:	Provision of a comprehensive clinical service for patients at Chris Hani Baragwanath Academic Hospital; provision of undergraduate and postgraduate medical student teaching.; provision of supervision and training of registrars, medical officers, interns and nurses. An ability to initiate and conduct research will be an advantage. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes; to participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development; to maintain quality assurance standards and other departmental policies. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development system (contracting, quarterly reviews and final assessment).
<u>ENQUIRIES APPLICATIONS</u>	:	Dr P Mogane Tel No: (011) 933 9989 : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808

<u>NOTE</u>	:	Applications may also be uploaded online at www.gautengonline.gov.za or http://professionaljobcentre.gpg.gov.za . No faxed applications will be considered. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	17 March 2023
<u>POST 08/221</u>	:	<u>MEDICAL OFFICER: PSYCHIATRY REF NO: HRM/2023/13</u> Directorate: Psychiatry
<u>SALARY</u>	:	R858 528.- R1424 286 per annum, (salary will be determined as per OSD grading)
<u>CENTRE</u>	:	Mamelodi Regional Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate or equivalent, MBCHB /MBBCH Degree. Ability to function independently and be part of a multidisciplinary team. Applicants must be solution-oriented and have good decision-making skills.
<u>DUTIES</u>	:	Render inpatient and outpatient services in the disciplines. A keen interest. Experience and courses attended in the relevant clinical fields will be an added advantage. Commuted Overtime Is Compulsory.
<u>ENQUIRIES</u>	:	Dr. B Mankge Tel No: (012) 841 8305
<u>APPLICATIONS</u>	:	Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. Jobs are not for sale at Mamelodi Regional Hospital.
<u>FOR ATTENTION</u>	:	Mr Mh Hlophe
<u>NOTE</u>	:	Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV ONLY. Only shortlisted candidates will be requested to bring certified copies, current proof of registration with HPCSA as an independent Medical Practitioner. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed.
<u>CLOSING DATE</u>	:	31 March 2023

<u>POST 08/222</u>	:	<u>MEDICAL OFFICER GRADE 1 REF NO: REFS/016364 (X1 POST)</u> Directorate Anaesthetics
<u>SALARY</u>	:	R858 528 per annum, (inclusive package)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as a medical practitioner. HPCSA registration as an independent medical practitioner and must be post Community Service. Must be a South African citizen or permanent resident.
<u>DUTIES</u>	:	The incumbent will be responsible for delivering anaesthetic services to patients presenting for various surgical procedures. There will also be a need to supervise and teach medical interns and undergraduate medical students. Attendance of relevant departmental meetings like morbidity and mortality, near miss and completing medico-legal documents timeously. Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards. Performance of practical procedures relevant to anaesthesia. Participation in departmental meetings, journal clubs, case presentations, and lectures. Rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients.
<u>ENQUIRIES</u>	:	Dr P Mogane Tel No: 011 933 9335
<u>APPLICATIONS</u>	:	Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
<u>NOTE</u>	:	Applications may also be uploaded online at www.gautengonline.gov.za or http://professionaljobcentre.gpg.gov.za . No faxed applications will be considered. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	17 March 2023

<u>POST 08/223</u>	:	<u>MEDICAL OFFICER GRADE 1 REF NO: REFS/016365 (X1 POST)</u> Directorate: Radiology
<u>SALARY</u>	:	R858 528 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. HPCSA registration as an independent medical practitioner and must be post Community Service. Must have Diploma/Part 1 in relevant department. Training opportunities are inter alia available in Radiology Department.
<u>DUTIES</u>	:	The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meeting like mortality meetings, near miss meeting and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Medical Officers will inter alia be responsible for rendering of clinical services, assessment and treatment of patient, Medical Officers will be rotated through related departments in the hospitals.
<u>ENQUIRIES</u>	:	Prof Mngomezulu Tel No: (011) 933 8393/ 0193
<u>APPLICATIONS</u>	:	Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
<u>NOTE</u>	:	Applications may also be uploaded online at www.gautengonline.gov.za or http://professionaljobcentre.gpg.gov.za . No faxed applications will be considered. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to

determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

<u>CLOSING DATE</u>	:	17 March 2023
<u>POST 08/224</u>	:	<u>MEDICAL REGISTRAR REF NO: REFS/016368 (X1 POST)</u> Directorate Accident and Emergency Unit
<u>SALARY</u>	:	R858 528 per annum, (inclusive package)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner. Must be a South African citizen or permanent resident. Must have successfully completed the Diploma in Primary Emergency Care. Must have successfully completed FCEM Part 1. Completed 3 years in an Emergency Department post Community Service. Completed the EMSSA Core POC Ultrasound Course. Up to date BLS, ALCS, APLS or PALS and ATLS.
<u>DUTIES</u>	:	Registrars participate in safe, cost-effective, evidence-based patient care. Registrars participate in the WITS academic programme and all departmental academic activity. Registrars are required to complete their MMed prior to registering for FCEM Part 2. The highest level of ethics, leadership, professionalism, and punctuality is to be always exhibited. One will require the ability to work in a team and to report all potential conflict of interests and corruption.
<u>ENQUIRIES</u>	:	Dr. Mohamed Tel No: 011 933 0115
<u>APPLICATIONS</u>	:	Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
<u>NOTE</u>	:	Applications may also be uploaded online at www.gautengonline.gov.za or http://professionaljobcentre.gpg.gov.za . No faxed applications will be considered. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	17 March 2023

<u>POST 08/225</u>	:	<u>MEDICAL OFFICER REF NO: HRM/2023/14</u> Directorate: Internal Medicine
<u>SALARY</u>	:	R858 528 - R1 424 286 per annum, (salary will be determined as per OSD grading)
<u>CENTRE</u>	:	Mamelodi Regional Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate or equivalent, MBChB /MBBCH Degree that allows registration with HPCSA as an independent practitioner. Commuted Overtime is Compulsory.
<u>DUTIES</u>	:	Attendance of relevant clinical meeting like Mortality meeting and completing of Medico legal documents timeously (eg death certificate). Reduce medical litigation by excising good clinical ethics, implement and monitor adherence to National Core Standards. Participating in all activities of the discipline in relation to teaching and research. Participate in a multi-disciplinary team to manage and care for patient. Ensure that administration; ICD 10 coding and record keeping is done. Supervising of undergraduate student's interns and community service doctors. To act as a domain trainer of interns. Interview investigate diagnose and oversee treatment of patients. Willing to do commuted overtime rendering of afterhours duties to provide continuous uninterrupted care of patient. Assess and manage Covid-19 patients. Counselling and education of patient's families. Prepare referral letters and discharge summaries for all patients. Proper record of all lab results. Participate in ward / department admin in maintaining wards records. Commitment to emergency care highest level of ethics, professionalism and punctuality. Expected ability to work in a team and to report all potential conflict of interests and corruption.
<u>ENQUIRIES</u>	:	Dr. B Mankge Tel No: (012) 841 8305
<u>APPLICATIONS</u>	:	Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. Jobs are not for sale at Mamelodi Regional Hospital.
<u>FOR ATTENTION</u>	:	Mr Mh Hlophe
<u>NOTES</u>	:	Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV ONLY. Only shortlisted candidates will be requested to bring certified copies, current proof of registration with HPCSA as an independent Medical Practitioner. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed.
<u>CLOSING DATE</u>	:	31 March 2023
<u>POST 08/226</u>	:	<u>MEDICAL OFFICER REF NO: HRM/2023/15</u> Directorate: Paediatrics
<u>SALARY</u>	:	R858 528 - R1 424 286 per annum, (salary will be determined as per OSD grading)
<u>CENTRE</u>	:	Mamelodi Regional Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate, MBChB MBBCH degree that allows registration with the Health Professions Council South Africa (HPCSA) as a Medical Practitioner Grade 1: Appropriate Qualification in the relevant discipline that allows registration as a Medical Practitioner with HPCSA. Foreign candidates require 1-year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service Grade 2: Appropriate Qualification in the relevant discipline that allows registration as a Medical Practitioner with HPCSA plus 5 years after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. Appropriate Qualification in the relevant discipline that allows registration as a Medical Practitioner with HPCSA plus 10 years after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service.

<u>DUTIES</u>	:	Diploma in Child Health (will be an added advantage) 3 years' experience in Paediatrics Basic medical knowledge, with paediatrics, neonatology and child health focus Current health and public service legislation, regulation and policy Medical ethics, epidemiology and statistics Key Performance Areas (Will cover clinical skills, performance, training and supervision and support) Participate in the provision of 24-hour in and outpatient clinical care Assist with the maintenance of standards of care and implementation of quality Improvement programmes within the department. Assist with the supervision and support of medical officers, CSOs and interns in the department. (For those with requisite experience – Grade 2 & 3) Participate in the departmental academic programme Assist with the administration of a component of the Paediatric Support the departmental activities for the development and training of undergraduate, post graduate and vocational students Assist and participate in research activities as defined within the department.
<u>ENQUIRIES</u>	:	Dr. B Mankge Tel No: (012) 841 8305
<u>APPLICATIONS</u>	:	Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. Jobs are not for sale at Mamelodi Regional Hospital.
<u>FOR ATTENTION</u>	:	Mr H Hlophe
<u>NOTE</u>	:	Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV ONLY. Only shortlisted candidates will be requested to bring certified copies, current proof of registration with HPCSA as an independent Medical Practitioner. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed.
<u>CLOSING DATE</u>	:	31 March 2023
<u>POST 08/227</u>	:	<u>MEDICAL OFFICER REF NO: HRM/2023/16</u> Directorate: Ophthalmology
<u>SALARY</u>	:	R858 528 - R1 424 286 per annum, (salary will be determined as per OSD grading)
<u>CENTRE</u>	:	Mamelodi Regional Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate, MBChB MBBCH degree that allows registration with the Health Professions Council South Africa (HPCSA) as a Medical Practitioner.
<u>DUTIES</u>	:	Provision of 24-hour ophthalmic services. Manage eye patients in all departments requiring ophthalmic care e.g ICU, eye clinic, ward in general and casualty. Perform ROP screening, theatre, clinic and ward rounds and ophthalmic surgical procedures. Participate in commuted overtime, supervision and training of medical intern's clinical assistants and nursing staff. Ensure proper and accurate record keeping as legally and ethically required. Provision of quality cost effective services in keeping up with Batho Pele Principles. Assist the HOD Department is compliant to Ideal Hospitals, learn management principles, and perform clinical audits.
<u>ENQUIRIES</u>	:	Dr. B Mankge Tel No: (012) 841 8305
<u>APPLICATIONS</u>	:	Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. Jobs are not for sale at Mamelodi Regional Hospital.
<u>FOR ATTENTION</u>	:	Mr H Hlophe
<u>NOTE</u>	:	Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV ONLY. Only shortlisted candidates will be requested to bring certified copies, current proof of registration with HPCSA as an independent Medical Practitioner. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed.
<u>CLOSING DATE</u>	:	31 March 2023

<u>POST 08/228</u>	:	<u>MEDICAL OFFICER REF NO: HRM/2023/17</u> Directorate: Radiology
<u>SALARY</u>	:	R858 528 - R1 424 286 per annum, (salary will be determined as per OSD grading)
<u>CENTRE</u>	:	Mamelodi Regional Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate and MBCCCH/MBBCH degree that allows registration with Health Professional Council of South Africa as a Medical practitioner. Two (2) years' experience in Radiology Department. Good verbal, interpersonal, communication, management, and administrative skills. Must be computer literate. Ability to function effectively and independently under pressure and to take initiative. Must be a team player and be able to collaborate with other health Professionals (MDT). Commuted overtime is compulsory.
<u>DUTIES</u>	:	Provide optimal radiology service. Assist clinicians with booking of patients and give. Advice when necessary. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Assist with the supervision and support of Radiographers in the department. Participate in the departmental academic programme. Assist with the administration of the department. Support the departmental activities for the development and training of undergraduate students.
<u>ENQUIRIES</u>	:	Dr. B Mankge Tel No: (012) 841 8305
<u>APPLICATIONS</u>	:	must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. Jobs are not for sale at Mamelodi Regional Hospital.
<u>FOR ATTENTION</u>	:	Mr H Hlophe
<u>NOTE</u>	:	Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV ONLY. Only shortlisted candidates will be requested to bring certified copies, current proof of registration with HPCSA as an independent Medical Practitioner. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed.
<u>CLOSING DATE</u>	:	31 March 2023
<u>POST 08/229</u>	:	<u>MEDICAL OFFICER REF NO: HRM/2023/18</u> Directorate: General Surgery
<u>SALARY</u>	:	R858 528 - R1424 286 per annum, (salary will be determined as per OSD grading)
<u>CENTRE</u>	:	Mamelodi Regional Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate. MBCHB or MBBCh degree that allows registration with HPCSA as an independent practitioner, knowledge and experience in medical surgical management. Good written and verbal communication skills. Ability to work under-pressure. Commuted overtime is compulsory.
<u>DUTIES</u>	:	Provision of 24 hours surgical services. Manage surgical patients in all departments requiring eg ICU, OPD clinic. Wards in general and casualty. Participate in commuted overtime. Supervision and training of medical interns, clinical assistants and nursing staff. Ensure proper and accurate record keeping as legally and ethically required. Provision of quality cost effective services in keeping up with the Batho Pele Principles. Assist the HOD and ensure that the department is compliant to Ideal Hospitals and Lean Management principles. Perform clinical Audit.
<u>ENQUIRIES</u>	:	Dr. LB Mapheshoane
<u>APPLICATIONS</u>	:	Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
<u>FOR ATTENTION</u>	:	Mr MH Hlophe (HR Recruitment Section)
<u>NOTE</u>	:	Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV. Only shortlisted candidates will be requested to bring certified copies. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment,

especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.

<u>CLOSING DATE</u>	:	31 March 2023
<u>POST 08/230</u>	:	<u>MEDICAL OFFICER REF NO: HRM/2023/19</u> Directorate: Anaesthesia
<u>SALARY</u>	:	R858 528 - R1424 286 per annum, (salary will be determined as per OSD grading)
<u>CENTRE</u>	:	Mamelodi Regional Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate or equivalent, MBCHB /MBBCH Degree that allows registration with HPCSA as an independent practitioner. Good knowledge of current health and public service legislation, Regulation and Policy, medical ethics, epidemiology and statistics.
<u>DUTIES</u>	:	Will cover clinical skills, personal development, training, supervision and support. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Assist with the supervision of and support of medical officers, community service medical officers and interns, participate in the departmental academic programme. Support the departmental activities for the development and training of undergraduate, post graduate and vocational students. Participate in commuted overtime duties. Assist and participate in research activities as defined within the department.
<u>ENQUIRIES</u>	:	Dr. B Mankge Tel No: (012) 841 8305
<u>APPLICATIONS</u>	:	Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. Jobs are not for sale at Mamelodi Regional Hospital.
<u>FOR ATTENTION</u>	:	Mr H Hlophe
<u>NOTE</u>	:	Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV only. Only shortlisted candidates will be requested to bring certified copies, current proof of registration with HPCSA as an independent Medical Practitioner. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed.
<u>CLOSING DATE</u>	:	31 March 2023
<u>POST 08/231</u>	:	<u>MEDICAL OFFICER REF NO: HRM/2023/20</u> Directorate: Orthopaedics
<u>SALARY</u>	:	R858 528 - R1424 286 per annum, (salary will be determined as per OSD grading)
<u>CENTRE</u>	:	Mamelodi Regional Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate or equivalent, MBCHB /MBBCH Degree that allows registration with HPCSA as an independent practitioner. Good communication and interpersonal skills. Ability to work independently and in a multi-disciplinary team. Analytical thinking, independent decision-making and problem solving skills. Commuted overtime is compulsory.
<u>DUTIES</u>	:	The incumbent should be able to conduct orthopaedics surgical procedures independently; the incumbent will be responsible for the outpatient department. Willingness to train junior staff members demonstrate leadership skills. Be able to work with various stakeholders.
<u>ENQUIRIES</u>	:	Dr.LB Maphshoane Tel No: (012) 841 8305
<u>APPLICATIONS</u>	:	Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. Jobs are not for sale at Mamelodi Regional Hospital.

<u>FOR ATTENTION NOTE</u>	:	Mr MH Hlophe
	:	Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV only. Only shortlisted candidates will be requested to bring certified copies, current proof of registration with HPCSA as an independent Medical Practitioner. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed.
<u>CLOSING DATE</u>	:	31 March 2023
<u>POST 08/232</u>	:	<u>MEDICAL OFFICER REF NO: HRM/2023/21</u> Directorate: Obstetrics and Gynaecology
<u>SALARY</u>	:	R858 528 - R1424 286 per annum, (salary will be determined as per OSD grading)
<u>CENTRE REQUIREMENTS</u>	:	Mamelodi Regional Hospital National Senior Certificate, MBCHB Degree that allows registration with HPCSA as an independent medical practitioner. Ability to function independently and be part of a multidisciplinary team. Applicant must be solution-oriented and have good decision-making skills.
<u>DUTIES</u>	:	Render inpatient and outpatient services in the disciplines. A keen interest. Experience and courses attended in the relevant clinical fields will be an added advantage. Commuted Overtime Is Compulsory.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. Annor VA Tel No: (012) 841 8434 Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
<u>FOR ATTENTION NOTE</u>	:	Mr. MH Hlophe Tel No: (012) 841 8331 (HR Recruitment Section). Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV ONLY. Only shortlisted candidates will be requested to bring certified copies. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
<u>CLOSING DATE</u>	:	31 March 2023
<u>POST 08/233</u>	:	<u>DEPUTY DIRECTOR: PATIENT AFFAIRS REF NO: REFS/016378</u> Directorate: Finance
<u>SALARY</u>	:	R766 584 per annum, (plus benefits)
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Matric and an appropriate three (3) years' Bachelor's Degree or National Diploma (NQF L6/L7) in Public Management or Equivalent qualification SAQA accredited tertiary institution with at least 3 years' experience as Assistant Director. Knowledge: Public Service Act, the Public Finance Management Act, Treasury Regulations. DORA, PAIA, Ministerial Priorities, PSCBC Resolutions, Public Service Regulations, Labour Relations Act, Employment Equity Act and other HR legislations and prescripts. Must understand the hospital Patient, Revenue and cash collection management. Ensure proper implementation and compliance to the Public Finance Management Act, 1999; HR Policies and other relevant statutory prescriptions. Knowledge of developing, analysing, interpreting, reports and presenting them to management. Skills: Strong management leadership skills and the ability to interpret and implement policies, directives and guidelines of the Gauteng Department of Health. Excellent verbal and written communication skills with good interpersonal skills. Negotiation, team building, conflict and problem-solving skills. Report writing skills. Presentation skills. Prepared to work under pressure and stressful situations. Must have at least code 08 driver's license and be computer literate.

		The following will be added advantage: Hospital Management experience and experience of SAP or MEDCOM.
<u>DUTIES</u>	:	Manage all Patient Administration Services. Management of Downtime in the unit and compliance as per department guidelines in order to comply with Audit Requirements. Improve and enhance increased revenue collection. Analyse daily, weekly and monthly report. Ensure efficient Records management of the patients files and application of innovative disposal and safekeeping of the records. Adhere to PAIA requests on legal records requests. Promote sound relations, provide direction and leadership to the Patient Administration Department. Manage policies and practices governing Patient Administration. Ensure services to patients are delivered effectively and efficiently. Ensure proper budget planning and monitoring system in place. Manage Performance Management Development system (PMDs), offer training to subordinates. Train staff continuously on patient administration and systems. Ensure effective utilization of human resource, corporate governance. Liaise with stakeholders to establish sound hospital/community relationship. Ensure proper record keeping through the utilization of paper based and electronic system. Ensure information risk management, security and protocols are implemented and adhered to. Develop and implement guidelines and Standard Operating Procedures (SOP). Ensure compliance with Ideal Hospital Framework.
<u>ENQUIRIES</u>	:	Ms M. Bodibe Tel No: 011 488 3798
<u>APPLICATIONS</u>	:	Applications should be submitted on a (PDF Format only) to the following email-address Support04.Cmjah@gauteng.gov.za Only email applications will be considered. Please use the reference as the subject.
<u>NOTE</u>	:	The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Females and Males, Indian Males and Females and White Males and Females are encouraged to apply.
<u>CLOSING DATE</u>	:	17 March 2023
<u>POST 08/234</u>	:	<u>ASSISTANT MANAGER NURSING PN-B4 REF NO: REFS/016347 (X1 POST)</u> Directorate: Nursing Services (Obstetrics & Gynaecology)
<u>SALARY</u>	:	R588 378.per annum, (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as

a Professional Nurse. Current registration with the South African Nursing Council. A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) Diploma in Medical and Surgical Nursing: Operating Theatre. Nursing Science. At least three (3) years of the period referred to above must be appropriate/recognize experience at management level. A post basic qualification in Nursing Administration will be an added advantage. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision-making skills.

DUTIES : Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e. inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms, and standards. Manage effective utilization and supervision of human, financial and material resources. Co-ordination of provision of effective training and research. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment)

ENQUIRIES : Mr. N.B. Mulaudzi Tel No: (011) 933 0134
APPLICATIONS : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE : Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

CLOSING DATE : 17 March 2023

<u>POST 08/235</u>	:	<u>OPERATIONAL MANAGER SPECIALTY (PNB3) REF NO: REFS/016349 (X1 POST)</u> Directorate: Nursing Services (Obstetrics & Gynaecology)
<u>SALARY</u>	:	R588 378 per annum, (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e., diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council. 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/Recognizable experience in Midwifery after obtaining the 1-year post-basic qualification in the relevant speciality. Midwifery and Neonatal Science (Advanced Midwifery) or Child Diploma Nursing and Neonatal Care Nursing Science. A post basic qualification in Nursing Administration will be an added advantage. Competencies/Knowledge/Skills: Leadership, ward Management/Administration, planning, Organizing, co-ordination, and communication skills. Ability to take charge and make Appropriate independent decisions. Knowledge of administrative policies and Guidelines. Display empathy for patients, promoting advocacy and Facilitate holistic treatment and Nursing care.
<u>DUTIES</u>	:	Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set nursing standards within a professional/legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research, and self-development. Be allocated to work night shifts, Weekends, public holidays and relieve the supervisor when required. Perform as an Operational Manager in accordance with the scope of practice demonstrate effective Communication with patients, supervisor and other health professionals and junior colleagues. Implementation of ideal Hospital Framework. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment)
<u>ENQUIRIES</u>	:	Mr B Mulaudzi Tel No: (011) 933 9779/0134
<u>APPLICATIONS</u>	:	Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
<u>NOTE</u>	:	Applications may also be uploaded online at www.gautengonline.gov.za or http://professionaljobcentre.gpg.gov.za . No faxed applications will be considered. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you

have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

<u>CLOSING DATE</u>	:	17 March 2023
<u>POST 08/236</u>	:	<u>OPERATIONAL MANAGER SPECIALTY (PNB3) REF NO: REFS/016350 (X1 POST)</u> Directorate: Nursing Services (Obstetrics & Gynaecology)
<u>SALARY CENTRE</u>	:	R588 378 per annum (plus benefits)
	:	Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. A post basic nursing qualification, with a duration of at least 1 year in Criticare or Child Nursing Science accredited with SANC. At least 5 years of the period referred to above must be appropriate/Recognizable experience after obtaining the 1-year post-basic qualification in the relevant speciality. A post basic qualification in Nursing Administration will be an added advantage. Competencies/Knowledge/Skills: Leadership, ward Management/Administration, planning, Organizing, co-ordination and communication skills. Ability to take charge and make Appropriate independent decisions. Knowledge of administrative policies and Guidelines. Display empathy for patients, promoting advocacy and facilitate holistic treatment and Nursing care.
<u>DUTIES</u>	:	Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set nursing standards within a professional/legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research, and self-development. Be allocated to work night shifts, Weekends, public holidays and relieve the supervisor when required. Perform as an Operational Manager in accordance with the scope of practice demonstrate effective Communication with patients, supervisor and other health professionals and junior colleagues. Implementation of ideal Hospital Framework. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment)
<u>ENQUIRIES APPLICATIONS</u>	:	Mr B Mulaudzi Tel No: (011) 933 0134
	:	Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
<u>NOTE</u>	:	Applications may also be uploaded online at www.gautengonline.gov.za or http://professionaljobcentre.gpg.gov.za . No faxed applications will be considered. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate, other relevant documents on or before the

interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

CLOSING DATE : 17 March 2023

POST 08/237 : **CHIEF OCCUPATIONAL THERAPIST REF NO: REFS/016309 (X1 POST)**
Directorate: Clinical Support

SALARY : R487 305 per annum, (plus benefits)
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : Appropriate qualification (Degree) that allows registration with the Health Professional Council of South Africa (HPCSA) as an Independent Practitioner. Current registration with HPCSA as an Occupational Therapist. Three (03) years' experience in Occupational Therapy post community service. Computer literacy (MS Word, MS Excel, MS PowerPoint, MS Outlook). Working knowledge of quality assurance measures and performance management system. Excellent verbal and written communication skills. Ability to work under pressure. Ability to interact with the OT and multidisciplinary team. Exhibit leadership and management skills.

DUTIES : Render an Occupational therapy service in allocated area of work that complies with the standards and norms as indicated by Health Policies in the Psychiatric and Physical fields. Participate in administration and quality assurance tasks according to norms. Identify and report on risks. Facilitate and participate in student training. Participate in and facilitate professional and generic development programs of yourself and subordinates. Assist in management of the department on request.

ENQUIRIES : Ms. R Best Tel No: 012 529 3509
APPLICATIONS : Please ensure that the specific reference number is quoted correctly. Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C, D and F must be fully completed and section E, and G should be ignored if the required information is attached on CV. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails

		reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
<u>CLOSING DATE</u>	:	17 March 2023
<u>POST 08/238</u>	:	<u>OPERATIONAL MANAGER (GENERAL UNIT) (PN-A5) REF NO: REFS/016351 (X2 POSTS)</u> Directorate: Nursing Services (Obstetrics & Gynaecology)
<u>SALARY</u>	:	R464 466 per annum, (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e., diploma or degree in nursing) or equivalent qualification that Allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council. A Minimum of seven (7) years appropriate/recognizable experience in Nursing after registrations a professional Nurse with the SANC in General Nursing. A post basic qualification in Nursing Administration will be an added advantage. Competencies/Knowledge/Skills: Leadership, ward Management/Administration, planning, Organizing, co-ordination, and communication skills. Ability to take charge and make Appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitate holistic treatment and Nursing care. Knowledge of administrative policies and Guidelines.
<u>DUTIES</u>	:	Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set nursing standards within a professional/legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research, and self-development. Be allocated to work night shifts, Weekends, public holidays and relieve the supervisor when required. Perform as an Operational Manager in accordance with the scope of practice demonstrate effective Communication with patients, supervisor and other health professionals and junior colleagues. Implementation of ideal Hospital Framework. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment)
<u>ENQUIRIES</u>	:	Mr B Mulaudzi Tel No: (011) 933 0134
<u>APPLICATIONS</u>	:	Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
<u>NOTE</u>	:	Applications may also be uploaded online at www.gautengonline.gov.za or http://professionaljobcentre.gpg.gov.za . No faxed applications will be considered. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you

have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

<u>CLOSING DATE</u>	:	17 March 2023
<u>POST 08/239</u>	:	<u>CLINICAL PROGRAMME COORDINATOR REF NO: REFS/016367 (X1 POST)</u> Directorate: Nursing Services (Nursing Personnel) Re-advert. Those who have applied must re-apply)
<u>SALARY</u>	:	R464 466 per annum, (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e., diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Computer literacy. A post basic qualification in Nursing Administration and Nursing Education will be an added advantage. will be an added advantage. Competencies/Knowledge/Skills: Competencies: Strong leadership, planning, organizing, co-ordination, and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy to staff, and interpersonal skills. Knowledge of administrative policies and guidelines.
<u>DUTIES</u>	:	Supervise, allocate and coordinate Community Service Professional Nurses (curatorship). Implement nursing ethics, legislation, and related framework. Manage resources effectively and efficiently in the unit. Compile and analyse reports on recruitments and service terminations (death, transfers, and resignations). Collaborating with Nurse managers in the Cost Centres and CETU. Collaborate with Human Resources Department (HRD) when processing leave management and service terminations. Handling of Nursing agencies-related matters (Timeous time control sheets submission and, verifying and quality checking of invoices). Representing nursing on different hospital Committees as assigned by Nursing Director. Perform all the administrative functions required of the job including keeping records of nursing skills base. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)
<u>ENQUIRIES</u>	:	Mr. N.B. Mulaudzi Tel No: (011) 933 0134
<u>APPLICATIONS</u>	:	Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808
<u>NOTE</u>	:	Applications may also be uploaded online at www.gautengonline.gov.za or http://professionaljobcentre.gpg.gov.za . No faxed applications will be considered. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate, other relevant documents on or before the

interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

CLOSING DATE : 17 March 2023

POST 08/240 : **CLINICAL PROGRAMME COORDINATOR (TRANSPLANT COODINTOR)**
(PNA5) REF NO: REFS/016382 (X1 POST)
Directorate: Nursing Services (Renal Unit))

SALARY : R464 466 per annum, (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Diploma/Degree in General Nursing. Registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. A post-basic qualification with a duration of at least one year accredited with SANC (Nephrology Nursing Science) and a post basic qualification in Nursing Administration will be added will be an added advantage. Competencies/Knowledge/Skills: Attributes and Abilities Strong interpersonal, communication and presentation skills. Ability: to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work-related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.

DUTIES : Conduct awareness to the community and staff renal diseases on organ donation and transplant. Counselling patients and families on transplantation and educating them on different modalities of treatment available to them. Preparing patients for transplantation and ensuring all relevant investigations and tests are completed pre-transplant. Monitor renal patient's transplant. workup programme. Counselling potential donors on pros and cons of living. Related or living non-related. Organizing psychological and social assessment of potential donors. Identifying all potential donors and screening suitability by understanding and correctly interpreting the medical, surgical and admission history, vital signs, and blood results. Counselling family of potential, cadaver donors on organ donation and obtaining consent for organ donation. Ensure that all legal documentation and consent forms pertaining to cadaver donors are completed. Work in conjunction with other transplant coordinators to constantly update and maintain the recipient waiting list. Collecting data and maintaining statistics. Give talks and lectures to all categories of staff, including ICU, Renal and medical students on organ donation, brain stem death and management of the brain stem dead donor. Attending multidisciplinary confidential patient selection meetings. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)

ENQUIRIES : Mr. N.B. Mulaudzi Tel No: (011) 933 0134
APPLICATIONS : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE : Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the

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

<u>CLOSING DATE</u>	:	17 March 2023
<u>POST 08/241</u>	:	<u>OPERATIONAL MANAGER NURSING REF NO: CCRC/OPM/02/2023 (X1 POST)</u> Directorate: Nursing
<u>SALARY CENTRE REQUIREMENTS</u>	:	R464 466 per annum, plus benefits Cullinan Care & Rehabilitation Centre Qualification: Basic Nursing Diploma/Degree or equivalent qualification that allows registration with the SANC as a Professional Registered Nurse and Diploma in Nursing Healthcare Management/Administration. A minimum of 7 years in nursing after registration as Professional Nurse with the SANC in General Nursing (R425). Experience or basic qualification in psychiatric nursing having in-depth knowledge and understanding of Mental Health Care Act No 17 of 2002 to create and maintain a working inter-professional and multi-disciplinary relationship within nursing and internal and external stakeholders. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Knowledge of the Constitution of South Africa, statutory body requirements as well as relevant legislative framework governing the practice of nursing and midwifery. Knowledge of the general Public Service Administrative policies that have relevance to nursing practice, Labour Relations and Employment Equity issues that have bearing on the practice of nursing. Knowledge of the Public Finance Management Act (PFMA).
<u>DUTIES</u>	:	Ensure implementation of clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multidisciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial, or religious differences. Able to manage own work, time, and

		that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating, and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations to enhance service delivery. Perform duties as delegated by the supervisor and relief duties of the assistant area manager's office as required. Ensures implementation of all health programs relevant to the area of your work. Serves, contribute and be a member in MDT committee, Quality Assurance committee, CETU committee, Ethics committee, IPC committee and Occupational Health and Safety committee. Demonstrate basic computer literacy skills as a support tool to enhance service delivery.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. T. L. Moloi Tel No: (012) 734 7015
	:	applications should be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000
<u>NOTE</u>	:	Application are required to submit a fully completed New form Z83 and a detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication with HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. The recommended candidates may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointment will be made in accordance with the Employment Equity target of the department. applications for employment must be fully completed, initiated, and signed by applicant, failure to complete will lead to disqualification during the selection process. Section A, B, C, D and F must be fully completed and E and G should be ignored if the information is attached on the CV. Declaration must be signed.
<u>CLOSING DATE</u>	:	17 March 2023 at 12 noon
<u>POST 08/242</u>	:	<u>PROFESSIONAL NURSE SPECIALTY: ADVANCED MIDWIFERY AND NEONATAL NURSING REF NO: REFS/016352</u> Directorate: Nursing Department: Mother & Child
<u>SALARY CENTRE REQUIREMENTS</u>	:	R400 644 per annum
	:	Charlotte Maxeke Johannesburg Academic Hospital
	:	Grade 12 or equivalent. Basic R425 qualification (Diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with SANC as Professional Nurse. Post basic Nursing Qualification of the duration of 1 year, accredited and registered with SANC in Advanced Midwifery and Neonatal nursing. Have a minimum of four (4) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.
<u>DUTIES</u>	:	Provision of high quality, holistic and Specialized Antenatal, Intrapartum and Postnatal care including Neonatal care within set standards and within Professional/ legal framework. Implement Obstetric priority programs, EMTCT, MBFI, ESMOE, etc. Ensure safe Pre-Operative and Post-Operative Nursing practices to prevent Maternal Mortality including adherence to Principles of Infection Prevention and Control. Promotion of professionalism and adhere to Nursing Professional Ethics. Maintain Professional and Ethical growth/ development through training and Research. Perform nursing administrative duties including Shift leading and relieving the Operational manager. Must be willing to work day and night shift.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr G.N.B Moeng Tel No: 011 481 5584
	:	Applications to be submitted online only at http://professionaljobcentre.gpg.gov.za
<u>NOTE</u>	:	Attached the new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective

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

<u>CLOSING DATE</u>	:	17 March 2023
<u>POST 08/243</u>	:	<u>PROFESSIONAL NURSE SPECIALTY: OPERATING THEATRE NURSING</u> <u>REF NO: REFS/016353</u> Directorate: Nursing Department: Operating theatres
<u>SALARY</u>	:	R400 644 per annum
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Basic R425 qualification (Diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with SANC as Professional Nurse. Post basic Nursing Qualification of the duration of 1 year, accredited and registered with SANC in Operating theatre nursing. Have a minimum of four (4) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.
<u>DUTIES</u>	:	Provision of high quality, holistic and patient-centered Pre-Operative, Intra-Operative and Post-Operative Nursing care. Prepare Theatre Medical Equipment and consumables according to booked Operations. Ability to laise with different units for Pre-Operative patient optimization including PreOperative visits as indicated and Post-Operative management and transfer. Adhere basic Principles of Infection Prevention and Control. Ensuring that nursing care provided is within the scope of practice of nurses and the legal framework. Ability to carry out Nursing administrative duties including shift leading and relieving the Operational manager including CSSD supervision. Maintain Professional and Ethical growth/ development through training and Research. Must be willing to work day and night shift.
<u>ENQUIRIES</u>	:	Mr G.N.B Moeng Tel No: 011 481 5584
<u>APPLICATIONS</u>	:	Applications to be submitted online only at http://professionaljobcentre.gpg.gov.za
<u>NOTE</u>	:	Attached the new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable,

the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Coloured Females, Indian Males and Indian Females, White Males and White Females are encouraged to apply.

<u>CLOSING DATE</u>	:	17 March 2023
<u>POST 08/244</u>	:	<u>PROFESSIONAL NURSE SPECIALTY: ORTHOPAEDIC NURSING REF NO: REFS/016354</u> Directorate: Nursing Department: Surgery
<u>SALARY</u>	:	R400 644 per annum
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Basic R425 qualification (Diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with SANC as Professional Nurse. Post basic Nursing Qualification of the duration of 1 year, accredited and registered with SANC in Orthopaedic nursing. Have a minimum of four (4) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.
<u>DUTIES</u>	:	Provision of high quality, holistic and specialized nursing care within applicable legislation and related legal and ethical nursing practices. Perform clinical nursing practice and promote quality nursing care in accordance with the scope of practice and nursing standards as determined by the institution. Work as part of multidisciplinary team to ensure good nursing care. Work effectively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support of personnel to ensure proper nursing care. Provision of quality patient care through adherence to set standards, policies and procedures. To provide more complex nursing care that leads to improved service delivery by upholding Batho-Pele Principles and Patient's Rights Charter. Act as shift leader in Unit (when necessary). Effective utilisation of resources. Participation in training and research. Maintenance of professional growth, ethical standards and self-development. Must be prepared to work in allocated area due to service demands and work shifts as per allocation; this includes night shift, weekends and public holidays.
<u>ENQUIRIES</u>	:	Mr G.N.B Moeng Tel No: 011 481 5584
<u>APPLICATIONS</u>	:	Applications to be submitted online only at http://professionaljobcentre.gpg.gov.za
<u>NOTE</u>	:	Attached the new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names

provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Coloured Females, Indian Males and Indian Females, White Males and White Females are encouraged to apply.

<u>CLOSING DATE</u>	:	17 March 2023
<u>POST 08/245</u>	:	<u>PROFESSIONAL NURSE SPECIALTY: CRITICAL CARE NURSING REF NO: REFS/016355</u> Directorate: Nursing Department: Critical Care department
<u>SALARY</u>	:	R400 644 per annum
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Basic R425 qualification (Diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with SANC as Professional Nurse. Post basic Nursing Qualification of the duration of 1 year, accredited and registered with SANC in Critical Care nursing. Have a minimum of four (4) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.
<u>DUTIES</u>	:	Provision of high quality, holistic and specialized nursing care within applicable legislation and related legal and ethical nursing practices. Perform clinical nursing practice and promote quality nursing care in accordance with the scope of practice and nursing standards as determined by the institution. Work as part of multidisciplinary team to ensure good nursing care. Work effectively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support of personnel to ensure proper nursing care. Provision of quality patient care through adherence to set standards, policies and procedures. To provide more complex nursing care that leads to improved service delivery by upholding Batho-Pele Principles and Patient's Rights Charter. Act as shift leader in Unit (when necessary). Effective utilisation of resources. Participation in training and research. Maintenance of professional growth, ethical standards and self-development. Must be prepared to work in allocated area due to service demands and work shifts as per allocation; this includes night shift, weekends and public holidays.
<u>ENQUIRIES</u>	:	Mr G.N.B Moeng Tel No: 011 481 5584
<u>APPLICATIONS</u>	:	Applications to be submitted online only at http://professionaljobcentre.gpg.gov.za
<u>NOTE</u>	:	Attached the new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information

preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Coloured Females, Indian Males and Indian Females, White Males and White Females are encouraged to apply.

<u>CLOSING DATE</u>	:	17/03/2023
<u>POST 08/246</u>	:	<u>PROFESSIONAL NURSE SPECIALTY: TRAUMA AND EMERGENCY NURSING REF NO: REFS/016356</u> Directorate: Nursing Department: Accident & Emergency/ Critical Care and Surgery
<u>SALARY</u>	:	R400 644 per annum
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Basic R425 qualification (Diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with SANC as Professional Nurse. Post basic Nursing Qualification of the duration of 1 year, accredited and registered with SANC in Trauma and Emergency nursing. Have a minimum of four (4) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.
<u>DUTIES</u>	:	Provision of high quality, holistic and specialized nursing care within applicable legislation and related legal and ethical nursing practices. Perform clinical nursing practice and promote quality nursing care in accordance with the scope of practice and nursing standards as determined by the institution. Work as part of multidisciplinary team to ensure good nursing care. Work effectively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support of personnel to ensure proper nursing care. Provision of quality patient care through adherence to set standards, policies and procedures. To provide more complex nursing care that leads to improved service delivery by upholding Batho-Pele Principles and Patient's Rights Charter. Act as shift leader in Unit (when necessary). Effective utilisation of resources. Participation in training and research. Maintenance of professional growth, ethical standards and self-development. Must be prepared to work in allocated area due to service demands and work shifts as per allocation; this includes night shift, weekends and public holidays.
<u>ENQUIRIES</u>	:	Mr G.N.B Moeng Tel No: 011 481 5584
<u>APPLICATIONS</u>	:	Applications to be submitted online only at http://professionaljobcentre.gpg.gov.za
<u>NOTE</u>	:	Attached the new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information

preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Coloured Females, Indian Males and Indian Females, White Males and White Females are encouraged to apply.

<u>CLOSING DATE</u>	:	17 March 2023
<u>POST 08/247</u>	:	<u>PROFESSIONAL NURSE SPECIALTY: NEPHROLOGY NURSING REF NO: REFS/016357</u> Directorate: Nursing Department: Internal Medicine & Paediatrics
<u>SALARY</u>	:	R400 644 per annum
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Basic R425 qualification (Diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with SANC as Professional Nurse. Post basic Nursing Qualification of the duration of 1 year, accredited and registered with SANC in Nephrology nursing. Have a minimum of four (4) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.
<u>DUTIES</u>	:	Provision of high quality, holistic and specialized nursing care within applicable legislation and related legal and ethical nursing practices. Perform clinical nursing practice and promote quality nursing care in accordance with the scope of practice and nursing standards as determined by the institution. Work as part of multidisciplinary team to ensure good nursing care. Work effectively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support of personnel to ensure proper nursing care. Provision of quality patient care through adherence to set standards, policies and procedures. To provide more complex nursing care that leads to improved service delivery by upholding Batho-Pele Principles and Patient's Rights Charter. Act as shift leader in Unit (when necessary). Effective utilisation of resources. Participation in training and research. Maintenance of professional growth, ethical standards and self-development. Must be prepared to work in allocated area due to service demands and work shifts as per allocation; this includes night shift, weekends and public holidays.
<u>ENQUIRIES</u>	:	Mr G.N.B Moeng Tel No: 011 481 5584
<u>APPLICATIONS</u>	:	Applications to be submitted online only at http://professionaljobcentre.gpg.gov.za
<u>NOTE</u>	:	Attached the new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity

verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Coloured Females, Indian Males and Indian Females, White Males and White Females are encouraged to apply.

<u>CLOSING DATE</u>	:	17 March 2023
<u>POST 08/248</u>	:	<u>PROFESSIONAL NURSE SPECIALTY: ONCOLOGY NURSING REFS: REFS/016358</u> Directorate: Nursing Department: Internal Medicine/ Paediatric department
<u>SALARY</u>	:	R400 644 per annum
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Basic R425 qualification (Diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with SANC as Professional Nurse. Post basic Nursing Qualification of the duration of 1 year, accredited and registered with SANC in Oncology nursing. Have a minimum of four (4) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.
<u>DUTIES</u>	:	Provision of high quality, holistic and specialized nursing care within applicable legislation and related legal and ethical nursing practices. Perform clinical nursing practice and promote quality nursing care in accordance with the scope of practice and nursing standards as determined by the institution. Work as part of multidisciplinary team to ensure good nursing care. Work effectively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support of personnel to ensure proper nursing care. Provision of quality patient care through adherence to set standards, policies and procedures. To provide more complex nursing care that leads to improved service delivery by upholding Batho-Pele Principles and Patient's Rights Charter. Act as shift leader in Unit (when necessary). Effective utilisation of resources. Participation in training and research. Maintenance of professional growth, ethical standards and self-development. Must be prepared to work in allocated area due to service demands and work shifts as per allocation; this includes night shift, weekends and public holidays.
<u>ENQUIRIES</u>	:	Mr G.N.B Moeng Tel No: 011 481 5584
<u>APPLICATIONS</u>	:	Applications to be submitted online only at http://professionaljobcentre.gpg.gov.za
<u>NOTE</u>	:	Attached the new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial

stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Coloured Females, Indian Males and Indian Females, White Males and White Females are encouraged to apply.

CLOSING DATE

:

17 March 2023

POST 08/249

:

PROFESSIONAL NURSE SPECIALTY: OPHTHALMOLOGY NURSING REF NO: REFS/016359

Directorate: Nursing Department: Surgery/ Operating Theatres

SALARY

:

R400 644 per annum

CENTRE

:

Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS

:

Grade 12 or equivalent. Basic R425 qualification (Diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with SANC as Professional Nurse. Post basic Nursing Qualification of the duration of 1 year, accredited and registered with SANC in Ophthalmology nursing. Have a minimum of four (4) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.

DUTIES

:

Provision of high quality, holistic and specialized nursing care within applicable legislation and related legal and ethical nursing practices. Perform clinical nursing practice and promote quality nursing care in accordance with the scope of practice and nursing standards as determined by the institution. Work as part of multidisciplinary team to ensure good nursing care. Work effectively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support of personnel to ensure proper nursing care. Provision of quality patient care through adherence to set standards, policies and procedures. To provide more complex nursing care that leads to improved service delivery by upholding Batho-Pele Principles and Patient's Rights Charter. Act as shift leader in Unit (when necessary). Effective utilisation of resources. Participation in training and research. Maintenance of professional growth, ethical standards and self-development. Must be prepared to work in allocated area due to service demands and work shifts as per allocation; this includes night shift, weekends and public holidays.

ENQUIRIES

:

Mr G.N.B Moeng Tel No: 011 481 5584

APPLICATIONS

:

Applications to be submitted online only at <http://professionaljobcentre.gpg.gov.za>

NOTE

:

Attached the new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted

within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Coloured Females, Indian Males and Indian Females, White Males and White Females are encouraged to apply.

CLOSING DATE

:

17 March 2023

POST 08/250

:

PROFESSIONAL NURSE SPECIALTY: ADVANCED PSYCHIATRIC NURSING REF NO: REFS/016360

Directorate: Nursing Department: Internal Medicine

SALARY

:

R400 644 per annum

CENTRE

:

Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS

:

Grade 12 or equivalent. Basic R425 qualification (Diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with SANC as Professional Nurse. Post basic Nursing Qualification of the duration of 1 year, accredited and registered with SANC in Advanced Psychiatric nursing or Child Psychiatric nursing. Have a minimum of four (4) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.

DUTIES

:

Provision of high quality, holistic and specialized nursing care within applicable legislation and related legal and ethical nursing practices. Perform clinical nursing practice and promote quality nursing care in accordance with the scope of practice and nursing standards as determined by the institution. Work as part of multidisciplinary team to ensure good nursing care. Work effectively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support of personnel to ensure proper nursing care. Provision of quality patient care through adherence to set standards, policies and procedures. To provide more complex nursing care that leads to improved service delivery by upholding Batho-Pele Principles and Patient's Rights Charter. Act as shift leader in Unit (when necessary). Effective utilisation of resources. Participation in training and research. Maintenance of professional growth, ethical standards and self-development. Must be prepared to work in allocated area due to service demands and work shifts as per allocation; this includes night shift, weekends and public holidays.

ENQUIRIES

:

Mr G.N.B Moeng Tel No: 011 481 5584

APPLICATIONS

:

Applications to be submitted online only at <http://professionaljobcentre.gpg.gov.za>

NOTE

:

Attached the new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted

within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Coloured Females, Indian Males and Indian Females, White Males and White Females are encouraged to apply.

CLOSING DATE

:

17 March 2023

POST 08/251

:

PROFESSIONAL NURSE SPECIALTY: CHILD NURSING/ CRITICAL CARE NURSING REFS: REFS/016361

Directorate: Nursing Department: Mother & Child

SALARY

:

R400 644 per annum

CENTRE

:

Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS

:

Grade 12 or equivalent. Basic R425 qualification (Diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with SANC as Professional Nurse. Post basic Nursing Qualification of the duration of 1 year, accredited and registered with SANC in Child nursing or Critical Care nursing. Have a minimum of four (4) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.

DUTIES

:

Provision of high quality, holistic and specialized nursing care within applicable legislation and related legal and ethical nursing practices. Perform clinical nursing practice and promote quality nursing care in accordance with the scope of practice and nursing standards as determined by the institution. Work as part of multidisciplinary team to ensure good nursing care. Work effectively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support of personnel to ensure proper nursing care. Provision of quality patient care through adherence to set standards, policies and procedures. To provide more complex nursing care that leads to improved service delivery by upholding Batho-Pele Principles and Patient's Rights Charter. Act as shift leader in Unit (when necessary). Effective utilisation of resources. Participation in training and research. Maintenance of professional growth, ethical standards and self-development. Must be prepared to work in allocated area due to service demands and work shifts as per allocation; this includes night shift, weekends and public holidays.

ENQUIRIES

:

Mr G.N.B Moeng Tel No: 011 481 5584

APPLICATIONS

:

Applications to be submitted online only at <http://professionaljobcentre.gpg.gov.za>

NOTE

:

Attached the new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted

within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Coloured Females, Indian Males and Indian Females, White Males and White Females are encouraged to apply.

CLOSING DATE

:

17 March 2023

POST 08/252

:

ASSISTANT DIRECTOR: FINANCE & SCM REF NO: TRH 08/2023

Directorate: Financial Management

(Re-advertisement, applicants who previously applied must re-apply)

SALARY

:

R393 711 per annum, (plus benefits)

CENTRE

:

Tshwane Rehabilitation Hospital

REQUIREMENTS

:

Degree (NQF 7) in financial Management or equivalent qualification as recognised by SAQA. A minimum of 3 years relevant experience in a financial management of which 2 years must be as a Finance Controller or equivalent in Financial Accounting within the Public Sector. Knowledge and experience in PFMA, Treasury regulations and relevant Finance and Supply Chain policies and prescripts. In-depth knowledge of basic Accounting transversal systems such as BAS, SAP, SRM, MEDSAS, etc. Computer literacy and in depth knowledge of MS Word, Excel, and PowerPoint. Must have a valid driver's licence. Competencies: Needs to be able to manage finance with effective supply chain oversight, develop, review and implement financial accounting systems procedures in with the relevant legislation, regulations, frameworks and departmental policies and procedures. Must have ability to plan, organise, implement, monitor, evaluate, analyse and execute corrective measures. Able to meet commitments and produce results as pre required timeframes. Willingness to work irregular hours when required.

DUTIES

:

Manage the hospital's budget, expenditure and all other financial areas with effective supply chain oversight. Manage the reconciliation of transversal systems and control accounts. Assist with budget planning, render advice on cost containment in relation to expenditure trends and compile expenditure reports. Monitor the policy and legislative framework to ensure there is audit compliance and cognisance is taken of new developments. Develop and maintain standard operating procedures and processes. Optimise revenue collection and effective debt management. Ensure that payment of compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Facilitate payment of service providers within the required timeframe. Provide financial administration and Accounting services (ledgers/journals, accounting and reporting (interim and annual financial statements). Provide advice and guidance to end users and relevant stakeholders on budget, revenue and expenditure procedures. Implement effective Human Resources and general administrative management within finance for optimal management of subordinates. Ensure that there is a seamless system with efficient processes to reach objectives within the timeframes required. Serve on relevant statutory committees as required. Ensure compliance with quality standards from the Office of Health Standards Compliance. Develop and implement relevant strategic and operational plans with monitoring and evaluation of finance and supply chain to achieve hospital objectives.

ENQUIRIES

:

Mr. MG Polo, Tel. No: (012) 354 – 6816

APPLICATIONS

:

Applications must be hand delivered to Tshwane Rehabilitation Hospital Cnr Dr Savage and Soutpansberg Road, Pretoria or e-mailed to: Godfrey.Polo@gauteng.gov.za.

NOTE

:

No faxed applications will be considered. Applicants are not required to submit copies of qualifications and other relevant documents when applying but must submit fully complete Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents and a recent updated Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following

communication from HR. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks-, qualifications verification, criminal checks, and credit/financial checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. Males and people with disability are encouraged to apply. No applications will be considered after the 17 March 2023

CLOSING DATE

:

POST 08/253

:

OPTOMETRIST REF NO: HRM/2023/22

Directorate: Optometry

SALARY

:

R332 427 - R557 784 per annum, (OSD)

CENTRE

:

Mamelodi Regional Hospital

REQUIREMENTS

:

National Senior Certificate, Relevant degree or National diploma in Optometry that allows registration with the Health Profession council of South Africa. No experience is required after registration with the HPCSA. The candidate should have sound knowledge of Optometry principles and other related eye care services, including health promotion, health education. Should have good written and good verbal communication skills. Must be able to work under pressure when need be and be able to work in a multidisciplinary team. The individual must be service driven, client focused with good planning, organizing skills and must have good inter-personal relations.

DUTIES

:

Render optometry services that comply with the norms and standards of practice as according to the HPCSA. Adhere to Provincial, hospital and departmental policies, procedures and regulations. Conduct comprehensive eye examinations and visual examinations. Investigate and analyses test results and develop treatment and management plan. Apply also therapeutics procedures to correct and conserve vision. Provide health education and counselling to promote good eye health. Participate in planned eye care promotion awareness campaigns and outreaches. Capture daily data and keep records of such. Be able to write and submit monthly and quarterly work reports and maintain records thereof, especially when the Chief Optometrist is not at work. Exercise good care with all consumables and equipment at all times.

ENQUIRIES

:

Ms. Makgamatho NM Tel No:(012) 841 8300/8344)

APPLICATIONS

:

Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.

FOR ATTENTION

:

Mr MH Hlophe (HR Recruitment Section)

NOTE

:

Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV ONLY. Only shortlisted candidates will be requested to bring certified copies. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.

CLOSING DATE

:

31 March 2023

POST 08/254

:

OCCUPATIONAL THERAPIST REF NO: HRM/2023/23

Directorate: Allied

SALARY

:

R332 427 – R557 184 per annum, (OSD Grading)

CENTRE

:

Mamelodi Regional Hospital

REQUIREMENTS

:

National Senior Certificate. Degree in occupational therapy that allows registration with the HPCSA. Appropriate clinical experience in the field of

		occupational therapy in all areas. Have completed community service. Good communication and computer skills, planning and organizational skills, ability to work in a multidisciplinary team. Additional in-depth experience in hands therapy would be an added advantage.
<u>DUTIES</u>	:	Rendering comprehensive occupational therapy production services in the field of adult physical, paediatric and mental health conditions, assist in the management of all resources in the allocated sub sections. Implement sectional and provincial quality assurance measures in the designated area. Participate in the formulation and review of strategies in allocated area of work. Participate in continuous professional development of self, colleagues and students; perform record keeping and data collection.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr EB Mankge Tel No: (012) 841 8300)
	:	Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
<u>FOR ATTENTION NOTE</u>	:	Ms RM Tloane (HR Recruitment Section)
	:	Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV ONLY. Only shortlisted candidates will be requested to bring certified copies. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
<u>CLOSING DATE</u>	:	31 March 2023
<u>POST 08/255</u>	:	<u>OCCUPATIONAL THERAPIST-PRODUCTION LEVEL REF NO:</u> <u>REFS/016308 (X1 POST)</u> Directorate: Clinical Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R332 427 per annum, (plus benefits)
	:	Dr. George Mukhari Academic Hospital
	:	Appropriate qualification (Degree) that allows registration with the Health Professional Council of South Africa (HPCSA) as an Independent Practitioner. Current registration with HPCSA as an Occupational Therapist. Computer literacy (MS Word, MS Excel, MS PowerPoint, MS Outlook) Ability to work under pressure. Ability to interact with patients, therapist, and family /public. Ability to interact with the OT and multidisciplinary team. Good time management and communication skills.
<u>DUTIES</u>	:	Render an occupational therapy service in allocated area of work that complies with the standards and norms as indicated by Health Policies. Participate in administrative and quality assurance tasks according to norms. Identify and report on risks. Participate in student training. Participate in professional and generic development programs.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. R Best Tel No: 012 529 3509
	:	Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C, D and F must be fully completed and section E, and G should be ignored if the required information is attached on CV . Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Due to technical problems with GPG vacancy

website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

<u>CLOSING DATE</u>	:	17 March 2023
<u>POST 08/256</u>	:	<u>HUMAN RESOURCE OFFICER REF NO: FERH/HRO 01-2023 (X1 POST)</u> (Re-advertisement) Directorate: Human Resource
<u>SALARY</u>	:	R269 214 - R317 127 per annum
<u>CENTRE</u>	:	Far East Rand Hospital
<u>REQUIREMENT</u>	:	Grade 12 plus degree/national diploma in Human Resource with three years HR experience or Grade 12 with at least five years experience in Human Resource. PERSAL certificate is essential. Valid drivers licence will be an added advantage. Skills: supervision, ability to work under pressure and good communication skills, excellent administrative skills (Planning, Organising & coordination) and sound knowledge of Public Service Act and Regulations, Public Finance Management Act, collective agreements, OSD requirements, Code of Conduct, OHS, PMDS and other relevant public service prescripts.
<u>DUTIES</u>	:	Supervision of staff, effective and efficient implementation of HRM Administration such as appointments, transfers, service terminations, housing allowance, salary administration management, leave administration, PMDS, Injury on Duty, PILIR, and ensure safekeeping and filing of HR related documents. Adherence to confidentiality policy, provide guidance to other sectional managers and staff regarding all HR functions. Attending meetings/workshops/forums. Writing of submission memos, report and presentations. Ensure quality assurance is adhered to in HR. Performing contracting and PMDS evaluations of subordinates. Compile appointment letters for committee panel members and to monitor committees. Apply discipline where necessary.
<u>ENQUIRIES</u>	:	Mr N.R Moshwani Tel No: 011 812 8395
<u>APPLICATIONS</u>	:	Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
<u>NOTE</u>	:	Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/ previous supervisors. The communication from the HR department of the institution regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.
<u>CLOSING DATE</u>	:	17 March 2023
<u>POST 08/257</u>	:	<u>HUMAN RESOURCE OFFICER REF NO: HRM/2023/24 (X2 POSTS)</u> Directorate: Human Resource Management
<u>SALARY</u>	:	R269 214 - R317 127 per annum
<u>CENTRE</u>	:	Mamelodi Regional Hospital

<u>REQUIREMENTS</u>	:	National Senior Certificate and a three-year National Diploma or Degree in Human Resources/Public Management or equivalent qualification with 3 years functional experience in Human Resources environment or National Senior Certificate with 5 years experience in Human Resources Management in a hospital environment. Knowledge of PERSAL system. Knowledge of PSA, PSR, EEA, BCEA, LRA, SDA, PFMA and other Human Resource related prescripts and policies. Ability to work under pressure. Attention to detail. Ability to interact at a strategic level and implement turn around strategies. Planning and organisational skills, time management, communication skills and leadership skills. Analytical and solution orientated. Knowledge of recruitment process, leave, PILIR and service benefits.
<u>DUTIES</u>	:	Generalist HR functions i.e. recruitment and selection, leave management, PILIR, service benefits. Supervision of juniors. Implementing OSD and non-OSD grade progression, salary, proper control of records. Responsible PMDS contracting and leading juniors. Give advice on procedural policy matters to supervisors, line managers and other stakeholders.
<u>ENQUIRIES</u>	:	Mr. M.H. Hlophe Tel No: (012) 841 8329
<u>APPLICATIONS</u>	:	Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
<u>FOR ATTENTION</u>	:	Mr MH Hlophe (HR Recruitment Section).
<u>NOTE</u>	:	Applications must be submitted ONLY on the New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full and a CV ONLY. Only shortlisted candidates will be requested to bring certified copies of qualifications. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
<u>CLOSING DATE</u>	:	31 March 2023
<u>POST 08/258</u>	:	<u>PROFESSIONAL NURSE REF NO: CCRC/PN/02/2023 (X1 POST)</u> Directorate: Nursing
<u>SALARY</u>	:	R268 584 per annum, plus benefits
<u>CENTRE</u>	:	Cullinan Care & Rehabilitation Centre
<u>REQUIREMENTS</u>	:	Basic Diploma/ Degree accredited with the SANC in terms of R425 that allows registration with SANC as a professional nurse with basic psychiatric qualification.
<u>DUTIES</u>	:	Perform clinical nursing practice in accordance with the scope of practice and nursing standard as determined by the relevant health facility. Develop and review training documents and guidelines. Demonstrate supervisory and clinical skills, including nursing operational report writing as expected. Work as part of MDT team and accommodate diverse intellectual, cultural, racial, or religious differences. Able to plan and organize own work that of support personnel to ensure proper nursing care. Promote quality of nursing care and display a concern of patient, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs. Have knowledge and understanding of Mental Health Care No 17 of 2002 to enhance and maintain working inter-professional and multi-disciplinary relationship within clinical, internal, and external stakeholders.
<u>ENQUIRIES</u>	:	Mr. T. L. Moloi Tel No: 012 734 7015
<u>APPLICATIONS</u>	:	applications should be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000
<u>NOTE</u>	:	Application are required to submit a fully completed New form Z83 and a detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication with HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. The recommended candidates may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act

5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointment will be made in accordance with the Employment Equity target of the department. applications for employment must be fully completed, initiated, and signed by applicant, failure to complete will lead to disqualification during the selection process. Section A, B, C, D and F must be fully completed and E and G should be ignored if the information is attached on the CV. Declaration must be signed.

CLOSING DATE

: 7 March 2023 @ 12 noon.

POST 08/259

: **OCCUPATIONAL THERAPIST TECHNICIAN REF NO: CCRC/01/09/2022**
Directorate: Allied

SALARY
CENTRE
REQUIREMENTS

: R220 137 per annum, (including benefits)
: Cullinan Care & Rehabilitation Centre
: Senior Certificate (Grade 12) or equivalent. Occupational Therapy Technician Certificate / or equivalent qualification as an Occupational Therapy Technician. Current registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapy Technician. Knowledge, Skills, Training and Competence Required. Knowledge of physical and psychiatric conditions, including Paediatrics. and therapeutic interventions thereof. Adequate knowledge and competent use of therapeutic media, equipment, crafts, and rehabilitation activities. Knowledge of ethical code and scope of practice. Good communication and group handling skills. Knowledge of wheelchairs and assistive devices. Ability to implement therapeutic programmes under supervision of the Occupational Therapist. Good interpersonal skills to work within a multi-disciplinary team. Ability to organize self, duties allocated for efficient time management. Working within a frame work of the rehabilitation team's standard operating policies, procedures and treatment guidelines so as to be accountable to the patient, the supervisor, the team, and the community.

DUTIES

: Provide an Occupational Therapy support services as defined within the scope. Undertake individual and group treatment of Paediatrics and adults presenting with physical, psychiatric, developmental conditions. To follow prepared treatment protocols and make adaptations as needed. Receive and implement treatment plans received from the Occupational Therapist. Preparation of patient and the rehabilitation / work area for treatment. To manufacture, issue assistive devices, undertake care- giver training and management of the patient. To undertake administrative duties e.g. accurate record keeping, statistics, maintenance of stock and equipment. Undertake educational sessions with care-givers to ensure carry over of rehabilitation into the home and community. Participate in CPD activities, in-service programmes, resource development and departmental meetings. Participate in quality assurance and risk management activities.

ENQUIRIES
APPLICATIONS

: Mr. Sello Mabe Tel No: 0127347000
: applications should be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000

NOTE

: Application are required to submit a fully completed New form Z83 and a detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication with HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. The recommended candidates may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointment will be made in accordance with the Employment Equity target of the department. applications for employment must be fully completed, initiated, and signed by applicant, failure to complete will lead to disqualification during the selection process. Section A, B, C, D and F must be fully completed and E and G should be ignored if the information is attached on the CV. Declaration must be signed.

CLOSING DATE

: 7 March 2023 @ 12 noon.

POST 08/260

: **ENROLLED NURSE REF NO: CCRC/EN/02/2023**
Directorate: Nursing

SALARY
CENTRE

: R179 172 per annum, (including benefits)
: Cullinan Care & Rehabilitation Centre

<u>REQUIREMENTS</u>	:	Professional qualification that allows registration with the SANC as enrolled Nurse. Experience None. Competencies (knowledge/skills): Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act. Patient Rights Charter, Batho-Pele principles, National Core Standards, Public Service Regulations, Labour Relations Act. Disciplinary Code and Procedure, Grievance Procedure, etc. Basic communication skills. Basic writing skills. Ability to function as part of a team. Basic interpersonal skills. Elementary facilitation skills.
<u>DUTIES</u>	:	Development and implementation of basic patient care plans. Provide basic nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Mr. T. L. Moloi Tel No: (012) 734-7215
<u>APPLICATIONS</u>	:	applications should be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000
<u>NOTE</u>	:	Application are required to submit a fully completed New form Z83 and a detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication with HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. The recommended candidates may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointment will be made in accordance with the Employment Equity target of the department. applications for employment must be fully completed, initiated, and signed by applicant, failure to complete will lead to disqualification during the selection process. Section A, B, C, D and F must be fully completed and E and G should be ignored if the information is attached on the CV. Declaration must be signed.
<u>CLOSING DATE</u>	:	17 March 2023 @ 12 noon. Tel No: 0127347000
<u>POST 08/261</u>	:	<u>MEDICAL OFFICER SESSIONAL GENERAL SURGERY REF NO: HRM/2023/25</u> Directorate: Medical
<u>SALARY</u>	:	Grade 1: R413.00 p/h Grade 2: R472.00 p/h Grade 3: R548.00 p/h
<u>CENTRE</u>	:	Mamelodi Regional Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate or equivalent, MBChB/MBBCh degree that allows registration with HPCSA as an independent practitioner, knowledge and experience in medical and surgical management. Good written and verbal communication skills Ability to work under pressure.
<u>DUTIES</u>	:	provision of 24 hours surgical services. Manage surgical patients in all departments requiring eg ICU, OPD clinic. Wards in general and casualty. Participate in commuted overtime. Supervision and training of medical interns, clinical assistants and nursing staff. Ensure proper and accurate record keeping as legally and ethically required. Provision of quality cost effective services in keeping up with the Batho Pele Principles. Assist the HOD and ensure that the department is compliant to Ideal Hospitals and Lean Management principles. Perform clinical Audit.
<u>ENQUIRIES</u>	:	Dr. Mbava Tel No: (012) 841 8300
<u>APPLICATIONS</u>	:	Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
<u>FOR ATTENTION</u>	:	Mr. MH Hlophe Tel No: (012) 841 8331 (HR Recruitment Section)
<u>NOTES</u>	:	Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV and ONLY. Only shortlisted candidates will be requested to bring certified copies. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed.
<u>CLOSING DATE</u>	:	31 March 2023

<u>POST 08/262</u>	:	<u>SESSIONAL MEDICAL OFFICER REF NO: HRM/2023/29</u> Directorate: Obstetrics and Gynaecology
<u>SALARY</u>	:	Grade 1: R413.00 p/h Grade 2: R472.00 p/h Grade 3: R548.00 p/h
<u>CENTRE REQUIREMENTS</u>	:	Mamelodi Regional Hospital
	:	MBCHB Degree that allows registration with HPCSA as an independent medical practitioner. Ability to function independently and be part of a multidisciplinary team. Applicant must be solution-oriented and have good decision-making skills.
<u>DUTIES</u>	:	Render inpatient and outpatient services in the disciplines. A keen interest. Experience and courses attended in the relevant clinical fields will be an added advantage.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. Annor VA Tel No: (012) 841 8434
	:	Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
<u>FOR ATTENTION NOTE</u>	:	Mr. MH Hlophe Tel No: (012) 841 8331 (HR Recruitment Section)
	:	Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV and ONLY. Only shortlisted candidates will be requested to bring certified copies. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
<u>CLOSING DATE</u>	:	31 March 2023
<u>POST 08/263</u>	:	<u>MEDICAL OFFICER SESSIONAL REF NO: HRM/2023/26</u> Directorate: Anaesthesia
<u>SALARY</u>	:	Grade 1: R413.00 p/h Grade 2: R472.00 p/h Grade 3: R548.00 p/h
<u>CENTRE REQUIREMENTS</u>	:	Mamelodi Regional Hospital
	:	National Senior Certificate, MBChB/MBBCH degree that allows Registration with the Health Professions Council South Africa (HPCSA) as a Medical Practitioner. Grade 1: Appropriate Qualification in the relevant discipline that allows registration as a Medical Practitioner with HPCSA. Foreign candidates require 1-year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service Grade 2: Appropriate Qualification in the relevant discipline that allows registration as a Medical Practitioner with HPCSA plus 5 years after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. Grade 3: Appropriate Qualification in the relevant discipline that allows registration as a Medical Practitioner with HPCSA plus 10 years after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. Will cover clinical skills, performance and personal development, training, supervision and support.
<u>DUTIES</u>	:	Assist with the maintenance of standards of care and implementation of quality Improvement programmes within the department. Assist with the supervision and support of medical officers, CSOs and interns in the department. (For those with requisite experience – Grade 2 & 3) Participate in the departmental academic programme Support the departmental activities for the development and training of undergraduate, post graduate and vocational students Assist and participate in research activities as defined within the department.

<u>ENQUIRIES</u>	:	Dr. LB Mapehsoane Tel No: (012) 841 8300
<u>APPLICATIONS</u>	:	Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
<u>FOR ATTENTION</u>	:	Mr. MH Hlophe Tel No: (012) 841 8331 (HR Recruitment Section)
<u>NOTE</u>	:	Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV and ONLY. Only shortlisted candidates will be requested to bring certified copies. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
<u>CLOSING DATE</u>	:	31 March 2023
<u>POST 08/264</u>	:	<u>MEDICAL OFFICER SESSIONAL REF NO: HRM/2023/27</u> Directorate: Orthopaedic
<u>SALARY</u>	:	Grade 1: R413.00 p/h Grade 2: R472.00 p/h Grade 3: R548.00 p/h
<u>CENTRE</u>	:	Mamelodi Regional Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate, MBCHB OR equivalent qualification Plus MMED Orth/ FC Orth (SA) degree that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical practitioner in Orthopaedic Surgery Grade 1: Appropriate Qualification in the relevant discipline that allows registration as a Medical Practitioner with HPCSA. Foreign candidates require 1-year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service Grade 2: Appropriate Qualification in the relevant discipline that allows registration as a Medical Practitioner with HPCSA plus 5 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. Grade 3: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 10 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service.
<u>DUTIES</u>	:	Outstanding clinical skills in the field of Orthopaedic surgery, preferably obtained in public service/environment Ability and practical experience to provide training for under and post graduates Develop and review clinical protocols and guidelines for Orthopaedics Management (improvement, assurance, audits, etc.) Leadership, people management, problem solving, decision making and communication skills Mentoring, coaching, facilitation, teaching and training skills General management skills: human resources, finance, operations, strategy, marketing Knowledge of relevant protocols, policies, regulations, public service legislation and guidelines Medical ethics, epidemiology, research and statistics. Will cover clinical skills, performance, training, research and supervision & support Provision of Specialist Orthopaedics services Participate in all Departmental activities: theatre, out-patient department and wards Interns, Community Service Doctors, and Medical Officers training and supervision Clinical Quality: audits, morbidity and mortality reviews, clinical guidelines, protocols, quarterly reports Play a leadership role in conducting ward rounds, problem ward rounds, ground ward rounds, multidisciplinary meetings and mortality meeting for teaching purposes Ensuring unit meetings occur regularly Patient satisfaction: satisfaction surveys, community consultation and active participation in development of services, waiting times, customization of services Systems: appropriate level of care, referral pathways, seamless and integrative service delivery systems To perform overtime duties Assist with the maintenance of standards of care and implementation of quality improvement programmes within the

		Department Assist with the administration of a component of the Orthopaedics Department.
<u>ENQUIRIES</u>	:	Dr. Nhlapho Bn Tel No: (012) 841 8300
<u>APPLICATIONS</u>	:	Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
<u>FOR ATTENTION</u>	:	Mr. MH Hlophe Tel No: (012) 841 8331 (HR Recruitment Section)
<u>NOTE</u>	:	Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV and ONLY. Only shortlisted candidates will be requested to bring certified copies. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
<u>CLOSING DATE</u>	:	31 March 2023
<u>POST 08/265</u>	:	<u>MEDICAL OFFICER SESSIONAL REF NO: HRM/2023/28</u> Directorate: Paediatrics
<u>SALARY</u>	:	Grade 1: R413.00 p/h Grade 2: R472.00 p/h Grade 3: R548.00 p/h
<u>CENTRE</u>	:	Mamelodi Regional Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate, MBChB/MBBCH degree that allows registration with the Health Professions Council South Africa (HPCSA) as a Medical Practitioner Grade 1: Appropriate Qualification in the relevant discipline that allows registration as a Medical Practitioner with HPCSA. Foreign candidates require 1-year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service Grade 2: Appropriate Qualification in the relevant discipline that allows registration as a Medical Practitioner with HPCSA plus 5 years after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. Appropriate Qualification in the relevant discipline that allows registration as a Medical Practitioner with HPCSA plus 10 years after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service.
<u>DUTIES</u>	:	Diploma in Child Health (will be an added advantage) 3 years' experience in Paediatrics Basic medical knowledge, with paediatrics, neonatology and child health focus Current health and public service legislation, regulation and policy Medical ethics, epidemiology and statistics Key Performance Areas (Will cover clinical skills, performance, training and supervision and support) Participate in the provision of 24-hour in and outpatient clinical care Assist with the maintenance of standards of care and implementation of quality Improvement programmes within the department. Assist with the supervision and support of medical officers, CSOs and interns in the department. (For those with requisite experience – Grade 2 & 3) Participate in the departmental academic programme Assist with the administration of a component of the Paediatric Support the departmental activities for the development and training of undergraduate, post graduate and vocational students Assist and participate in research activities as defined within the department.
<u>ENQUIRIES</u>	:	Dr. Mankge EB Tel No: (012) 841 8434
<u>APPLICATIONS</u>	:	Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
<u>FOR ATTENTION</u>	:	Mr. MH Hlophe Tel No: (012) 841 8331 (HR Recruitment Section)
<u>NOTE</u>	:	Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in

full, with CV and ONLY. Only shortlisted candidates will be requested to bring certified copies. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.

CLOSING DATE

: 31 March 2023

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

APPLICATIONS

: Central corridor address: Applications to be submitted at 115 Main Street, Mathomo Mall, Johannesburg.
East Corridor: Applications to be submitted at Faranani Multi Purpose, Modjadji Street, Tsakane.
Head of Office (Johannesburg): 35 Surrey House, Cnr Rissik & Fox Street, Johannesburg.
North Corridor: 111 Swaan Street, East Lynne, Pretoria.
South Corridor: CCMA Buliding, Cnr Kruger Avenue & Edward Street, Vereeniging.
West Corridor: Cnr Braam & Rietief Street, Toekomsrus Stadium, Toekomsrus.15048 Conner Utthanong & Kagiso Drive (Provincial Archives)

FOR ATTENTION
CLOSING DATE

: HR: Recruitment and Selection
: 17 March 2023. Application drop-off time: From 07:30 till 16: 00 Monday to Friday.

NOTE

: Applicants can apply manually using new Z83 form accompanied by a detailed CV. Certified copies of qualifications and other supporting documents will be required from shortlisted candidates. "Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 01st January 2021, a new application form which can be downloaded at www.dpsa.gov.za-vacancies. From 01 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered". Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation. The Department reserves the right to withdraw posts if by doing so, the interests of the Department will be best served.

OTHER POSTS

POST 08/266

: **DEPUTY DIRECTOR: HUMAN RESOURCES UTILISATION AND CAPACITY DEVELOPMENT REF NO: SACR/2023/91**
Directorate: Human Capital Management

SALARY
CENTRE
REQUIREMENTS

: R766 584 per annum, (all-inclusive package)
: Johannesburg (Head office)
: The successful candidate should have a Grade 12 Certificate plus National Diploma (NQF Level 6)/ Degree (NQF Level 7) in Human Resource Management/Human Resource Training/ Industrial Psychology /Organizational Development or relevant qualification. A Minimum of 3 - 5 years' relevant experience of which at least 3 years should be in supervisory level\ Assistant Director. A valid drivers' License. Knowledge: PFMA. Relevant Public Service legislations and Resolutions. Understanding of Customer Expectations. Management Information Knowledge. Database System Operation. Performance Management System. Department Annual Performance Plan. Strategic Planning. Skills: Management Capability. Project Management. People Management. Planning and Organizing. Financial Management. Client orientation and customer focus. Results orientated. Continuous improvement. Decision making. Service Delivery. Change management. Innovation. Initiative and Able to work under pressure.

DUTIES

: Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the Sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the Sub-directorate. Ensure that Performance Management and

Development System for Levels 1 to 16 is well coordination and facilitated. Proper performance management system that is linked to the organizational performance is established. Ensure and Manage the Moderation procedures and processes in place. Ensure and manage the signing of Performance Agreements between the designated parties with the designated timeframes are well coordinate and facilitated. Non-financial reward system introduced and implemented. Managers are trained on performance management procedures and processes. All staff is trained on performance management procedures and processes. Proper performance management processes are in place. Develop HRD Policies, Manage the implementation and Review thereof. Develop HRD Processes and Procedure Manuals. Conduct (Need based Skills Audit), Needs Analysis for the department and consolidated the list for the HRD Plan and the WSP. Manage, Develop and Implement the HRD Plan and submit it to the DPSA. Manage, Develop and Implement the WSP. Ensure that the Quarterly & Annual Training Reports, as well as Expenditure and Monitoring Reports are developed and submitted to our relevant stakeholders (SETA's, DPSA, etc.). Advise employees on career development and management. Identify work related external course and make recommendation for staff to attend. Conduct Compulsory Induction Programme (CIP) and Departmental Induction Workshops for new entrants. Manage the co-ordination of all staff training. Ensure the Co-ordinating of Skills Development and Training Committee Meetings and secretariat duties. Monitor the impact of training by analysing the before and after behaviour of training. Manage the co-ordination of bursaries and ensure that it runs smoothly. Ensure that the administration of files is up to date. Verify all bursary payments. Manage the co-ordination of bursary audit. Manage the implementation and monitoring of AET programme for staff in the department. Manage the implementation and monitoring of Life Skills Programme for staff in the department. Identify possible areas of collaboration with FETC' and other relevant SETAs to offer soft skills training linked to AET. Manage the implementation of Internship and Learnership in the department. Ensure that there is a database of interns/learners and their mentors per financial year circle. Develop a Framework to guide the planning, design and evaluation of work-based learning of interns and employees. Ensure that reports are developed and submitted to DPSA and PSETA.

ENQUIRIES

:

Mr. Ouwen Gaveni Tel No: 011 355 2677/2861

POST 08/267

:

ASSISTANT DIRECTOR: OD JOB EVALUATION IMPROVEMENT REF NO: SACR/2023/93

Directorate: Human Capital Management

SALARY CENTRE REQUIREMENTS

:

R393 711 per annum, (plus benefits)

:

Johannesburg (Head office)

:

The successful Candidate should have a Grade 12 certificate plus a 3-year tertiary qualification (NQF Level 6/7) in industrial Psychology, Management Services, Operations Management with a minimum of 3-5 years' relevant experience in a supervisory level. A valid driver's license. Skills: Decisive skills. Flexible and change oriented skills. Establishment Administration skills. Analytical skills. Report writing skills. Consultation skills. Communication skills. Project Management skills. People Management skills. Inter-personal skills. Numerical skills. Knowledge: Knowledge and understanding of work study systems, frameworks, and processes applicable in the public service. Knowledge of change management frameworks in the public service. Knowledge of organizational structure and establishment administration systems and processes. Knowledge of job profiling and job evaluation system, processes, and procedures applicable in the public service.

DUTIES

:

Manage the coordination, facilitation and implementation of Job Evaluation and Job Description: Facilitate and monitor on coordination, facilitation of the development and implementation of job descriptions. Facilitate development and review of job description guidelines and templates. Coordinate and facilitate awareness sessions and workshops regarding development, review and maintenance of Job Evaluation. Facilitate the identification and prioritisation of posts to be evaluated. Administer and coordinate the facilitation of all Job Evaluation activities. Conduct quality assurance on all JE activities. Administer the development and review of departmental job evaluation policy. Facilitate the development job evaluation database and related records. Coordinate and facilitate the implementation of organisation structure and post establishment investigations and related projects within the Department:

Facilitate all departmental organisational structure interventions. Administer pre-diagnostic sessions and compile reports and presentations. Develop, consult, and ensure approval of organisational design project plans. Facilitate creation, abolishing of posts and job design processes. Administer and monitor the alignment of the organizational structure to the post establishment. Facilitate the implementation of OFA report and action plans. Facilitate the maintenance of the approved organisational structure. Coordinate the development of Business process mapping and standards operating procedures: Facilitate the Identification and prioritisation of business processes to be mapped and standard operating procedure (SOPs) to be developed within all departmental components. Facilitate the execution of business process design and optimization interventions. Facilitate the submission of sign off documents, according to agreed timelines, with the line managers. Coordinate and develop the review of business process framework and template. Facilitate workshops to develop process maps and standard operating procedures. Facilitate the business process mapping within business units to improve operational efficiency. Manage the data base on all business processes and standard operating procedures. Manage the implementation of the approved business process and standard operating procedures. Facilitate the coordination, facilitation and implementation of change management and OFA within the Department: Liaise with OOP, consultants regarding departmental change management projects. Provide inputs on the development and review of the departmental and provincial change management frameworks/policies. Facilitate the coordination and facilitation of change agents training and any other development related initiative coordination and facilitation of change managements events, roadshows, and other change management awareness related workshops. Coordinate and facilitate the implementation of OFA. Facilitate the implementation of OFA report/action plans. Manage coordination, facilitation of the review of the Human Resource Delegations: Liaise with DPSA, OOP, GDSACR Management regarding the Human Resource Delegations. Facilitate and coordinate the review of Human Resource Delegations, Monitor. Ensure sign off and submission of HR Delegations in alignment with the DPSA requirements. Manage Staff: Manage Operational Plan of the Unit. Manage performance and assessments for staff. Manage absenteeism and conduct of staff. Provide units quarterly reports.

ENQUIRIES

:

Mr. Nkhumeleni Magadze Tel No: 011 355 2677/2861

POST 08/268

:

ASSISTANT DIRECTOR: HUMAN RESOURCES TRAINING & DEVELOPMENT REF NO: SACR/2023/94
Directorate: Human Capital Management

**SALARY
CENTRE
REQUIREMENTS**

:

R393 711 per annum, (plus benefits)

:

Johannesburg (Head office)

:

The successful candidate should have a grade 12 Certificate plus a three-year tertiary qualification, National Diploma (NQF Level 6)/ Degree (NQF Level 7) in Human Resources Management/ Human Resources Training/Psychology or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level. Skills: Analytical Thinking, Problem Solving, Decision Making, Communication and presentation skills, Interpersonal Relations and Computer Literacy. Knowledge: Administrative Skills. Understanding of relevant acts e.g SDA. Public Service Regulatory Framework.

DUTIES

:

Consolidate training need analysis and skills Audit reports in the WSP. Manage the consolidation of training needs from PMDS for the DSACR. Manage draft training plan /schedule for long and courses. Meet with skills Development Committee & Labour and obtain approval for Ad- hoc training. Compile quarterly & annual training reports as well as expenditure and monitoring reports are submitted to PSETA, DPSA and DSACR. Implementation and monitoring of AET programme for the staff.

ENQUIRIES

:

Mr. Nkhumeleni Magadze Tel No: 011 355 2677/2861

POST 08/269

:

ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: SACR/2023/95
Directorate: Office of the Chief Financial Officer

**SALARY
CENTRE**

:

R393 711 per annum, (plus benefits)

:

Johannesburg (Head office)

<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 certificate plus National Diploma (NQF Level 6) / Degree (NQF Level 7) in Financial Accounting/Auditing/Management Accounting. A minimum of 3-5 years' experience in the relevant field required, of which 3 years must be at a supervisory level in Petty cash controls and policies, Cashbook and cash management systems, Processing of payment and basic Accounting System and SAP. Skills: Analytical skills, Problem solving, Decision making, Communication and presentation skills, Interpersonal Relations and Computer Literacy. Knowledge: Basic knowledge of GRAP and the application on basic Accounting Systems (BAS). Basic knowledge of PFMA and Treasury Regulations. Cash management and reporting. Petty cash control and policies.
<u>DUTIES</u>	:	Ensure processing of procurement and sundry payments. Assists in the preparation of financial statement. Ensure adherence and compliance to all reporting requirements, policies and PFMA. Ensure effective processing of Petty cash and cash allocation.
<u>ENQUIRIES</u>	:	Mr. Nkhumeleni Magadze Tel No: 011 355 2677/2861
<u>POST 08/270</u>	:	<u>ASSISTANT DIRECTOR: MONUMENTS SERVICES REF NO: SACR/2023/96</u> Directorate: Heritage
<u>SALARY CENTRE REQUIREMENTS</u>	:	R393 711 per annum, (plus benefits) Johannesburg (Head office)
	:	The successful candidate should have Grade 12 certificate plus a three year tertiary qualification, National Diploma (NQF Level 6) Bachelor's Degree (NQF Level; 7) in the Social Sciences/ Humanities, Diploma in History, Anthropology and Heritage studies. A minimum of 3-5 years' experience in the relevant field required, of which 3 years must be at a supervisory level. Skills: Organising, Ability to operate computer (both hardware and software), Problem solving, Conflict resolution, Project management, Policy analysis and development, Policy/objectives formulation, Budgeting, Facilitation, Research, Analytical thinking, Ability to relate different matters which have common denominators, Interpersonal relationships and Maintaining discipline. Knowledge: Basic financial procedures that must be followed during (e.g. receiving of funds) payments on behalf of the State. Financial regulations and instructions which must be followed during the normal course of work. That could include matters such as assisting in the budgeting process/compiling a small budget. Basic HR matters such as what resources are available, what training are available, following labour relations practices/guidelines. Maintaining discipline and motivating personnel. Assist in merit assessment etc. and general supervisory functions. HR Management practices, legal issues, negotiations, dealing with conflict. Assist in career planning and utilisation of personnel. How to supply training which are normally supplied in the day-to-day in-house training of sub-ordinates. Compilation of management reports. Reporting procedures. Research/analysing. Administration procedures relating to specific working environment including norms and standards. Procurement directives and procedures. How to plan for activities and resources needed which are not of a complex nature, such as the planning and co-ordination of own work and that of sub-ordinates. Basic knowledge required to operate a computer system including knowledge of word processing and spreadsheet packages. Detail knowledge of the operation/utilisation of specific computer packages and efficient utilisation of both hardware and software.
<u>DUTIES</u>	:	Compile and submit reports. Provide administrative support. Facilitate research on development of monument services. Ensure adherence and monitoring to policies. Reporting and record keeping of monuments.
<u>ENQUIRIES</u>	:	Mr. Nkhumeleni Magadze Tel No: 011 355 2677/2861
<u>POST 08/271</u>	:	<u>ASSISTANT DIRECTOR: MUSEUMS REF NO: SACR/2023/97</u> Directorate: Heritage
<u>SALARY CENTRE REQUIREMENTS</u>	:	R393 711 per annum, (plus benefits) Johannesburg (Head office)
	:	The successful candidate must have grade 12 certificate plus a three-year tertiary qualification, National Diploma (NQF Level 6)/ Degree (NQF Level 7) in Social Science or Humanities. A minimum of 3-5 years' experience in the relevant field required, of which 3 years must be at a supervisory level. Skills: Organizing, Ability to operate computer (both hardware and software), Problem

		<p>solving, Conflict resolution, Project management, Policy analysis and development, Policy/objectives formulation, Budgeting, Facilitation, Research, Analytical thinking, Ability to relate different matters which have common denominators, Interpersonal relationships and Maintaining discipline. Knowledge: Basic financial procedures that must be followed during (e.g. receiving of funds) payments on behalf of the State. Financial regulations and instructions which must be followed during the normal course of work. That could include matters such as assisting in the budgeting process/compiling a small budget. Basic HR matters such as what resources are available, what training are available, following labour relations practices/guidelines. Maintaining discipline and motivating personnel. Assist in merit assessment etc. and general supervisory functions. HR Management practices, legal issues, negotiations, dealing with conflict. Assist in career planning and utilisation of personnel. How to supply training which are normally supplied in the day-to-day in-house training of sub-ordinates. Compilation of management reports. Reporting procedures. Research/analysing. Administration procedures relating to specific working environment including norms and standards. Procurement directives and procedures. How to plan for activities and resources needed which are not of a complex nature, such as the planning and co-ordination of own work and that of sub-ordinates. Basic knowledge required to operate a computer system including knowledge of word processing and spreadsheet packages. Detail knowledge of the operation/utilization of specific computer packages and efficient utilisation of both hardware and software.</p>
<u>DUTIES</u>	:	Compile and submit reports. Provide administrative support. Facilitate research on development of museums. Ensure adherence and monitoring to policies. Reporting and record keeping of museums.
<u>ENQUIRIES</u>	:	Mr. Nkhumeleni Magadze Tel No: 011 355 2677/2861
<u>POST 08/272</u>	:	<p><u>ASSISTANT DIRECTOR: PARTNERSHIP AND SPONSORSHIPS REF NO: SACR/2023/98</u></p> <p>Directorate: Inter-governmental Relations</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R393 711 per annum, (plus benefits)</p> <p>Johannesburg (Head office)</p> <p>The successful candidate should have a grade 12 certificate plus a three-year tertiary qualification, National Diploma (NQF Level 6)/ Degree (NQF Level 7) in business management, financial management, project management. A minimum of 3-5 years' experience in relevant field of which at least 3 years should be in supervisory level. Skills: Organize, Report writing, Ability to operate computers, Interpersonal relationship, Problem solving, Project management, Budgeting, Accountability, Analytical thing, Conflict resolution, Verbal and written communication, Presentation and training, Supervision and Planning. knowledge: Records management practices, Promotion of access to information act. Public finance management Act. Public service regulations. labour relations act. Supply chain management regulations and procedures. Budgeting and budget control. Reporting writing and procedures. Departmental mandate and core programme.</p>
<u>DUTIES</u>	:	Coordinate meetings with stakeholders. Assist in the implementation and monitoring strategic partnership strategy. Assist in the development and review strategic partnership strategy. Develop sponsorship rights and ensure compliance. Develop, maintain and update key account database of stakeholders.
<u>ENQUIRIES</u>	:	Mr. Nkhumeleni Magadze Tel No: 011 355 2677/2861
<u>POST 08/273</u>	:	<p><u>ASSISTANT DIRECTOR: SOCIAL COHESION REF NO: SACR/2023/99</u></p> <p>Directorate: Inter-governmental Relations</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R393 711 per annum, (plus benefits)</p> <p>Johannesburg (Head office)</p> <p>The successful candidate should have a Grade 12 plus a three-year tertiary qualification, National Diploma (NQF Level 6) /B Degree (NQF Level 7) in Public Relations, Public Administration or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level in public relations/ social cohesion environment. SKILLS: Interpersonal Skills, Project Management, Technical analytic skills, Negotiation Skills, Planning and organization skills, Problem solving, conflict management,</p>

		Excellent verbal and written communication, Leadership, Computer Literacy, Report writing, Client Liaison. Public relations. Knowledge: DPSA Legislation and processes. HR prescripts including delegations. SACR mandate, vision, mission and values, SARC governance and functional structures.
<u>DUTIES</u>	:	Coordinate an effective social cohesion and advocacy plan. Provide inputs on the development and implementation of effective advocacy plan. Establish and maintain relationships with external stakeholders. Establish and maintain good working relations with key provincial and local government departments, municipal managers and ward councillors to secure buy-in and ownership of the Project. Coordinate and implement civic/public education and social cohesion training workshops. Provide Logistics and coordinate events supplies. Facilitate the running of national day's events and programmes.
<u>ENQUIRIES</u>	:	Mr. Nkhumeleni Magadze Tel No: 011 355 2677/2861
<u>POST 08/274</u>	:	<u>ASSISTANT DIRECTOR: ARRANGEMENT & DESCRIPTION REF NO: SACR/2023/100</u> Directorate: Archival Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R393 711 per annum, (plus benefits) Johannesburg (Head office) The successful candidate should have a grade 12 certificate plus a three-year National Diploma (NQF Level 6)/ Bachelor's degree (NQF Level 7) in Archival Studies, Records Management, Information Management / Oral History. Driver's license. A minimum of 3-5 years' experience in the relevant field required, of which 3 years must be at a supervisory level. Skills: Organizing. Report Writing. Ability to Operate computers. Interpersonal relationship. Problems solving. Project management. Budgeting. Accountability. Analytical Thinking. Conflict resolution. Verbal and written communication. Presentation and Training. Supervision. Planning and Organization. Knowledge: Records Management practices. National Archives Act. Promotion of Access to Information Act. Public Finance Management Act. Public Service Regulations. Labour Relations Act. Supply Chain Management Regulations and Procedures. Budgeting and Budget control. Reporting writing and procedures. Departmental mandate and core programme.
<u>DUTIES</u>	:	To transfer records from offices of origin, public or private bodies to archives. Conduct the arrangement and description of all acquired archival groups. Complete finding aids in order to facilitate public access to holdings. Undertake research to identify potential sources. Preserve and conserve records. To collect research and transcribe oral history records.
<u>ENQUIRIES</u>	:	Mr. Nkhumeleni Magadze Tel No: 011 355 2677/2861
<u>POST 08/275</u>	:	<u>ASSISTANT DIRECTOR: BUILDING AND FACILITIES REF NO: SACR/2023/101</u> Directorate: Archival Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R393 711 per annum, (plus benefits) Johannesburg (Head office) The successful candidate should have a grade 12 Certificate plus a three-year National Diploma (NQF Level 6) / Degree (NQF Level 7) in Facilities Management or relevant qualification. A minimum Of 3-5 years relevant experience of which 3 years must be on a supervisory Level. Driver's License. Skills: Organizing. Report writing. Ability to operate computers. Interpersonal relationship. Problem solving: Project management. Budgeting. Conflict resolution. Verbal and written communication. Presentation. Training. Supervision. Planning. Knowledge: Knowledge of a wide range of work procedures and/or processes such as: OHS; building and facilities management policies and procedures. National Archives Act. Gauteng Provincial Archives Act. Promotion of Access to Information Act. Public Finance Management Act. Public Service Regulations. Labour Relations Act. Supply Chain Management Regulations and procedures. Budgeting and budget control. Reporting writing and procedures. Departmental mandate and core programme.
<u>DUTIES</u>	:	Ensure compliance to the Gauteng Provincial Archives and Records Services Act. Maintenance of office buildings; Maintain premises and surroundings including strong rooms and documents. Attend to minor electrical, plumbing and carpentry problems. Maintenance of office equipment and furniture. Ensure safety in the building and the premises.

<u>ENQUIRIES</u>	:	Mr. Nkhumeleni Magadze Tel No: 011 355 2677/2861
<u>POST 08/276</u>	:	<u>ASSISTANT DIRECTOR: RECREATION REF NO: SACR/2023/102</u> Directorate: Sport and Recreation
<u>SALARY</u>	:	R393 711 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate plus a 3-year tertiary qualification, National Diploma (NQF Level 6)/Degree (NQF Level 7) in a Sport and Recreation related field (Recreation/Sport Management/ Administration, Community Recreation Leader, etc.). A minimum of 3-5 years' experience in the sport and recreation field of which 2-3 years must be at a supervisory level. Experience/knowledge of the Recreation and Recreation Structures are very important. An understanding of community participation. Skills: Strategic planning; Policy analysis and development; Planning and Organizing; Decision making; Project management; Communication; Computer literacy; Interpersonal relations. Driver's license is compulsory.
<u>DUTIES</u>	:	Develop, review and implement policies; Manage, planning, development, coordination of Provincial Recreation programmes. Monitor compliance with legislative requirements, policies and procedures and Grant-in-Aids; Monitor the promotion of Recreation in the corridors; Local and internal stakeholder liaison and engagements. Create an enabling environment for local and provincial programmes including talent identification. Stakeholder management. Support the hosting of Recreation events in the province; Produce related progress reports. Assist in the promotion of social cohesion and nation programmes in the province.
<u>ENQUIRIES</u>	:	Mr. Nkhumeleni Magadze Tel No: 011 355 2677/2861
<u>POST 08/277</u>	:	<u>ASSISTANT DIRECTOR: CREATIVE CLUSTER & COMMUNITIES (EASTERN CORRIDOR REGION A ART) REF NO: SACR/2023/103</u> Directorate: Creative Cluster & Communities
<u>SALARY</u>	:	R393 711 per annum, (plus benefits)
<u>CENTRE</u>	:	East Corridor
<u>REQUIREMENTS</u>	:	The successful candidate should have a grade 12 certificate plus a three-year tertiary qualification, National Diploma (NQF Level 6)/degree (NQF Level 7) in Arts, Public Administration or Management. A minimum of 3-5 years' experience in the relevant field, of which 3 years must be at a supervisory level. Knowledge: A good knowledge and understanding of the principles, policies and best practice Creative Cluster & Communities. An understanding of community participation. Skills: Planning and Organizing, Problem solving, Decision making, Project Management, Communication, Computer literate, Conflict Management, Interpersonal relations, Analytical thinking.
<u>DUTIES</u>	:	Assist in the development and review policies and monitor the implementation thereof. Monitor compliance with legislative requirements, policies and procedures (processes). Host and retain major cultural events in the province (Region). Assist in the promotion of social cohesion, nation building and national identity in the province (Region). Assist in facilitating the planning, development, coordination of arts and culture programmes in the communities (Region).
<u>ENQUIRIES</u>	:	Mr. Nkhumeleni Magadze Tel No: 011 355 2677/2861
<u>POST 08/278</u>	:	<u>ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: SACR/2023/111</u> Directorate: Strategic Management
<u>SALARY</u>	:	R393 711 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 certificate plus a National Diploma (NQF Level 6) / Degree (NQF Level 7) in Public Management & Governance/ Administration, Social Sciences, Strategic Management or relevant qualification. A minimum of 3-5 years' experience in government planning, reporting and Monitoring and Evaluation environment. Knowledge and understanding of Framework for Strategic Plans and Annual Performance Plans, Medium-Term Strategic Framework, Framework for Managing Performance Information Treasury Regulations, PFMA, MTSF, Integrated development, and planning. Skills: problem solving, decision making, verbal

		and written communication, relationship management, computer literacy, management of projects, technical, analytical, planning and organizing, conflict management, financial management and leadership, record keeping (both electronic and manual), report writing and negotiation skills.
<u>DUTIES</u>	:	Implement the Departmental Strategic Planning Systems Framework. Development and Coordination of Strategic Plans, Annual Performance Plans and Operational Plans. Coordinate the development and implementation of Service Delivery Improvement Plan, Charter and Standards. Integrated Planning and Reporting. Coordinate and facilitate Departmental and Chief Directorates' Strategic Planning and Budgeting Retreats and pre-retreats. Consolidation of inputs into the Estimate of Provincial Revenue Expenditure (EPRE). Consolidation of Departmental inputs into the Growing Gauteng Together (GGT) 2030 Plan of Action and Provincial Plan. Development of Departmental Sector Plans, Development and implementation of the Annual Strategic Planning Schedule. Coordinate and facilitate strategic and operational planning processes. Consolidate input into the SONA, SOPA and Budget Speeches. Review the annual performance plan as per budget adjustment process. <i>Analyse</i> organisational performance and provide strategic inputs. To undertake any other duties compatible with the nature of the post or as directed by the line manager. Communicate in the workplace and team. Responsible for corporate identity compliance. Render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Monitor the expenditure of the sub-directorate. Act as Deputy Director when required. Input into the integrated development plans of local government. Represent the department at various National and Provincial Forums.
<u>ENQUIRIES</u>	:	Mr. Nkhumeleni Magadze Tel No: 011 355 2677/2861
<u>POST 08/279</u>	:	<u>COMMUNICATION OFFICER: MEDIA AND STAKEHOLDER LIAISON REF NO: SACR/2023/104</u> Directorate: Communication Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 214 per annum, (plus benefits)
	:	Johannesburg (Head office)
	:	The successful candidate should have a grade 12 certificate plus a 3 year's tertiary qualification, National Diploma (NQF level 6) or Degree (NQF level 7) in Communications, Journalism or Public Relations. A minimum of 2-3 years' experience in Communications, Journalism, or Public Relations will be an added advantage. Skills; Writing skills: Financial Management skills: Project Management Skills: Networking Skills: Computer Skills: Ability to interpret and apply policy: Analytical and innovative thinking: Negotiate: Public Speaking: Interpersonal Skills: Knowledge: Knowledge of Media Environment: Knowledge of Strategic Communication: Knowledge on Project Management. Knowledge on events co-ordination. Knowledge on financial management.
<u>DUTIES</u>	:	Raise awareness and profiling of departmental programmes. Assist in developing and implementing communication strategies. Promote access to departmental information. Contribute information in the production of departmental publications to internal and external sources including the website. Provide media liaison support services to the MEC. Assist in coordinating coverage of MEC's events. Deepening democracy and promoting nation building through organizing commemorative days. Assist in designing themes and key messages in line with national and provincial strategies. Compile quarterly reports. Assist in compiling quarterly reports and monthly media analysis reports. Render administrative support services. Provide support to the Assistant Directors function.
<u>ENQUIRIES</u>	:	Mr. Ouwen Gaveni Tel No: 011 355 2677/2861
<u>POST 08/280</u>	:	<u>PERSONAL ASSISTANT TO DIRECTOR COMMUNICATIONS REF NO: SACR/2023/105</u> Directorate: Communications
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 214 per annum, (plus benefits)
	:	Johannesburg (Head office)
	:	The successful candidate should have Grade 12 certificate plus a 3 year Secretarial Diploma/National Diploma (NQF Level 6) or equivalent qualifications. A minimum of a 3 Years' Experience in rendering a support service to senior management. Skills: Ability to Communicate well with People at

		Different Levels and from different Backgrounds. Good Telephone Etiquette. Computer Literacy. Sound Organizational Skills. Good People skills. High level of reliability Written Communication Skills. Ability to Act with Tact and Discretion. Knowledge of the Relevant Legislation/ Policies/ Prescripts and Procedures. Basic Knowledge on Financial Administration.
<u>DUTIES</u>	:	Provides secretarial/Receptionist support service to the manager. Renders administrative support service. Administers matters like the leave registers and telephone accounts. Provides a clerical support service to the manager. Remains up to date with regard to prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager. Processes the travel and subsistence claims for the unit. Processes all invoices that emanate from the activities of the work of the manager. Records basic minutes of the meetings of the manager where required. Draft routine correspondence and reports. Does filing of documents for the manager. Receives, records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments, etc. Collects all relevant documents to enable the manager to prepare for meetings.
<u>ENQUIRES</u>	:	Mr. Ouwen Gaveni Tel No: 011 355 2677/2861
<u>POST 08/281</u>	:	<u>PERSONAL ASSISTANT TO HEAD OF CENTRAL CORRIDOR REF NO: SACR/2023/106</u> Directorate: Central Corridor
<u>SALARY</u>	:	R269 214 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Central Corridor)
<u>REQUIREMENTS</u>	:	The successful candidate should have Grade 12 certificate plus a 3-year Secretarial Diploma/National Diploma (NQF Level 6) or equivalent qualification. A minimum of a 3 Years' Experience in rendering a support service to senior management. Skills: Ability to Communicate well with People at Different Levels and from different Backgrounds. Good Telephone Etiquette. Computer Literacy. Sound Organizational Skills. Good People skills. High level of reliability Written Communication Skills. Ability to Act with Tact and Discretion. Knowledge of the Relevant Legislation/ Policies/ Prescripts and Procedures. Basic Knowledge on Financial Administration.
<u>DUTIES</u>	:	Provides secretarial/Receptionist support service to the manager. Renders administrative support service. Administers matters like the leave registers and telephone accounts. Provides a clerical support service to the manager. Remains up to date with regard to prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager. Processes the travel and subsistence claims for the unit. Processes all invoices that emanate from the activities of the work of the manager. Records basic minutes of the meetings of the manager where required. Draft routine correspondence and reports. Does filing of documents for the manager. Receives, records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments, etc. Collects all relevant documents to enable the manager to prepare for meetings.
<u>ENQUIRIES</u>	:	Mr. Ouwen Gaveni Tel No: 011 355 2677/2861
<u>POST 08/282</u>	:	<u>PERSONAL ASSISTANT TO DIRECTOR SUPPLY CHAIN MANAGEMENT REF NO: SACR/2023/112</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R269 214 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head office)
<u>REQUIREMENTS</u>	:	The successful candidate should have Grade 12 certificate plus a 3 year Secretarial Diploma/National Diploma (NQF Level 6) or equivalent qualifications. A minimum of a 3 Years' Experience in rendering a support service to senior management. Skills: Ability to Communicate well with People at Different Levels and from different Backgrounds. Good Telephone Etiquette. Computer Literacy. Sound Organizational Skills. Good People skills. High level of reliability Written Communication Skills. Ability to Act with Tact and Discretion. Knowledge of the Relevant Legislation/ Policies/ Prescripts and Procedures. Basic Knowledge on Financial Administration.
<u>DUTIES</u>	:	Provides secretarial/Receptionist support service to the manager. Renders administrative support service. Administers matters like the leave registers and telephone accounts. Provides a clerical support service to the manager. Remains up to date with regard to prescripts/policies and procedures

		applicable to her/his work terrain to ensure efficient and effective support to the manager. Processes the travel and subsistence claims for the unit. Processes all invoices that emanate from the activities of the work of the manager. Records basic minutes of the meetings of the manager where required. Draft routine correspondence and reports. Does filing of documents for the manager. Receives, records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationary, refreshments, etc. Collects all relevant documents to enable the manager to prepare for meetings.
<u>ENQUIRIES</u>	:	Mr. Ouwen Gaveni Tel No: 011 355 2677/2861
<u>POST 08/283</u>	:	<u>STATE ACCOUNTANT REF NO: SACR/2023/107 (X5 POSTS)</u> Directorate: Management Accounting
<u>SALARY</u>	:	R269 214 per annum, (plus benefits)
<u>CENTRE</u>	:	North, Central, East, West and South Corridor
<u>REQUIREMENTS</u>	:	The successful candidate should have a grade 12 certificate plus an appropriate 3-year National Diploma (NQF Level 6)/B-Degree (NQF Level 7) in Financial Management/Accounting/Cost and Management Accounting. At least 1-2 years' experience in the financial/Management environment. Skills: Analytical skill. Communication and presentation skill Interpersonal relations. Computer literacy. Knowledge: Knowledge and experience of BAS and SAP systems. budgeting processes, and administrative processes.
<u>DUTIES</u>	:	Budget formulation-assist with the compilation and facilitating budget process (main budget and adjustment budget). Monitor budget implementation (actual against budget)—monitor spending. Assist to consolidate and prepare supporting documents for completion of the budgeting processes. Coordinate the process of monitoring of cash flow, revenue and expenditure and report on budget deviations (variances) Facilitate the process of budget shifts and virements. Facilitate the process of the loading of budget, adjustment budget estimates and budget shifts/ virements on the BAS System. Monitor any under/ overspending related to expenditure and report to the Programme Manager on a regular basis. Verify and ensure compliance of suppliers for payment purposes. Match invoices to valid goods received vouchers as per valid purchase order. Parking of payments on payment system within 30 days of receipt. Reconcile payment to individual creditors Accounts.
<u>ENQUIRIES</u>	:	Mr. Ouwen Gaveni Tel No: 011 355 2677/2861
<u>POST 08/284</u>	:	<u>SUPPLY CHAIN OFFICER: PROCUREMENT REF NO: SACR/2023/108 (X5 POSTS)</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R269 214 per annum, (plus benefits)
<u>CENTRE</u>	:	North, Central, East, West and South Corridor
<u>REQUIREMENTS</u>	:	The successful candidate should have a grade 12 Certificate plus an appropriate 3-year National Diploma (NQF Level 6)/B-Degree (NQF Level 7) in Purchasing/Supply Chain Management/Logistics or any Finance qualification in Supply Chain Management. A minimum of 1-2 years' experience in Supply Chain Management. Skills: Communication. Computer literacy. Analytical. Report writing. Coordination. Project Management. Problem Solving. Interpersonal. Budget and Financial management. Facilitation. Knowledge: Knowledge and understanding of legislative frame governing the Public Service. PFMA. Knowledge of the Department Constitutional mandate.
<u>DUTIES</u>	:	Monitor and ensure the capturing of requisition. Ensure that requisitions are approved properly and have the stamp for available of funds before processing. Ensure that the material number, allocation, description, quantity and delivery date are correct. Ensure that the requisitions are properly signed after capturing. Ensure that the attached motivation is a approved by the relevant delegated official. Ensure that requisitions are captured within two days of receipt. Assist end-users with using of catalogue and material master. Ensure that catalogue and material master are utilized. Assist with the creation of material numbers. Facilitation of quotation from vendors. Ensure that submitted register forms are processed and closed. Expendite the registration of vendors with GDF. Expedite change with relevant required documentation. Supervise the source of quotations from suppliers. Expedite processing of purchase orders. Expediting of outstanding open orders with buyers and end users. Expediting the creation of outstanding orders buyers. Expedite saved purchase

		orders and ensure that buyers finalise the purchase orders within the set timeframes. Provide support to buyers in resolving queries. Ensure and monitor finalization of queries with the Department. Register all queries in a query register daily. Ensure that queries are resolved within set timeframes. Supervision of staff. Ensure that staff performance contracts and evaluations are finalized within the set timelines, manage staff performance, manage staff leave, manage staff training and manage staff grievance.
<u>ENQUIRIES</u>	:	Mr. Ouwen Gaveni Tel No: 011 355 2677
<u>POST 08/285</u>	:	<u>HUMAN RESOURCE OFFICER: RECRUITMENT AND SELECTION REF NO: SACR/2023/109 (X4 POSTS)</u> Directorate: Human Capital Management
<u>SALARY</u>	:	R269 214 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a grade 12 Certificate plus a National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Human Resource Management or equivalent qualification. A minimum of 2-3 years relevant experience in recruitment and selection. Skills: Interpersonal skills. Project management. Technical Analytic skills. Negotiation skills. Planning and organizing skills. Problem solving. Conflict management. Excellent Verbal and written communication. Leadership. Computer Literacy. Report writing. Knowledge: DPSA Legislation and processes. HR prescripts including delegations. SCR Mandate, vision, mission and values. SACR governance and functional structures. DPSA Organization Framework.
<u>DUTIES</u>	:	Assist in providing monthly, quarterly, annual report. Assist in compiling the recruitment plan. Assist in compiling the recruitment operational plan. Facilitate the evaluation of jobs to be advertised in consultation with line manager. Set up JE interviews for line managers in consultation with DGF. Sit in all the JE interviews. Draft all recruitment related memorandums (including requests to advertised and create posts additional to the structure amongst others). Job descriptions. Draft adverts using generic Job Descriptions. Ensure adverts are placed in the newspapers and local internet in line with DPSA regulation. Response handling including, shortlisting in line with DPSA regulations. Design and compile interview questions. Arrange, coordinate and facilitate the interview process. Compile and submit interviews results for approval to the designated authority. Communicate decisions of interviews to applicants. Compile monthly recruitment progress report.
<u>ENQUIRIES</u>	:	Mr. Ouwen Gaveni Tel No: 011 355 2677/2861
<u>POST 08/286</u>	:	<u>ORGANISATIONAL DEVELOPMENT OFFICER REF NO: SACR/2023/110 (X2 POSTS)</u> Directorate: Human Capital Management
<u>SALARY</u>	:	R269 214 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate plus National Diploma (NQF Level 6)/Degree (NQF Level 7) in Management Services/Organizational Development/Behavioral Science/Work Study/Production management and a minimum of 2 - 3 years' experience in organizational Development/work study environment. A valid drivers' License. Knowledge: Public Service, GPG and GDSACR Policies, procedures, strategy, systems, work instructions. Relevant legislation and Public Service Regulations and Broad policy. Understanding of expectations of customers. Knowledge of service level agreements (SLAs). Management information knowledge. Knowledge of Business Process Management. GPG and GDSACR policies and Procedures. Job evaluation processes and policy Guidelines. Organizational design methodology and Techniques. Change management methodologies and Techniques. Applicable and relevant legislation: (PSA, PSR, CORE, PMDS and PFMA etc.). Skills: Ability to apply OD related systems and software (Orgplus). Change management. Business Process Modelling Notations and MS Visio. Conceptualization. Strategic management. Consultation. Facilitation (including facilitating OD related technical designs and interventions). Knowledge Management. Problem solving. Analytical. Job profiling and design.
<u>DUTIES</u>	:	Conduct and facilitate all departmental organisational structure interventions. Facilitate pre-diagnostic sessions and compile reports and presentations.

Develop, consult and ensure approval of organisational action plans. Facilitate the creation and abolishing of posts and job design processes. Liaise with OD specialists/experts at GDF/OoP, DPSA and other provincial and national departments including external and internal stakeholders regarding organisation and design related matters. Provide advice to all managers regarding organisational design related matters. Facilitate the development and review of job description guidelines and templates. Arrange for and conduct awareness sessions and workshops regarding development, review and maintenance of JDs. Coordinate and submit signed JDs for auditing purposes. Coordinate and facilitate all implementation processes. Participate in all organisational design initiatives, workshops, forums and conferences. Maintain the approved organisational structure records and database. Identify and prioritise posts to be evaluated. Conduct departmental JE projects and liaise with GDF/OoP (project plans, submissions etc.) Coordinate and facilitate all job evaluation activities (interviews, completion of PIQs, evaluate system etc.) Coordinate arrangements for departmental JE panel meetings. Manage JE database and related records. Facilitate identification and prioritization of business processes to be mapped and SOPs to be developed within all departmental components. Develop business process action plans in liaison with processes owners. Facilitate workshops to develop process maps and SOPs. Consolidate inputs and develop process maps and SOPs utilizing Business Process Modeling and Notation (BPMN) and Microsoft Visio Software. Facilitate completion of SOPs sign off certificate. Facilitate incorporation of internal controls within SOPs and business processes. Advise on the implementation approach/plan. Ensure submission of sign-off certificates, according to agreed timelines, with line managers. Develop and review business process framework and templates. Facilitate departmental prioritization of business processes for improvement projects.

ENQUIRIES

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Mr. Ouwen Gaveni Tel No: 011 355 2677/2861

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF COMMUNITY SAFETY AND LIAISON**

<u>APPLICATIONS</u>	:	Applications may be forwarded by post to: Head: Community Safety and Liaison, Human Resource Management, Private Bag, X 9143, Pietermaritzburg, 3200, or hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg.
<u>FOR ATTENTION</u>	:	Ms. S.S Ngcobo
<u>CLOSING DATE</u>	:	17 March 2023
<u>NOTE</u>	:	Applicants must not submit copies/attachments/ poof /certificates/ID/Driver license/qualifications on application, only when shortlisted. A completed Z83 application for employment form and a detailed CV must only be submitted. Applicants must utilise the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. All personal data on applications will be dealt with in terms of the provisions of the Protection of Personal Information Act, 2013. Persons with disabilities are also encouraged to apply.
OTHER POSTS		
<u>POST 08/287</u>	:	<u>DISTRICT COORDINATOR REF NO: CSL01/2023</u> This is a re-advertising of post number: CSL09/2022 and applicants who previously applied for this post are welcome to re-apply as previous applications will not be considered.
<u>SALARY</u>	:	R908 502 per annum, is payable to the successful (An all-inclusive remuneration package) candidate. The package includes a basic salary (70 % of package) and a flexible portion (30% of package) that may be structured in terms of the applicable rules. The successful Candidate will be subject to security clearance and the signing of a performance agreement within three months of appointment.
<u>CENTRE REQUIREMENTS</u>	:	uMzinyathi District (Dundee)
	:	A Degree or National Diploma (NQF level 6) or higher in Social / Police Science or relevant equivalent qualification with a minimum of 3 years junior management experience in the crime prevention environment. A valid driver's license. Applicants must be prepared to work extended hours. Knowledge of the Constitution of RSA, 1996, Knowledge of public service Act and regulations, PFMA, South African Police Act,1995, National Crime Prevention Strategy, 1996, KZN Commissions Act,1999, Domestic Violence Act,1998, Child Care Act,1983, Criminal Procedure Act,1977, Employment Equity Act,1998, Skills Development Act,1998, Promotion of Administrative Justice Act,2000, Promotions of Access to Information Act,2000, Electronic Communications & Transactions Act, 2002, State Information Technology Agency Act,1999, National Youth Development Agency Act, 2008, Civilian Secretariat for Police Service Act,2011, Fleet management, Labour Relations Act,1995, Communication and protocol, Communication skills, Project management skills, Report writing skills, Computer Skills, Financial Management skills, Conflict Resolution skills.
<u>DUTIES</u>	:	To monitor and evaluate the performance of police stations and promote community partnerships within the districts. Develop an integrated, effective and efficient policing system for the district. Develop monitoring and evaluation mechanism of police performance in the district. Coordinate functional initiatives to allow for integrated police service delivery. Monitor indicators which measure the impact of policing in order to positively impact on police practices in the district. Coordinate the management of crime prevention in the district. Ensure effective management of resources for the district.
<u>ENQUIRIES</u>	:	Dr L.M Zondi Tel No: 033 - 341 9300

<u>POST 08/288</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT, PLANNING, AND WELLNESS REF NO: CSL02/2023</u> This is a re-advertising of post number: CSL05/2022 and applicants who previously applied for this post are welcome to re-apply as previous applications will not be considered.
<u>SALARY</u>	:	R766 584 per annum, (an all-inclusive remuneration package) is payable to the successful candidate. The package includes a basic salary (70 % of package) and a flexible portion (30% of package) that may be structured in terms of the applicable rules. The successful candidate will be subject to security clearance and the signing of a performance agreement within three months of appointment.
<u>CENTRE REQUIREMENTS</u>	:	Pietermaritzburg A 3-year National Diploma (NQF level 6) or higher qualification in Human Resource Management / Development or equivalent qualification recognized by SAQA, together with a minimum of three to five years Junior Management experience in the human resources environment. Valid driver's license. Applicants must be prepared to work extended hours. Knowledge of public service, regulations, Knowledge of HRD Strategy, Skills Development Act and other training, related legislations, Provincial Growth and Development Strategy; PFMA, HR systems, including "PERSAL", Public service regulations, Knowledge in Project Management, communication skills, Project management skills, Report writing skills, Presentation skills, Facilitation skills, Occupational Health and Safety Act, Employee Health and Wellness Strategic framework for the Public Service, Employment Equity Act.
<u>DUTIES</u>	:	To manage Human Resource Planning, Policy, Development and Wellness (EHW and SHEQ) for the department. Manage the implementation of Performance Management Systems. Manage the quality of work life in the department (EHW and SHEQ). Develop, monitor and review human resources policies, systems, norms and standards. Ensure effective management of resources for the Division.
<u>ENQUIRIES</u>	:	Mr. Mark Ferreira Tel No: 033 - 3419300
<u>POST 08/289</u>	:	<u>ASSISTANT DIRECTOR: POLICE PERFORMANCE, MONITORING AND EVALUATION REF NO: CSL03/2023</u> This is a re-advertising of post number: CSL06/2022 and applicants who previously applied for this post are welcome to re-apply as previous applications will not be considered.
<u>SALARY</u>	:	R491 403 per annum (Level 10)
<u>CENTRE</u>	:	Zululand
<u>REQUIREMENTS</u>	:	A 3-year National Diploma (NQF level 6) or higher in Social Sciences / Police science or equivalent qualification recognized by SAQA, together with a minimum of 3 years relevant experience in the crime prevention environment. A valid driver's license. Applicants must be prepared to work extended hours. Knowledge of the Constitution, Knowledge of public service Act and regulations, PFMA, Civilian Oversight Act, SAPS Act, Knowledge of Domestic Violence Act, Knowledge of Project Management, Knowledge of Crime Prevention Policies, Communication skills, Project management skills, Report writing skills, Computer skills, Financial Management skills, Conflict Resolution skills.
<u>DUTIES</u>	:	To monitor and evaluate police stations and address complaints against police stations for the districts. Monitor and evaluate the implementation of policing policies and directives by police stations in the district. Monitor and evaluate the compliance with legislation the service delivery of police stations in the district. Address complaints against police stations in the district. Develop and review district police oversight arrangements and community relations to properly respond to the needs of the community. Develop and maintain partnerships in crime prevention with relevant organisations within the district.
<u>ENQUIRIES</u>	:	Mr. A.K Mtshali Tel No: 035 - 8708600
<u>POST 08/290</u>	:	<u>ADMINISTRATION OFFICER: DISTRICT SUPPORT REF NO: CSL04/2023</u> This is a re-advertising of post number: CSL10/2022 and applicants who previously applied for this post are welcome to re-apply as previous applications will not be considered.
<u>SALARY</u>	:	R269 214 per annum (Level 07)

<u>CENTRE REQUIREMENTS</u>	:	Durban North
	:	A 3-year National Diploma (NQF level 6) or higher in Public Administration together with a minimum of one-year administrative experience. A valid driver's license. Knowledge of the Constitution, Knowledge of Public Service Act and Regulations, PFMA, Communication skills, Computer skills, Report writing skills, Financial Management skills.
<u>DUTIES</u>	:	Provide administrative support to the district. Manage all travel and accommodation arrangements. Provide logistic services. Render Supply Chain Management Services for the Office of the District Coordinator. Provide secretarial services to the district meetings. Source information required by the District Coordinator.
<u>ENQUIRIES</u>	:	Mrs. K.E Mbongwe Tel No: 033 – 3419300
<u>POST 08/291</u>	:	<u>ADMINISTRATIVE CLERK: FLEET MANAGEMENT REF NO: CSL05/2023</u> This is a re-advertising of post number: CSL07/2022 and applicants who previously applied for this post are welcome to re-apply as previous applications will not be considered.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R181 599 per annum (Level 05)
	:	Pietermaritzburg
	:	Senior Certificate or equivalent qualification together with a minimum of 1 year experience in fleet management. A valid driver's license. Relevant qualification recognised by SAQA and Practical knowledge of Fleet Services in the Public Service will be an added advantage. Knowledge of Transport policies and procedures, Departmental Policies, Understanding HRM practices in the Public Service, Public Service reporting procedures and work environment, Research and policy development processes, Interpretation of legislation, policies and statistics, understanding of all prescripts, practices and procedures, Interpretation and application of policies/legislation, Problem solving and analytical thinking, Computer skills, Communication, Negotiation skills.
<u>DUTIES</u>	:	To render an effective administrative service for Government vehicles and to ensure effective management and control. Allocate pool vehicles. Ensure maintenance of pool vehicles, including cleanliness of pool vehicles. Administer log sheets for pool vehicles. Provide administrative support, including compliance departmental policies and prescripts.
<u>ENQUIRIES</u>	:	Mr. V.V Khumalo Tel No: 033 - 3419300

DEPARTMENT OF HEALTH

MANAGEMENT ECHELON

<u>POST 08/292</u>	:	<u>DIRECTOR: LABOUR RELATIONS REF NO: G26/2023</u> Cluster: Human Resource Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 105 383 per annum (Level 13)
	:	Head Office: Pietermaritzburg
	:	An undergraduate qualification (NQF 7) as recognized by SAQA in Human Resources Management/Public Management/Administration/Labour Relations PLUS Five (5) year's Middle/Senior Managerial experience in Labour Relations environment PLUS Unendorsed valid Code EB driver's License (code 8) NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/ . Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills, Training And Competence Required: The incumbent of this post will report to Chief Director: Human Resource Management Services and will be responsible to effective and efficient Employer-Employee Relations in the Department:-must be Computer Literary in MS Word Office Software

Applications and PERSAL, have analytical skill, Verbal and written communication skill, Report writing skill, Negotiation, Policy Development, Facilitation, Advisory, Presentation, Promotional and Management Skill. Expert knowledge of the legislative and policy imperatives informing the area of operation. The knowledge of Dispute resolution, disciplinary and grievance matters. The knowledge of Public Act, 1994 and Promotion of Access information Act, 2000. The knowledge of Protected Disclosure Act, 2000 and KZN Heath Act, 2003. The knowledge Constitution of the General Public Service Bargaining Council. The knowledge of Constitution of the Public Health and Welfare Sector Bargaining Council and Bargaining Council Relations.

DUTIES

: Manage the collective bargaining services in the Department: Ensure the negotiations and management of agreements in the Departmental Bargaining Chamber. Ensure the communication of resolutions and decisions of the Collective Bargaining Forums to the employees of the Department. Ensure the co-ordination of the employer caucus process. Ensure the submission of management reports. Manage the dispute resolution services for the Department: Ensure the development, implementation and revision of labour relations policies, codes and practices. Ensure the management of grievances, disputes and disciplinary matters. Ensure the provisioning of transversal labour relations support to the Department. Ensure the submission of management reports. Manage the Labour Relations monitoring and evaluation service in the Department: Ensure the development, implementation and maintenance of a labour relations monitoring and evaluation system. Ensure the facilitation of capacity building programmes on transversal labour relations matters. Ensure the monitoring, evaluation and reporting on the implementation of departmental labour relations strategies, programmes, policies, reports. Ensure the co-ordination of labour relations queries from the Office of the Auditor-General. Ensure the provisioning of administrative support services to the Directorate: Administer activities in order to ensure an adequate information flow. Ensure that information produced for reports is well researched and reliable. Ensure the provision of professional secretariat services inclusive of venue arrangements, development of agendas, minutes and workshop reports. Ensure the provision of user-friendly archiving and document retrieving services for the Directorate. Ensure the effective, efficient and economical management of allocated resources of the Directorate: Manage the financial resources. Manage the human resources e.g. attendance, leave management, performance management and development etc. Manage the allocated assets. Manage potential risks and mitigation strategies.

ENQUIRIES **APPLICATIONS**

: Mrs. NE Mthembu Tel No: 033 395 2804
: All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 OR Hand Deliver to: 330 Langalibalele Street, Natalia Building, REGISTRY, Minus 1:1 North Tower

FOR ATTENTION **NOTE**

: Mr. A Memela
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE

: 17 March 2023

POST 08/293

: **DIRECTOR: PHC SYSTEM DEVELOPMENT REF NO: G19/2023**
Cluster: Health Service Development

SALARY
CENTRE
REQUIREMENTS

: R1 105 383 per annum (Level 13)
: Head Office: Pietermaritzburg
: An undergraduate qualification (NQF Level 7) in Nursing, Medicine (MBChB) or other health related profession; PLUS Approved appropriate statutory council registration; PLUS A minimum of 5 years appropriate experience at Middle Managerial level/ Technical Advisor in a Primary Health Care setting or District Health Services; PLUS A Pre-Entry Certificate for SMS as endorsed by the National School of Government (NSG), (This is a Public service specific training programme which will be applicable for appointment at SMS level). PLUS Training programmes undertaken and successfully completed in Project Management, Policy Development and Community Health/ Public Health will be an added advantage. PLUS A valid code 08 driver's license. NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills, Training And Competence Required: The incumbent of this post will report to the Chief Director: District Health Service and will be responsible to develop the Primary Health Care Systems and Policies for the Department defining implementation protocols, norms, standards and monitoring arrangements in order to enable the Primary Health Care Institutions to function optimally inclusive of development of community support systems and mechanisms for the delivery of basic Primary Health Care Services, and as such the ideal candidate must:- Competencies: Knowledge: Possess extensive knowledge of the key issues affecting the ability of Health Institutions to effectively provide PHC services. Possess knowledge and experience regarding the management of diseases within the health services context. Possess extensive knowledge and skills regarding integrated policy development in the PHC environment. Possess extensive knowledge of quality and accreditation arrangements. Possess extensive knowledge of best practices and the ability to customize such practices to suit local needs. Computer literacy.

DUTIES

: Develop policy frameworks and systems enabling the establishment and maintenance of an effective and efficient Primary Health Care System in the Province. Develop policy frameworks and systems enabling the establishment and maintenance of an effective and efficient community and household level. Develop policy frameworks and systems to promote community participation in the delivery of PHC services and governance oversight. Provide technical advice to the Member of the Executive Council, the Accounting Officer, EXCO and Institutions to continuously improve the impact made by the PHC System on health service delivery in the province. Provide support to School Health and Health Promotion program. Monitor, evaluate and report on the performance and service delivery of the Community Health Centres, Clinics, Mobiles and all outreach teams including the establishment of early warning detection. Ensure the effective, efficient and economical management and utilization of resources allocated to the component. Coordinate the covid 19 vaccination program. Facilitate the implementation of Ideal Clinic Realisation and maintenance framework. Ensure coordination of Deputy Manager Nursing and DCST PHC at district level. Facilitate the implementation of HPRS, SyNCH, etc. Coordinate training and development of Primary Health Care in the Province. Coordinate clinical governance and other governance structures like clinic committees and CHC boards. Interact with different stakeholders including other departments within the province and nationally on the matters

	related to primary health care services. Represent the Department in different forums on matters related to primary health care.
<u>ENQUIRIES</u>	: Mr J Mdebele Tel No: (033) 395 3274/3019
<u>APPLICATIONS</u>	: All applications should be forwarded to: The Chief Director: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand Delivered to: 330 Langalibalele Street, Natalia Building, REGISTRY, Minus 1: North Tower (Attention: Mr. A Memela) Note: E-Mail and faxed applications will not be accepted.
<u>NOTE</u>	: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.
<u>CLOSING DATE</u>	: 17 March 2023

OTHER POSTS

<u>POST 08/294</u>	: <u>MEDICAL SPECIALIST GRADE 1-3 (ANAESTHETICS) REF NO: PMMH/SPEC/ANAES 01/2023 (X1 POST)</u>
<u>SALARY</u>	: Grade 1: R1 156 308 – R1 227 255 per annum Grade 2: R1 322 100 – R1 403 235 per annum Grade 3: R1 534 356 – R1 918 284 per annum Other Benefits: In-Hospitable Area Allowance (18% of basic salary) commuted overtime (conditions apply) / the incumbent in the post would be required to enter into a performance contract for commuted overtime.
<u>CENTRE</u>	: Prince Mshiyeni Memorial Hospital
<u>REQUIREMENTS</u>	: MBCHB degree or equivalent qualification plus appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) in a normal specialty (Anaesthetics). Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in a normal specialty (Anaesthetics). Only shortlisted candidates will submit/attach proof of current registration as a Medical Specialist with HPCSA. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Experience: Medical Specialist Grade 1 : No experience required Medical Specialist Grade 2 : Further to the minimum requirements mentioned herein, the appointment to a Grade 2 requires 5 years appropriate experience after registration with HPCSA as Medical Specialist in a normal specialty Medical Specialist Grade 3 : Further to the minimum requirements mentioned herein, the appointment to a Grade 3 requires 10 year's registration experience after registration with HPCSA as Medical Specialist in a normal specialty. Knowledge, Skills, Training and Competencies Sound knowledge and skills associated with the practice of Anaesthetics. Ability to diagnose and manage common medical problems including emergencies. Demonstrate the ability to work as a part of a multidisciplinary team. Good communication, leadership, interpersonal and decision making qualities. Knowledge of current Health Legislation and policies at Public Institutions.
<u>DUTIES</u>	: Provide holistic patient care, inclusive of pre-operative assessment, intra-operative, anaesthesia and post-operative care in High Care or ward. Perform

	after hours duties is essential. Assist with supervision and support of junior colleagues. Participate in departmental academic program. Ensure sound Labour Relations in compliance with relevant legislation while maintain the interest of the patient. Provide support to the Head of Department in ensuring as efficient standard of patient care and services is maintained. Conduct clinical audit and research. Assist in preparation and implementation of guidelines and protocols.
<u>ENQUIRIES</u>	: Dr RJ Ramjee Tel No: 031-907 8308
<u>APPLICATIONS</u>	: should be posted to The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni,4060
<u>FOR ATTENTION</u>	: Mrs J Murugan
<u>NOTE</u>	: NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacancies
<u>CLOSING DATE</u>	: 17 March 2023
<u>POST 08/295</u>	: <u>MEDICAL OFFICER GRADE 1, 2 OR 3 REF NO: MBO 15/2023 (X4 POSTS)</u> Section: Medical
<u>SALARY</u>	: Grade1: R858 528 – R924 876 per annum Grade 2: R981 639 – R1 073 355 per annum Grade 3: R1 139 217 – R1 424 286 per annum
<u>CENTRE</u>	: Mbongolwane District Hospital
<u>REQUIREMENTS</u>	: Grade 1: Experience: No experience required. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with recognized foreign health professional council, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Experience: 5 years relevant experience after Registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration as a Medical Practitioner with recognized foreign health professional council, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Experience: 10 years relevant experience after registration with HPCSA as a Medical Practitioner. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to performed Community Service, as required in South Africa Senior certificate/Matric or equivalent. MBChB degree or equivalent qualification PLUS. Only shortlisted candidates will be required to submit/attach proof of current registration (2022/23) with HPCSA as a Medical Practitioner and certificate of service from current/previous employers stamped by HR. Certificate of registration with HPCSA as a Medical Practitioner. Knowledge, Skills and Competences Required: Knowledge of current health legislations and policies at public institutions. Knowledge of national quality standards relating to primary health care. Sound knowledge of national HAST Programme. Sound knowledge of Maternal and Child Health. Knowledge on information management and quality improvement strategies. Ability to function within Multidisciplinary team. Sound knowledge and clinical skills to function within District Health System. Excellent human, communication and leadership skills. Good communication and interpersonal skills. Willingness to participate in CPD meetings.
<u>DUTIES</u>	: Clinical responsibility including examination, investigation, diagnosis, and oversee treatment of patients in OPD/casualty, Maternity, Pediatric and adult wards. Perform necessary and appropriate emergency lifesaving procedures. Diagnose and facilitate referrals to higher level of care. Provision of quality patient centered care. Maintain accurate and appropriate health records in accordance with the legal and ethical considerations and continuity of patient care. Ensure proper hand over of critically ill patients when going off duty. Provide preventive health interventions and measures to promote health care. Undertake continuing medical education and professional development and study professional literature to keep abreast with current medical practice. Performance of required administrative duties. Collaboration with medical practitioners and other health care workers in neighboring health institutions.
<u>ENQUIRIES</u>	: Mr. PC Mchunu Tel No: 035 4766242 or Ext 1113

<u>APPLICATIONS</u>	:	Applications to be forwarded to: The Human Resource Manager Mbongolwane Hospital Private Bag X 126 Kwa-Pett 3820
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za . The application form (Z83) must be accompanied by a detailed Curriculum Vitae Only, Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. the circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.
<u>CLOSING DATE</u>	:	17 March 2023
<u>POST 08/296</u>	:	<u>MEDICAL OFFICER REF NO: CBH03/2023</u>
<u>SALARY</u>	:	Grade1: R858 528 per annum Grade 2: R981 639 per annum Grade 3: R1 139 217 per annum Other Benefits: Medical Aid: optional, commuted overtime, 13 th Cheque 18% Rural Allowance
<u>CENTRE</u>	:	Catherine Booth Hospital
<u>REQUIREMENTS</u>	:	Standard 10 or Grade 12. MBChB degree or equivalent qualification. Current registration with the HPCSA as a Medical Practitioner or FWMP approval from NDOH to register with HPCSA. Grade1: Registration with HPCSA as a Medical Practitioner. Foreign candidates require 1 year relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform community service. Grade 2: Minimum of 5 years experience after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. Grade 3: Minimum of 10 years experience after registration with the HPCSA as a medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. Priority will be applied to incumbent/s that are available immediately in order to maintain clinical services. ESMOE. ATLS, PALS, and ACLS. Diploma in Anaesthesia (DA). Other relevant CMSA diplomas: Dip PEC (SA), DCH, Dip OPS. Anaesthetic work experience in a large regional or tertiary hospital. Sound knowledge of clinical (medical and surgical) skills associated within the practice of a District Level hospital,e.g. Caesarian sections and spinal anesthetics, circumcisions, etc. Knowledge and skills in inter alia, General medicine including management of HIV/AIDS and TB, General Surgery, Paediatrics & Gynaecology. Good communication and interpersonal skills. Teaching and supervision of junior doctors. Knowledge of MDR-TB. Knowledge of all applicable legislation.
<u>DUTIES</u>	:	Clinical and administrative duties. Perform commuted overtime. Implement quality standards and practices and treatment protocols so as to ensure correct and effective management of patients. Examination, diagnosis and treatment of patients in OPD / Casualty, wards and clinics. Diagnosing and facilitating referrals to higher level of care. Perform certain emergency procedures and administer anaesthesia. Facilitation of staff training and ongoing medical education. Manage patients in the MDR –TB unit.
<u>ENQUIRIES</u>	:	Dr. N. Sunderlall Tel No: (035) 474 8407/8/9

<u>APPLICATIONS</u>	:	All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area, Umlalazi Municipality Ward15, Amatikulu, 3801.
<u>NOTE</u>	:	Preference will be given to African Male The following documents must be submitted: Application for employment form (new version Z83 form), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za, Matric certificate, identity document, copy/copies of highest qualification(s), Proof of registration, Proof of citizenship if not RSA citizen (Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR), A comprehensive CV indicating three reference persons: Names and contact numbers. It is applicants responsibility who have the foreign qualification to be evaluated by SAQA (South African Qualifications Authority). Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out.
<u>CLOSING DATE</u>	:	17 March 2023
<u>POST 08/297</u>	:	<u>DENTIST REF NO: VRH 12/2023</u>
<u>SALARY</u>	:	Grade 1: R833 340 per annum Grade 2: R981 639 per annum Grade 3: R1 156 308 per annum Plus 22 % Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)
<u>CENTRE</u>	:	Vryheid District Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate / Matric grade 12. Bachelor of Science Degree PLUS a valid registration certificates as a Dentist. Current registration with HPCSA as a Dentist. Grade 1 No experience for officers who completed Community Service or one year relevant experience after registration as a 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 a required in South Africa Grade 2 Five years relevant experience after registration with HPCSA as a Dentist or six years relevant experience after registration as a Dentist with a recognised Foreign Health Professional Council in respect of Foreign qualified employees, of whom it is not required to perform Community Service as a required in South Africa Grade 3 Ten years relevant experience after registration with HPCSA as a Dentist or eleven years relevant experience after registration as a 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 a required in South Africa. Recommendation: Knowledge, Skills, Training and Competencies Required: Sound knowledge of managing clients within clinical settings. Adequate skills to be able to manage patients effectively and appropriately. Be able to work as a team. Must have good sound communication skills between staff and patients.
<u>DUTIES</u>	:	Provision of preventative dentistry i.e. oral health, scale and polish, atraumatic restoration treatment, oral Health promotions, Fissure sealant. Provision of conservative dentistry that is restoration, preventative resin restoration, root canal therapy. Provision of curative dentistry that is exodontists, oral sepsis management. Ensure high standards of infection control measures. Ensure and enforce adherence to infection control standards as prescribed by IPC guidelines. Ensure promotion of National Core Standards and Batho Pele.
<u>ENQUIRIES</u>	:	Dr F.S. Idika Tel No: 034 9822111 Ext 5918
<u>APPLICATIONS</u>	:	All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag X 9371, Vryheid, 3100
<u>FOR ATTENTION</u>	:	Mr SP Nene
<u>NOTE</u>	:	The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za.The application form (Z83) must

be completed in full and accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. African Males are encouraged to apply due to employment equity target. Please note that due to financial constraint no resettlement fees will be considered for payment to the candidates who are offered the positions. The Employment Equity Target is an African Male.

<u>CLOSING DATE</u>	:	17 March 2023
<u>POST 08/298</u>	:	<u>ASSISTANT MANAGER NURSING – PRIMARY HEALTH CARE REF NO: EGUM 14/2023</u>
<u>SALARY</u>	:	R642 942 – R723 624 per annum, Plus 13th cheque/service bonus plus Rural allowance 8% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)
<u>CENTRE</u>	:	E G & Usher Memorial Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate or Grade 12. Basic R425 Qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus 1 year post basic qualification in Primary Health Care. Current registration with SANC as General Nurse and Primary Health Care Nurse (Annual Receipt 2023). Minimum of ten (10) years recognizable/ appropriate experience in nursing after registration as a Professional nurse with SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic qualification in PHC. At least three (3) years of the period referred to above must be appropriate/ recognizable experience in Nursing Management. Unendorsed driver's license. Current and previous experience endorsed and stamped by Human Resource (Employment History). All the attachments /proof will be submitted by shortlisted candidates only. Recommendation: Computer literacy (MS office suite). SANC Rules and Regulations and Scope of Practice. Demonstrate an in depth knowledge and understanding of nursing legislation, relate legal and ethical practice and how this impacts on service delivery. Demonstrate an in depth knowledge and understanding of HR policies and procedures, PFMA and other legislative framework governing the Public Service. Supervisory and analytical thinking skills. Sound knowledge of Labour Relations Act. Knowledge, Skills, Training And Competencies Required:
<u>DUTIES</u>	:	Assist in the formulation and implementation of quality improvement plan. Establish the strategic direction of PHC services to ensure alignment with its business plan. To manage and control budget in accordance with PFMA Act no:1 of 1999 by ensuring effective and efficient control of medical supplies, equipment and miscellaneous store. Effectively manage and utilize human resource in the PHC services. Develop and implement PHC package including community based services considering the disease profile, provincial and district priorities in the catchment area in collaboration with all role players. Demonstrate effective communication with the public, supervisors and health professionals. Co-ordinate Sukuma Sakhe activities in the catchment areas. Ensure implementation of Ideal Clinic and ICDM in the Sub-district. Manage and formulation of policies and procedures for PHC services. Maintain discipline in all labour related issues, grievances in terms of the laid down procedure and policies. Give clear and effective communication to relevant stakeholder allowing for efficient delivery. Provide expert advice to management on issues relating to PHC services in the Sub-district. Identify training needs and implement intervention strategies. Ensure all records are maintained and updated regularly. Conduct clinical audits and develop QIP on

ENQUIRIES
APPLICATIONS

identified gaps. Investigation and management of complaints. Ensure implementation of NCS, IPC and Quality in the PHC services.

Mr JBJ Ngobese Tel No: 039 - 797 8100

Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.

FOR ATTENTION
NOTE

Human Resource Department

The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za, updated and fully detailed Curriculum Vitae. In addition, Only shortlisted applicants will be requested to bring originals of qualifications, Identity document and proof of registration for related council when required in the advert. Faxed and emailed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 03/2022.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA) the attachments /proof will be submitted by shortlisted candidates only). Non-RSA / Permanent Residents / Work permit holders the attachments /proof will be submitted by shortlisted candidates only). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due to financial constraints, No S&T will be paid to candidates when attending the interviews.

CLOSING DATE

17 March 2023 @ 16H00 afternoon

POST 08/299

OPERATIONAL MANAGER (PHC) REF NO: EZAK NO 2 01 /2023 (X1 POST)
Re-Advertisement

SALARY

R588 378 – R723 624 per annum. Other Benefits: 13th Cheque, Medical Aid (optional), Home Owner Allowance Plus 8% Rural Allowance (subject to meeting prescribed requirements)

CENTRE
REQUIREMENTS

St Chads CHC (Ezakheni No 2 Clinic)

National Senior Certificate/ Grade 12. Degree/ Diploma in Nursing Science and midwifery. A minimum of 09 years recognizable experience in nursing after registration as professional nurse with SANC in General nursing of which 5 years must be recognizable experience after obtaining one year post basic qualification in Primary Health Care. Certificate of service endorsed by Human Resource Department is required (only when shortlisted). Recommendations: Degree / Diploma in Nursing Administration. Computer literacy. Valid driver's license code 8/10. Knowledge, Skill, Training and Competencies Required: Knowledge of nursing care process and processes and procedures, nursing statutes, and other relevant legal framework such as Nursing act, Occupational health and safety act, Patient right' s charter, Batho-Pele principles, Public service regulations act, Disciplinary code and procedures, Grievance procedure etc. Leadership, organizational decision making and problem solving abilities within the limits of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiations conflict handling and counselling skills. Financial and budgetary knowledge pertaining

DUTIES

to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programs.

: Monitor and evaluate performance of Clinic staff according to asset standards, norms targets and to ensure effective reporting. Ensure provision of high quality comprehensive care through provision of preventive, curative and rehabilitative services. Ensure and monitor implementation and evaluation of all services including priority programs by all clinic staff members' i.e. Office of Health standard compliance, ideal Clinic and Nerve Centre / Operation Phuthuma. Provide relevant information to the Health care users to assist in the achievement of optimal health care. Maintain good relationship with relevant role players and stakeholders. Manage and monitor proper utilization of human, financial and other resources entrusted to you. Deal with disciplinary and grievance matters including monitoring and management of staff absenteeism. Provision of administrative services by planning, organizing, and ensure the availability of medicines, supplies and essential equipment. Ensure monitoring and evaluation of staff performance through the EPMDS system. Ensure that there are effective systems for data management and reporting of quality data on relevant indicators at the hospital and local clinics. Support PHC re-engineering by ensuring that outreach teams are functional. Ensure effective implementation of Sukuma Sakhe programs to maximize patient care. Conduct patient satisfaction survey and waiting times for the clinics. Ensure adequate control and allocation of Human and Material resources. Be involved and assist other staff members in the clinical management of clients. Strengthening of complaints, compliment and suggestion management. Ensure that the facility complies with policies and guidelines for infection prevention control, occupational health, safety and management of Covid 19.

**ENQUIRIES
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: Mr. M.I Siyaya Tel No: 036 637 9600

: All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

NOTE

: The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za. The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.

CLOSING DATE

: 17 March 2023

POST 08/300

: **CHIEF DIETICIAN REF NO: VRH 13/2023**

SALARY

: Grade 1: R487 305 per annum
Grade 2: R557 184 per annum
Plus 17% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)

**CENTRE
REQUIREMENTS**

: Vryheid District Hospital
: Senior Certificate. National Diploma / Degree in Dietetic. Current registration with HPCSA as a Dietician. A minimum of three (3) years' experience after registration with the HPCSA as a Dietician. Valid driver's license (Code B).

Recommendation: Computer Literacy Knowledge, Skills, Training And Competencies Required: Good interpersonal skills. Ability to communicate effectively in Zulu and English Comprehensive knowledge of nutrition management for all patients. Sound knowledge of Dietetics procedures and equivalent. Good verbal and written communication skills. Sound knowledge of food service management & clinical; dietetics information management. Counselling skills. Sound knowledge of how to develop operational methods relating to information dissemination and work organization. Ability to plan and organize resources, finances and HR matters within the section.

DUTIES

: Execute all dietetics management duties, functions and responsibility to the best of ability and within all applicable legislation. Manage and provide a high quality promotive and curative nutrition services according to patient needs. Give expert clinical advice and factual information of a professional nature on institutional services. Provide a consultative dietetics services to health professionals and patients. Monitor and evaluate the nutrition services to comply with the valid standards and indicators, implement Quality Assurance Programmes for overall effective services. Develop protocols to ensure that the diets comply with dietary recommendations. Make recommendations with regards to policies/strategies for effective functioning of the dietetics unit. Act as a consultant in the patient curative and rehabilitation programmers. Give expert advises on the nutrient content of food products to be purchased. Determine a policy relating to the development, provision and maintenance of comprehensive nutrition standards Ensure effective nutrition care yet up to standard nutrition service. Exercise control over food products to minimize wastage. Ensure effective nutrition care is delivered to patients within the hospital.

**ENQUIRIES
APPLICATIONS**

: Dr F.S. Idika Tel No: 034 9822111 Ext 5916/11
: All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag X 9371, Vryheid, 3100

**FOR ATTENTION
NOTE**

: Mr SP Nene
: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be completed in full and accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. African Males are encouraged to apply due to employment equity target. Please note that due to financial constraint no resettlement fees will be considered for payment to the candidates who are offered the positions.

CLOSING DATE

: 17 March 2023

POST 08/301

: **CLINICAL PROGRAMME CO-ORDINATOR (QUALITY ASSURANCE & IPC)**
REF NO: POM 06/2023 (X1 POST)

SALARY

: R464 466 – R522 756 per annum. Other Benefits: 13th Cheque. Medical aid (Optional). Home Owner's allowance: Employee must meet prescribed requirements.

**CENTRE
REQUIREMENTS**

: Pomeroy CHC (Monitoring & Evaluation)
: **Grade 1:** Senior Certificate / Grade 12. A minimum of seven years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC 2023 in general Nursing & Midwife. Proof of

	current registration with the SANC in general Nursing 2023 & Midwife. Valid Driver's licence. Computer literacy: Ms Office Software Application. Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application, only when shortlisted. Knowledge; Skills; Training and Competencies Required: Report writing skills. Financial management. Empathy and counselling skills and knowledge. Empathy and counselling skills and knowledge. Strong interpersonal communication and presentation skills. Project management skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other related matters and to comply with the frame. Proven initiative decisiveness and to acquire new knowledge swiftly.
<u>DUTIES</u>	: Ensure planning co-ordination implementation monitoring and evaluation of the quality assurance programmes and ideal clinic programme within the sub-districts. Co-ordinate all aspects of norms and standards programme including assessment and activities. Co-ordinate peer review assessment, visit facilities and maintain report of such visits activities. Ensure all facilities develop Quality Improvement Plans and submit monthly quarterly and annual reports. Conduct sub-district quality assurance meeting and attend provincial quality meetings. Provide training and update non-clinical staff on quality issues. Ensure clinical and nursing audits are conducted to evaluate patient care.
<u>ENQUIRIES</u>	: Ms. ZA Cindi Tel No: (034) 662 3402
<u>APPLICATIONS</u>	: All applications should be posted on: Human Resource Manager; Pomeroy CHC; Private Bag X529; Pomeroy; 3020 OR Hand Deliver at Pomeroy CHC Human Resource Management Offices; Office Number 16-114.
<u>NOTE</u>	: The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: Applications must be submitted on the prescribed most recent Application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must be originally signed and dated. The application form (Z83) form must be accompanied by detailed Curriculum Vitae. The communication from the HR of the department regarding the requirements for certified documents and proof of current and previous work experience endorsed and stamped by human resource/certified of service will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83; e.g. Reference Number (POM 06/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualifications by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (This institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s). NB: Please note that due to financial constraints, there will be no payment of S&T and Resettlement Payment for attending interviews. Accommodation will only be allocated when it is available otherwise successful candidate must arrange their private accommodation prior to assumption of duty. No Interim accommodation in a form of bed and breakfast or hotel accommodation.
<u>CLOSING DATE</u>	: 24 March 2023
<u>POST 08/302</u>	: <u>CLINICAL PROGRAMME COORDINATOR (HIV/AIDS-PREVENTION) REF NO: ZULCLIN/2023</u>
<u>SALARY</u>	: R464 466 per annum. Other benefits may include: Rural allowance on a claim basis)
<u>CENTRE</u>	: Zululand Health District office, Ulundi
<u>REQUIREMENTS</u>	: Senior Certificate (Grade 12). An appropriate B Degree/National Diploma or equivalent qualification/ Nursing Science. Minimum of 7 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing, plus current SANC receipt. Only shortlisted candidates will submit proof of current and previous work experience endorsed and stamped by Human Resources Management/Office. Valid code EB Driver's license. Computer certificate: MS Office software

application (only when shortlisted). Skills: Strong communication and presentation skills. Ability to think critically in difficult situations. Sound project management skills. Facilitation skills. An understanding of the challenges facing the public health sector. Ability to translate strategic and transformation objective into practical planning framework. Ability to prioritize issues and other work related matters and comply with the time frames. Proven initiative decisiveness, dedication and the ability to acquire new knowledge swiftly. Ability to make independent decisions. Computer literacy.

DUTIES

: To plan and coordinate integrated, efficient and effective HIV Testing services, Condom distribution, PrEP rollout, HIV Self screening, District Aids Committee, multi stakeholders engagements, Sexual Transmitted infection, TVETs, HTA fixed and mobile sites, Hotspots such as taxi rank, Tavern to offer individualised quality health care service. Ensure HAST Programmes implementation (MMC, HTA ,TVETs, STI and CONDOM distribution) in the district. Analyse emerging health practices and trends and introduce remedial action in conjunction with health care specialist. Plan, organize and conduct community rallies and event that convey health messages and practices which support HIV prevention strategies. Formulate operational plans and business plans for combination Prevention packages. Monitor budget allocated to MMC, PrEP, HTAs and STIs. Conduct support visits and report on findings to district health management. Facilitate the contracting of traditional MMC coordinators and contracted condom distributors. Facilitate the establishment and functionality of high Transmission sites for key populations. Participate in activities aimed at fully integrating HIV and AIDS programmes to the main stream of PHC services. Coordinate trainings and updates for NGOs and Health Care Workers. Promote preventive and promotive health services through community structures and organizations.

ENQUIRIES APPLICATIONS

: Mr SV Vilakazi Tel No: 035- 8740713
: KwaZulu-Natal Zululand Health District Office, Private Bag X 81, Ulundi, 3838, King Dinuzulu High way LA Building Ground floor Ulundi, 3838

FOR ATTENTION NOTE

: Ms BN Zulu
: The following documents must be submitted: (a) Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website (New Z83 form). (b) Comprehensive Curriculum Vitae, Educational qualifications, SANC registration certificates, Driver's License, ID Copy, SANC receipts and proof of experience will be requested from shortlisted candidates only, don't include in your application. The Reference Number must be indicated in the column provided on the form Z.83. Persons with disabilities should feel free to apply for the post. NB: Failure to comply with the above instructions will disqualify the applicants. Faxed and e-mailed Applications will NOT be accepted. Copies of certified copies will disqualify candidates. (b) The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from previous and current employers and verification from the Company Intellectual Property Commission (CIPC). Shortlisted candidates will be required to provide certified copies of educational qualifications, proof of registration with Health Professional Council (if applicable), Certified copy of identity document, proof of experience indicating detailed periods of experience endorsed by HR. Failure to produce these documents will disqualify candidates shortlisted. It is the responsibility of the applicant to ensure that the Curriculum Vitae is detailed enough to reflect all information associated with the post applied for. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints no S&T claims will be considered for payment to candidates that are invited for interviews, (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department.)

CLOSING DATE

: 17 March 2023

<u>POST 08/303</u>	:	<u>OPERATIONAL MANAGER NURSING – NIGHT DUTY REF NO: EGUM 15/2023 (X1 POST)</u>
<u>SALARY</u>	:	R464 466 – R522 756 per annum, Plus 13th cheque/service bonus plus Rural allowance 8% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	E G & Usher Memorial Hospital
	:	Senior certificate or Grade 12. Diploma/Degree in General Nursing, Science and Midwifery. Registration with SANC as General Nurse and Midwife. Current registration with SANC (2023). Minimum experience of 8 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse. At least three (3) years must be appropriate/recognizable experience at the Supervisory level. Care. Current and previous experience endorsed and stamped by Human Resource (Employment History). Shortlisted candidates only will submit all the attachments /proof. Knowledge, Skills, Training and Competencies Required: Knowledge and insight into nursing processes and procedures. Knowledge of Nursing statutes and other relevant Public Service Acts/ legislations. Decision making and problem solving skills. Interpersonal skills in dealing with conflict management. Knowledge and implementation of Batho Pele principles. Supervisory and analytical thinking skills. Stress tolerance, flexibility empathy and the ability to communicate constructively at all levels. Recommendation: Diploma / Degree in Nursing Service Management/Nursing Administration.
<u>DUTIES</u>	:	Provide effective management and professional leadership ensuring that wards and units are organized. To provide quality patient care. Provide effective supervision of wards and units on night duty ensuring implementation of nursing standards, policies and procedures. Manage and direct efficient utilization of competence in all departments. Exercise control of discipline, grievance and any other labour related issues in terms of laid down procedures. Maintain client satisfaction through monitoring and setting of service standards. Implement and monitor National Core Standards. Implement EPMDS. Advocate for patients in facilitating proper treatment care, and adherence to Patient's Rights Charter and Batho Pele Principles. Ensure wards and units keep accurate records. Compile accurate daily patient care statistics.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. MJ Mbali Tel No: 039 - 797 8100
	:	Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date, please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.
<u>FOR ATTENTION NOTE</u>	:	Human Resource Department
	:	the following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za , updated and fully detailed Curriculum Vitae. In addition, <u>Only</u> shortlisted applicants will be requested to bring originals of qualifications, Identity document and proof of registration for related council when required in the advert. Faxed and emailed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 03/2022.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA) the attachments /proof will be submitted by shortlisted candidates only). Non-RSA / Permanent Residents / Work permit holders the attachments /proof will be submitted by shortlisted candidates only). Please note that due to large number of applications received, applications will not be acknowledged.

However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due to financial constraints, No S&T will be paid to candidates when attending the interviews.

<u>CLOSING DATE</u>	:	17 March 2023 at 16H00 afternoon
<u>POST 08/304</u>	:	<u>OPERATIONAL MANAGER (FEMALE WARD) REF NO: EMS/07/2023</u>
<u>SALARY</u>	:	R464 466 per annum, 13th Cheque 8% Rural Allowance
<u>CENTRE</u>	:	Emmaus Hospital
<u>REQUIREMENTS</u>	:	Standard 10 or Grade 12, Basic R425 Degree/ Diploma in General Nursing and midwifery, Current Registration with SANC (2022), A minimum of 7 years appropriate/recognizable after registration as a professional nurse, Knowledge & Skills Demonstrate an in-depth understanding of nursing legislation and related, Knowledge and experience of Public Service policies, Acts and regulations, Sound manage negotiations, interpersonal and problem solving skills, Good verbal and Quality Assurance Program, Leadership ,supervisory and report writing skills, Financial Management ,Disaster Management, Computer Literacy.
<u>DUTIES</u>	:	Provide leadership and mentorship in the component ,Participate in budget planning and monitoring of monitoring of financial resources ,Adequate management of human resources, Develop and maintain good working relationship, Planning and implementing of objectives of the unit, Monitoring and evaluation of the key indicators of the department, Provision of quality nursing care through implementation of all quality initiatives, Provision of audits / assessment and development of quality improvement programs, Participate in Clinical Governance and monitoring the impact thereof, Promote the implementation and monitoring of the PSI policy and guidelines, Identity, develops and control risk management system within the unit, Provision of quality data management that can be used for decision making, Maintain accurate and complete patient records according to legal requirements, Exercise control over grievance, discipline and labour related issue according to guidelines, Monitor the implementation of District Operational Plan and hospital Strategic Plan.
<u>ENQUIRIES</u>	:	Ms. PPJ van der Plank Tel No: 036 488 1570 (Ext 8204)
<u>APPLICATIONS</u>	:	Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry - Emmaus Hospital.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV (with detailed previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful.
<u>CLOSING DATE</u>	:	17 March 2023 at 16:00
<u>POST 08/305</u>	:	<u>CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 REF NO: KCD 03/2023</u> Quality Assurance
<u>SALARY</u>	:	R464 466 – R522 756 per annum. 13 th Cheque, Medical Aid (optional subject to employee must meet prescribed requirements) and Housing Allowance (subject to employee must meet prescribed requirements).
<u>CENTRE</u>	:	King Cetshwayo District Office

REQUIREMENTS

: Senior Certificate (Grade 12), Diploma or Degree in Nursing Science that allows registration with SANC as a Registered Nurse, Minimum of 7 years appropriate/recognizable experience in nursing after registration with SANC as a Registered Nurse in general nursing. Current registration with SANC (2023), Computer Literacy (Microsoft packages), Unendorsed valid driver's license, a 1 year post basic qualification in Primary Health Care Nursing is recommended. Applicants must display project management skills, facilitation skills, good communication skills, interpersonal skills and counselling skills and financial management skills. Ability to do a PowerPoint presentation, report writing abilities, make independent decisions, priorities issues and other work related matters, work under pressure and meeting the set targets.

DUTIES

: Conduct inspections to ensure that Quality Assurance plans are implemented and that practices are according to specific policy. Perform training and guidance activities to instil a culture of service delivery in all service areas within the district. Monitor Quality Assurance indicators and report thereon to assist in the improvement of service delivery at all district health institutions. Ensure that Quality Assurance committees are established and that these have quality improvement project that significant change is recognised and rewarded. Identify best practice and implement these to continuously advance Quality Assurance in the District. Interact with university and COHSASA role players to enhance the Quality Assurance procedures and practices. Perform quality improvement audits and survey monthly and report to senior management. Identify, facilitate and co-ordinate all Quality Improvement Plans. Ensure implementation of National Core Standard and Provincial initiatives (Patients' Rights Charter & Batho Pele programme etc). Ensure that all facilities conduct Patients Experience of Care and Waiting Time Surveys. Ensure planning, co-ordination, implementation, monitoring and evaluating of the Quality Assurance programmes within the district. Co-ordinate all aspect of national core standards programme including assessments and activities to achieve National Core Standards accreditation. Co-ordinate peer review assessment. Visit facility maintain reports of such visit. Ensure all facilities develop Quality Improvement Plans, action plans and submit monthly and quarterly and annual reports. Conduct district quality assurance meetings and attend provincial quality meetings. Provide training and update clinical and non-clinical staffs on quality issues. Ensure clinical and nursing audits are conducted to evaluate patient care. Participate in adverse events, complaints and various other related committees to improve quality. Ensure all facilities conduct Patients Experience of care and Waiting Times surveys. Co-ordinate Batho Pele and good governance programmes. Co-ordinate activities for service excellence. Support all facilities to ensure the attainment of quality compassionate patient care. Attend meetings, workshops, training and development courses. Perform other duties assigned to you by your supervisor or any other official delegated to assign duties.

ENQUIRIES

: Mrs NN Ngubane Tel No: 035 787 6213

APPLICATIONS

: Please forward application quoting the reference number to the Human Resource Department, King Cetshwayo District Office, Private Bag X20034, Empangeni, 3880 or hand delivered to King Cetshwayo Health District Office, 2 Lood Avenue Empangeni Rail, Human Resource Department

FOR ATTENTION

: Mr MTR Nzuzo

NOTE

: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, please note in line with DPSA Circular 19 of 2022 only a Comprehensive Curriculum Vitae must be submitted together with application form. Certified copies, identity document, educational qualifications and professional registration certificates, Proof of current and previous working experience endorsed and stamped by Human Resource or Employer will only be requested from shortlisted applicants only. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification will be further required to submit evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies if shortlisted. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the

above-mentioned instructions will result to your application being disqualified. Department of Health is an equal opportunity and affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Department. Employment Equity Target for this advertised post is African Male. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

<u>CLOSING DATE</u>	:	17 March 2023
<u>POST 08/306</u>	:	<u>ADVANCED MIDWIFERY OR CLINICAL NURSE PRACTITIONER REF NO: POM 05/2023 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R400 647 - R450 939 per annum Grade 2: R478 404 - R588 399 per annum Other benefits: 13 th Cheque. Medical aid (Optional). Home Owner's allowance: Employee must meet prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Pomeroy CHC (MNCWH). Grade 1: Senior Certificate / Grade 12. Degree/Diploma in General Nursing Science & Midwifery. One year diploma in Advanced in General Nursing and Neonatal Nursing Science/ Clinical Nursing Science Health Assessment and Care. A Minimum of four years appropriate in General/ recognizable experience after registration as Professional Nurse. Current registration with SANC 2023. Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application, only when shortlisted. Grade 2: Senior Certificate / Grade 12. Degree/Diploma in General Nursing Science & Midwifery. One year diploma in Advanced in General Nursing and Neonatal Nursing Science/ Clinical Nursing Science Health Assessment and Care. A Minimum of 14 years appropriate in General/ recognizable experience after registration as Professional Nurse of which 10 years must be appropriate experience in the speciality after obtaining the one year post year post basic qualification in relevant speciality. Current registration with SANC 2023. Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application, only when shortlisted. Knowledge; Skills; Training and Competencies Required: Knowledge of Nursing procedures relevant Acts and Policies. Sound understanding of legislation and related ethical nursing practices. Good communication and interpersonal skills. Decision making skills and problem solving. Knowledge of all programs related to nursing discipline. Knowledge of Batho Pele principles and patient Rights. Knowledge of Covid-19 protocols.
<u>DUTIES</u>	:	Provide comprehensive quality maternal and child health care in a cost-effective and effective and efficient manner. Demonstrate effective communication with, with supervisors and other clinicians including report writing. Order monitor and control level of consumables. Ensure proper utilization and safe keeping of basic equipment. Demonstrate compliance with nursing act and SANC. Implement quality improvement programmes e.g. CARMMA, ESMO, PMTCT, mom connect etc. Ensure that the unit complies with Norms & Standard and ideal clinic. Assist Operational Manager with overall management. Render antenatal, Labour post-natal care and IMCI. Participate in teaching of staff and mothers/relatives and mentorship of junior staff and trainees. Implement plan of action in emergency situation according to protocols and guidelines. Attend weekly monthly nursing and multidisciplinary meeting and implement action plan. Ensure that MNCWH and MBFI programmes are properly implemented. Conduct audits and implement quality improvement programs. Participate in data collection comply with the thereof. Uphold Batho Pele principles and right charter. Manage all resource with unit effectively and efficiently to ensure optimum service. Assist in planning organising and monitoring of objectives of the unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. PM Khumalo Tel No: (034) 662 3344 All applications should be posted on: Human Resource Manager; Pomeroy CHC; Private Bag X529; Pomeroy; 3020. OR Hand Deliver at Pomeroy CHC Human Resource Management Offices; Office Number 16-114.
<u>NOTE</u>	:	The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: Applications must be submitted on the prescribed most recent Application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must be originally signed and dated. The application form (Z83) form must be accompanied by detailed Curriculum Vitae. The communication from the HR

of the department regarding the requirements for certified documents and proof of current and previous work experience endorsed and stamped by human resource/certified of service will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83; e.g. Reference Number (POM 01/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualifications by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (This institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s). NB: Please note that due to financial constraints, there will be no payment of S&T and Resettlement payment for attending interviews. Accommodation will only be allocated when it is available otherwise successful candidate must arrange their private accommodation prior to assumption of duty. No Interim accommodation in a form of bed and breakfast or hotel accommodation.

<u>CLOSING DATE</u>	:	24 March 2023
<u>POST 08/307</u>	:	<u>LECTURER-SPECIALTY NEPHROLOGY NURSING REF NO: GS 16/23</u> <u>(KWAZULU-NATAL NURSING X1 POST, GREY'S CAMPUS X1 POST)</u> Component: Nursing- Grey's Campus
<u>SALARY</u>	:	Grade 1: R400 644 per annum Grade 2: R492 756 per annum Plus 13 th cheque, medical aid (optional) home owners allowance (employee must meet the prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Grey's Hospital- Pietermaritzburg Senior Certificate/Grade 12 Plus A Diploma/Degree in Nursing, (General and Midwifery) Plus A post registration qualification in Nephrology Nursing registered with the South African Nursing Council (SANC). Plus Current Registration with the South African Nursing Council (SANC) 2022. Plus A post registration qualification in Nursing Education registered with South African Nursing Council (SANC) 2022. 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 PND 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 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 PND 2) Unendorsed valid Code EB driver's license (code 08) The Employment Equity Target For This Post Is: African Male, Indian Male, White Male, Recommendation Master's Degree in Nursing NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by employer/s prior to the date of the interview. Knowledge, Skills and Experience: Have in-depth knowledge of procedures and processes related to Nephrology Nursing Science. Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Possess good communication (written & verbal) and presentation skills. Computer literacy Have a good research and analytical skills. Competence in conflict management. Willingness to travel.
<u>DUTIES</u>	:	Provide an effective and efficient clinical training of student nurses in the post Basic Nursing programmes (635) Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas Coordinates and ensure clinical accompaniment of students. Develops and ensure implementation of quality assurance programmes. Collaborates with other internal and external stakeholders and build a sound relationship within the Department. Policy analysis and development. Development and review of nursing curricula for all categories of training. Implements the new nursing programmes in line with SANC and CHE regulations. Participates in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participates in all governance

		structures of the College. Support the mission and promote the image of the college. Exercise control over students.
<u>ENQUIRIES</u>	:	Mrs B.E. Shezi Tel No: 033-897 3508
<u>APPLICATIONS</u>	:	Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200
<u>FOR ATTENTION</u>	:	Mrs M Chandulal
<u>NOTE</u>	:	Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae only.
<u>CLOSING DATE</u>	:	17 March 2023
<u>POST 08/308</u>	:	<u>PROFESSIONAL NURSE - SPECIALTY (ADVANCE MIDWIFERY AND NEONATAL) REF NO: EGUM 16/2023</u>
<u>SALARY</u>	:	Grade 1: R400 644 – R 464 466 per annum, Plus 13th cheque/service bonus plus Rural allowance 8% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)
<u>CENTRE</u>	:	E G & Usher Memorial Hospital
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent. Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse, 1 (One) year post basic qualification in Advanced Midwifery and Neonatal Nursing Science accredited by SANC. Registration certificate from SANC as Professional Nurse and Advance Midwifery and Neonatal Nursing Science. Current registration with South African Nursing Council as a General Nurse, and Advanced Midwife (SANC Receipt for 2023). Current and previous experience endorsed and stamped by Human Resource (Employment History). All the attachments /proof will be submitted by shortlisted candidates only. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act. Patient's Rights Charter, Batho-Pele Principles. Public service regulations, Labour Relations Act, Disciplinary Code and Procedure, Communications skills, report writing skills, computer literacy, facilitation skills, networking skills, problem solving skills, planning/organizing and ability to function as part of the team.
<u>DUTIES</u>	:	Monitoring of patients in labour and conducting deliveries. Implement standards, practices, criteria and indicators for improving quality nursing care. Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stake holders. Utilize human, material and physical resources efficiently and effectively. Conduct ESMOE and HBB Drills. Implement National Core Standards guidelines and Standard Operational Plans. Implement strategies and standard operational plans for Infection Prevention and Control. Monitor and report Patient safety incidents e.g. needle stick injuries, patient complaints etc. assist in planning and co-ordination of training and promote learning opportunities for all nursing categories i.e. on the job training. Ensure and monitor the availability, adequately and optimum utilization of all resources. Assist in orientation, induction and mentoring of all nursing staff and orientation of other staff. Provide effective management and professional leadership by ensuring that the unit is organized to provide quality nursing care. Coach and appraise staff at all levels and be able to resolve problems. Implement maternal and child health care programmes (PMTCT, MBFI, IMCI, PPIP, KINC etc. Attend perinatal mortality review meetings.
<u>ENQUIRIES</u>	:	Mrs. NJ Matthwes Tel No: 039 - 797 8100
<u>APPLICATIONS</u>	:	Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.
<u>FOR ATTENTION</u>	:	Human Resource Department
<u>NOTE</u>	:	The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za , updated and fully detailed with Curriculum Vitae. In addition, <u>Only</u> shortlisted applicants will be requested to bring originals

of qualifications, Identity document and proof of registration for related council when required in the advert. Faxed and emailed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 03/2022.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possession of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA) the attachments /proof will be submitted by shortlisted candidates only). Non-RSA / Permanent Residents / Work permit holders the attachments /proof will be submitted by shortlisted candidates only). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due to financial constraints, No S&T will be paid to candidates when attending the interviews.

<u>CLOSING DATE</u>	:	17 March 2023 @ 16H00 afternoon
<u>POST 08/309</u>	:	<u>PROFESSIONAL NURSE SPECIALTY GRADE 1 & 2 IN NEONATAL INTENSIVE CARE UNIT REF NO: LRH 04/2023 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R400 644 per annum Grade 2: R492 756 per annum Plus 8% inhospitable allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Ladysmith Regional Hospital Grade 12 (Senior Certificate) or equivalent qualification. Diploma/Degree in General Nursing and Midwifery. Current Registration with SANC (2023). Post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Child Nursing Science or Intensive Critical Care or Neonatal Nursing Science. Grade 1: A minimum of 4/four years appropriate/recognizable experience after registration with SANC as a General Nurse Plus one year Post Basic Qualification in Child Nursing Science or Intensive Critical Care or Neonatal Nursing Science. Grade 2: A minimum of 14 years appropriate/recognizable experience after registration with SANC as a General Nurse. At least 10 years of the period mentioned above must be appropriate/recognizable experience after obtaining one year Post Basic Qualification in Child Nursing Science or Intensive Critical Care or Neonatal Nursing Science. Certificate of service endorsed by Human Resource Department. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care process and procedures and other relevant legal framework. Labour relations and Grievance procedures. Good communication and interpersonal skills. Ability to make independent decisions. Good interpersonal skills including public relations, conflict handling and counselling. Expertise in clinical nursing practices. Working as an independent practitioner in the ward environment. Team building and supervisory skills. In depth Knowledge of Acts, Policies, Procedures, Prescripts and Legislations.
<u>DUTIES</u>	:	Provide optimal holistic specialised quality nursing care with set standards and relevant legal framework. Implement neonatal / child Health care programmes. Develop and implement quality assurance policies and operational plans. Implement standards, practices, criteria and indicators for quality nursing care (quality practice). Ensure provision of optimal, holistic, specialized care in accordance with laws and regulations relevant to nursing and health care in the Unit. Provide a safe, therapeutic and hygienic environment for the patient, Maintain clinical, professional and ethical standards. Maintain a constructive working relationship with the multi-disciplinary team. Assist with the administration and management of the Unit. Provide direct and indirect supervision. Ensure effective and efficient management of resources and

ENQUIRIES
APPLICATIONS

FOR ATTENTION
NOTE

availability of essential equipment. Support the Mother Baby friendly initiative. Participate in nursing audits and maintain accurate records. Train and supervise junior staff on neonatal programmes.

Ms T.M.Buthelezi Tel No: 036 637 2111

All applications should be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X 9928, Ladysmith, 3370

Mr S.L.Dlozi

The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

CLOSING DATE

17 March 2023

POST 08/310

PROFESSIONAL NURSE SPECIALTY GRADE 1 & 2 IN ACCIDENT & EMERGENCY UNIT REF No: LRH 05/2023 (X4 POSTS)

SALARY

Grade 1: R400 644 per annum

Grade 2: R492 756 per annum

Plus 8% inhospitable allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)

CENTRE
REQUIREMENTS

Ladysmith Regional Hospital

Grade 12 (Senior Certificate) or equivalent qualification. Diploma/Degree in General Nursing and Midwifery. Current Registration with SANC (2023). A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Emergency & Trauma Nursing Science. **Grade 1:** A minimum of 4/four year's appropriate/recognizable experience after registration with SANC as a General Nurse Plus one year post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Emergency & Trauma Nursing Science. **Grade 2:** Post Basic qualification with a duration of at least one year in Emergency & Trauma Nursing Science accredited with SANC. A minimum of 14 years actual service and/or appropriate/recognizable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period must be appropriate/recognizable experience in Emergency & Trauma Unit after obtaining the relevant 1 year post basic qualification required for the relevant speciality. Certificate of service endorsed by Human Resource Department. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care process and procedures and other relevant legal framework. Labour relations and Grievance procedures. Good communication and interpersonal skills. Ability to make independent decisions. Good interpersonal skills including public relations, conflict handling and counselling. Expertise in clinical nursing practices. Working as an independent practitioner in the ward environment. Team building and supervisory skills. In depth Knowledge of Acts, Policies, Procedures, Prescripts and Legislations.

DUTIES

Provision of quality emergency nursing care through the implementation of standards and protocols. To develop and ensure implementation of nursing care plans. Identify patients for emergency medical and nursing interventions and initiation of resuscitation measures. Provide comprehensive emergency care inclusive of womens health and other priority programs. Participate in

disaster preparedness programs within the institution. Manage and supervise effective utilization of all resources e.g. human, financial, material. Exercise control over discipline, grievance and Labour Relations issues according to laid down policies and procedures. Maintain accurate and complete patient records according to legal requirements Exercise control over discipline, grievance and Labour Relations issues according to laid down policies and procedures. To uphold the Batho Pele and Patients' Rights Charter Principles. Implement Norms and standards to improve the quality of care. Participate in staff, student and patient teaching. Evaluate patient care programmes from time to time and make proposals for improvement.

ENQUIRIES
APPLICATIONS

FOR ATTENTION
NOTE

: Ms T.M.Buthelezi Tel No: 036 637 2111
: All applications should be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X 9928, Ladysmith, 3370
: Mr S.L.Dlozi
: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

CLOSING DATE

: 17 March 2023

POST 08/311

: **PROFESSIONAL NURSE SPECIALTY GRADE 1& 2 IN OBSTETRICS & GYNAECOLOGY REF NO: LRH 06/2023 (X2 POSTS)**

SALARY

: Grade 1: R400 644 per annum
Grade 2: R492 756 per annum
Plus 8% inhospitable allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)

CENTRE
REQUIREMENTS

: Ladysmith Regional Hospital
: Grade 12 (Senior Certificate). Current Registration with SANC as a Professional Nurse with Midwifery (2023). Diploma/Degree in nursing or equivalent qualification. A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Advanced Midwifery and Neonatal Nursing Science. **Grade 1:** A minimum of 4/four years appropriate/recognizable experience after registration with SANC as a General Nurse and Midwifery and after obtaining the one year Post Basic Qualification in Advance midwifery and Neonatal Nursing Science. **Grade 2:** A minimum of 14 years appropriate/recognizable experience after registration with SANC as a General Nurse and Midwifery. At least 10 years of the period mentioned above must be appropriate/ recognizable in Advanced Midwifery and Neonatal Nursing after obtaining the one year Post Basic Qualification in Advanced Midwifery and Neonatal Nursing Science. Certificate of service endorsed by Human Resource Department. Knowledge, Skills, Training and Competencies Required: 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 relevant health facility. Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Work as part of the multi-disciplinary team to ensure good 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's needs requirements and expectations (Batho-Pele).
<u>DUTIES</u>	:	Implement maternal, neonate and child health care programmes. Improve the health systems for mothers and babies. Ensure the Saving the Mother / Baby recommendations are being implemented. Develop and implement quality assurance progress policies and operational plans. Implement standards, practices and indication for Maternal and Child Health Care. Participate in PPIP meetings and develop Quality Improvement Projects. Strengthen Reproductive Health and Post Natal services. Support the Mother Baby Friendly Initiatives. Improve the Data Management system and ensure timeous submission to Facility Information Officer. Manage effective utilization of resources in the unit. Implement strategies for infection prevention and control measures. Participate in PMDS for staff members. Ability to negotiate with other stake holders, engage in problem solving and conflict management. Deal with grievances and labour relations issues in terms of prescribed policies and procedures. Strengthen the resuscitation services in the unit. Implement National Core Standards policies and guidelines. Ensure implementation of CARMMA elements. Support MOM connect project. Support and mentor student Nurses.
<u>ENQUIRIES</u>	:	Ms T.M.Buthelezi Tel No: 036 637 2111
<u>APPLICATIONS</u>	:	All applications should be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X 9928, Ladysmith, 3370
<u>FOR ATTENTION</u>	:	Mr S.L.Dlozi
<u>NOTE</u>	:	The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za . The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.
<u>CLOSING DATE</u>	:	17 March 2023
<u>POST 08/312</u>	:	<u>PROFESSIONAL NURSE SPECIALTY GRADE 1 & 2 IN PAEDIATRIC REF NO: LRH 07/2023 (X3 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R400 644 per annum Grade 2: R492 756 per annum Plus 8% inhospitable allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)
<u>CENTRE</u>	:	Ladysmith Regional Hospital
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate) or equivalent qualification. Diploma/Degree in General nursing and Midwifery. Current Registration with SANC (2023). A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in child nursing or critical care Nursing Science Grade 1: A minimum of 4/four years appropriate/recognizable experience after registration with SANC as a General Nurse Plus one year Post Basic Qualification in child nursing science or intensive / critical care Nursing Science or Neonatal Nursing science. Grade 2 A minimum of 14 years appropriate/recognizable experience after registration with SANC as a General Nurse. At least 10 years of the period mentioned above must be appropriate/ recognizable experience after obtaining

	one year Post Basic Qualification in child nursing science or intensive /critical care Nursing Science or Neonatal Nursing Science. Certificate of service endorsed by Human Resource Department. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care process and procedures and other relevant legal framework. Labour relations and Grievance procedures. Good communication and interpersonal skills. Ability to make independent decisions. Good interpersonal skills including public relations, conflict handling and counselling. Expertise in clinical nursing practices. Working as an independent practitioner in the ward environment. Team building and supervisory skills. In depth Knowledge of Acts, Policies, Procedures, Prescripts and Legislations.
<u>DUTIES</u>	: Provide optimal holistic specialised quality nursing care with set standards and relevant legal framework. Implement neonatal / child Health care programmes. Develop and implement quality assurance policies and operational plans. Implement standards, practices, criteria and indicators for quality nursing care (quality practice). Ensures provision of optimal, holistic, specialized care in accordance with laws and regulations relevant to nursing and health care in the Unit. Provide a safe, therapeutic and hygienic environment for the patient, Maintain clinical, professional and ethical standards. Maintain a constructive working relationship with the multi-disciplinary team. Assist with the administration and management of the Unit. Provide direct and indirect supervision. Ensure effective and efficient management of resources and availability of essential equipment. Support the Mother Baby friendly initiative. Participate in nursing audits and maintain accurate records. Train and supervise junior staff on neonatal programmes.
<u>ENQUIRIES</u>	: Ms T.M.Buthelezi Tel No: 036 637 2111
<u>APPLICATIONS</u>	: All applications should be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X 9928, Ladysmith, 3370
<u>FOR ATTENTION</u>	: Mr S.L.Dlozi
<u>NOTE</u>	: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za . The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint No S&T claims will be considered for payment to the candidates that are invited for an interview.
<u>CLOSING DATE</u>	: 17 March 2023
<u>POST 08/313</u>	: <u>PROFESSIONAL NURSE - SPECIALTY (OPERATING THEATRE) REF NO: EGUM 17/2023</u>
<u>SALARY</u>	: Grade 1: R400 644 – R464 466 per annum Grade 2: R492 756 – R606 042 per annum Plus 13th cheque/service bonus plus Rural allowance 8% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)
<u>CENTRE</u>	: E G & Usher Memorial Hospital
<u>REQUIREMENTS</u>	: Senior certificate / Grade 12 certificate or equivalent. Diploma / Degree in General nursing and Operating Theatre Technique. (One) year post basic qualification in Operating Theatre Technique accredited by SANC. Registration Certificates from South African Nursing Council as Professional Nurse and Operating Theatre Technique. Current registration with South African Nursing

Council as a General Nurse, Midwifery and Operating Theatre Technique (SANC Receipt for 2023). Current and previous experience endorsed and stamped by Human Resource (Employment History). All the attachments /proof will be submitted by shortlisted candidates only. **Grade 1:** A Minimum of (4) year's appropriate recognisable experience in nursing after registration with SANC in General Nursing and Operating Theatre Technique. **Grade 2:** A Minimum of (14) year's appropriate recognisable experience in nursing after registration with SANC in general nursing and Midwifery. At least (10) years of the period mentioned above must be recognisable experience in the specific speciality, after obtaining the one year post basic qualification in the relevant speciality. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as, Nursing Act, Health Act, Occupational Health and Safety Act. Patient's Rights Charter, Batho-Pele Principles. Public service regulations, Labour Relations Act, Disciplinary Code and Procedure, Communications skills, report writing skills, computer literacy, facilitation skills, networking skills, problem solving skills, planning/organizing and ability to function as part of the team. Team building and cross culture awareness.

DUTIES

: To handle obstetric and emergencies and high risk conditions. Execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients' rights principles. Provide a safe, therapeutic environment as laid down by the Nursing Act. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, Material etc. Implementation and Management of Infection Control and Prevention protocols. Assist with performance reviews i.e. EPMDS as well as student progress reports. Maintain a plan to improve the quality of Nursing and Health Care in Operation Theatre. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment.

ENQUIRIES **APPLICATIONS**

: Mr. MJ Mbali Tel No: 039 - 797 8100
: Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.

FOR ATTENTION **NOTE**

: Human Resource Department
: The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za, updated and fully detailed with Curriculum Vitae. In addition, Only shortlisted applicants will be requested to bring originals of qualifications, Identity document and proof of registration for related council when required in the advert. Faxed and emailed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 03/2022.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA) the attachments /proof will be submitted by shortlisted candidates only). Non-RSA / Permanent Residents / Work permit holders the attachments /proof will be submitted by shortlisted candidates only). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been

unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due to financial constraints, No S&T will be paid to candidates when attending the interviews.

<u>CLOSING DATE</u>	:	17 March 2023 @ 16H00 afternoon
<u>POST 08/314</u>	:	<u>ADVANCED MIDWIFERY OR CLINICAL NURSE PRACTITIONER REF NO: POM 05/2023 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R400 647 - R450 939 per annum Grade 2: R478 404 - R588 399 per annum Other benefits: 13 th Cheque. Medical aid (Optional). Home Owner's allowance: Employee must meet prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Pomeroy CHC (MNCWH) Grade 1: Senior Certificate / Grade 12. Degree/Diploma in General Nursing Science & Midwifery. One year diploma in Advanced in General Nursing and Neonatal Nursing Science/ Clinical Nursing Science Health Assessment and Care. A Minimum of four years appropriate in General/ recognizable experience after registration as Professional Nurse. Current registration with SANC 2023. Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application, only when shortlisted. Requirements Grade 2: Senior Certificate / Grade 12. Degree/Diploma in General Nursing Science & Midwifery. One year diploma in Advanced in General Nursing and Neonatal Nursing Science/ Clinical Nursing Science Health Assessment and Care. A Minimum of 14 years appropriate in General/ recognizable experience after registration as Professional Nurse of which 10 years must be appropriate experience in the speciality after obtaining the one year post year basic qualification in relevant speciality. Current registration with SANC 2023. Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application, only when shortlisted. Knowledge; Skills; Training and Competencies Required: Knowledge of Nursing procedures relevant Acts and Policies. Sound understanding of legislation and related ethical nursing practices. Good communication and interpersonal skills. Decision making skills and problem solving. Knowledge of all programs related to nursing discipline. Knowledge of Batho Pele principles and patient Rights. Knowledge of Covid-19 protocols.
<u>DUTIE</u>	:	Provide comprehensive quality maternal and child health care in a cost-effective and effective and efficient manner. Demonstrate effective communication with, with supervisors and other clinicians including report writing. Order monitor and control level of consumables. Ensure proper utilization and safe keeping of basic equipment. Demonstrate compliance with nursing act and SANC. Implement quality improvement programmes e.g. CARMMA, ESMO, PMTCT, mom connect etc. Ensure that the unit complies with Norms & Standard and ideal clinic. Assist Operational Manager with overall management. Render antenatal, Labour post-natal care and IMCI. Participate in teaching of staff and mothers/relatives and mentorship of junior staff and trainees. Implement plan of action in emergency situation according to protocols and guidelines. Attend weekly monthly nursing and multidisciplinary meeting and implement action plan. Ensure that MNCWH and MBFI programmes are properly implemented. Conduct audits and implement quality improvement programs. Participate in data collection comply with the thereof. Uphold Batho Pele principles and right charter. Manage all resource with unit effectively and efficiently to ensure optimum service. Assist in planning organising and monitoring of objectives of the unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. PM Khumalo Tel No: (034) 662 3344 All applications should be posted on: Human Resource Manager; Pomeroy CHC; Private Bag X529; Pomeroy; 3020. OR Hand Deliver at Pomeroy CHC Human Resource Management Offices; Office Number 16-114.
<u>NOTE</u>	:	The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: Applications must be submitted on the prescribed most recent Application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must be originally signed and dated. The application form (Z83) form must be accompanied by detailed Curriculum Vitae. The communication from the HR of the department regarding the requirements for certified documents and proof of current and previous work experience endorsed and stamped by human

resource/certified of service will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83; e.g. Reference Number (POM 01/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualifications by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (This institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s). NB: Please Note That Due To Financial Constraints, There will be no payment of S&T and resettlement payment for attending interviews. Accommodation will only be allocated when it is available otherwise successful candidate must arrange their private accommodation prior to assumption of duty. No Interim accommodation in a form of bed and breakfast or hotel accommodation.

<u>CLOSING DATE</u>	:	17 March 2023
<u>POST 08/315</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 OR 2 (MENTAL HEALTH CARE COORDINATOR) REF NO: GTN 08/2023 (X1 POST)</u> Component: Nursing
<u>SALARY</u>	:	Grade 1: R400 644 – R464 466 per annum Grade 2: R492 756 – R606 042 per annum Other benefits: 13th cheque, plus 12% Rural allowance, Medical aid (Optional). Housing allowance
<u>CENTRE REQUIREMENTS</u>	:	Greytown Hospital (PHC) Senior Certificate /Grade 12 Plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) that allows registration with South African Nursing (SANC) as a Professional Nurse Plus; Diploma /Degree in General, Psychiatry and Midwifery Nursing Science plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care Plus; Certificates of Registration with SANC in (General Nursing and relevant post basic qualification) Plus; Current S.A.N.C receipt 2023 Plus Valid driver's license code 8 Experience Grade 1: A minimum of four (4) years appropriate / recognizable nursing experience in nursing after registration as a Professional Nurse with SANC in General Nursing plus one (1) year post basic qualification in Clinical Nursing Science ,Health Assessment , Treatment and Care . Grade 2: A minimum of fourteen (14) years recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing of which at least ten (10) years must be appropriate recognizable experience in the specific speciality after obtaining 1 year post basic qualification in Clinical Nursing Science , Health Assessment , Treatment and Care. Knowledge, skills, Training and Competences required. Demonstrate effective communication with patient, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good 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. A sound knowledge and understanding of all relevant legislative framework i.e. Nursing Act, Mental Health Act, Occupational Health and Safety Act, National Health Act, SANC Rules and Regulations, Labour Relations Act, Public Service Act etc. Knowledge of Batho Pele Principles and Patients' Right Charter. Good communication, interpersonal and problem solving skills. Sound knowledge of disciplinary processes and grievance procedures. Knowledge of code of conduct, leadership, organizational, decision making, counselling and conflict management skills. Report writing and time management skills.
<u>DUTIES</u>	:	Monitor and evaluate performance of clinic staff according to set standards, norms, and target and to ensure effective reporting. Facilitate implementation of the mental Health Care Act. Facilitate clinical audit system for mental health. Support and strengthening of partnership with community based organisation. Improve the quality of mental health care by establishing minimum based organisation. Improve the quality of mental health care by establishing minimum norms and standards. Assisting the sub district to provide

comprehensive mental health and substance abuse services with an emphasis on community based care. Ensuring human rights of people with mental disability and shifting community attitudes towards the mentally ill. Intensify programmes for the prevention and treatment of substance abuse. Informing the Institution of health management of potential risks and threats to the effective implementation of mental health service delivery. Engagement with other stakeholders in the field of mental health and substance abuse. Understanding of challenges facing the Public Health Sector. Ability to plan and prioritize issues and other work related matters and to comply. Ensure provision of Nursing Care through adequate supervision and provide nursing care that leads to improved service delivery by maintaining client satisfaction. Screening diagnosis and treatment of patients. Ensure the efficient and effective control of surgical sundries pharmaceuticals, equipment and miscellaneous stores. Maintain accurate and complete patient's records according to legal requirements. Assist in compiling and updating of procedural guidelines. Coordinate services within the institution and other services related to community health (NGOs, CBOs and CHWs). Ensure data management at all levels. Demonstrate effective communication with health teams, supervisors and other clinicians including report writing monthly and statistics as required. Able to plan and organize own work and that of support personnel to ensure good community care. Provide educational services to staff and communities. Display concern for the community; promoting and advocating proper care including awareness and willingness to respond to community needs. Assist with performance management through EPMDs. Ensure increased accessibility of health services to all community members including staff.

ENQUIRIES
APPLICATIONS

FOR ATTENTION
NOTE

: Ms P.P.L Nkala Tel No: (033) 4139 410
: Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown,3250.
: Mrs Z.J Ngobe
: The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

CLOSING DATE

POST 08/316

SALARY

CENTRE
REQUIREMENTS

: 31 March 2023
: **CLINICAL NURSE PRACTITIONER (CASUALTY) GR 1 REF NO: STC 05 /2023 (X1 POST)**
: R400 644 – R464 466 per annum. Other Benefits: 13th Cheque, Medical Aid (optional), Home Owner Allowance PLUS 8% Rural Allowance (subject to meeting prescribed requirements)
: St Chads CHC
: Senior certificate or Grade 12.Degree/ Diploma in Nursing Science and midwifery. Current registration certificate with SANC as a professional Nurse

in General Nursing and Midwifery (2023) Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with a duration of at least one (1) year. Certificate of service endorsed by Human Resource Department is required (only when shortlisted). Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing. At least one year Post Basic Nursing qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. Knowledge, Skill, Training And competencies Required: Knowledge of SANC rules and regulations. Knowledge of legislative framework and departmental prescripts. Ability to formulate patients care related policies. Knowledge of provincial acts and national acts policies. Knowledge of sound Nursing care delivery approaches. Basic financial management skills. Knowledge of human resource management. Ability to formulate vision, mission and objectives of the unit. Communication skills and decision making. Ability to provide mentoring and coaching. Have leadership and supervisory skills.

DUTIES : Ensure data management at all levels, Manage and supervise effective utilization of allocated resources, Demonstrate effective communication with patients, supervisors and other clinicians including report writing monthly and statistics as required, able to plan and organize own work and support personnel to ensure nursing care diagnose , treat and dispense medication, Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all Health programmes including NGOs, CBOs, and CHWs, Deputize the operational Manager in charge of the facility, Monitor infection Prevention and control within the facility, Assist with performance reviews i.e. EPMDs. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a s sense of care, ensure that Batho Pele principles are implemented, Ensure increased accessibility of health services to all community members including staff.

ENQUIRIES : Mr. M.I Siyaya Tel No: 036 637 9600
APPLICATIONS : All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

FOR ATTENTION : Mr S.D.Mdlletshe
NOTE : The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply

CLOSING DATE : 17 March 2023

POST 08/317 : **CLINICAL NURSE PRACTITIONER (SCHOOL HEALTH) GRADE 1 REF NO: EKUVU 02/2023**

SALARY : Grade 1: R400 644 – R464 466 per annum. Other Benefits: 13th cheque; Medical Aid (optional); Home Owner's allowance (employee must meet prescribed requirements) 8% Rural allowance

<u>CENTRE REQUIREMENTS</u>	: St Chads CHC (Ekuvukeni clinic)
	: Senior certificate or Grade 12 Degree/ Diploma in Nursing Science and midwifery Midwifery (2023). Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with a duration of at least one (1) year. Certificate of Service endorsed and stamped by Human resource Department is required (only when shortlisted). Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing. At least one year Post Basic Nursing qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. Knowledge; Skills And Competencies Required: Knowledge of SANC rules and regulations. Knowledge of legislative framework and departmental prescripts. Ability to formulate patients care related policies. Knowledge of provincial acts and national acts policies. Knowledge of sound Nursing care delivery approaches. Basic financial management skills. Knowledge of human resource management Ability to formulate vision, mission and objectives of the unit. Communication skills and decision making. Ability to provide mentoring and coaching. Have leadership and supervisory skills.
<u>DUTIES</u>	: Responsible for leading of school health team. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Providing HPV vaccines to the legible school children as per departmental schedule, Screening, diagnosing, treatment and care of school children, Ensure proper referrals of the school children having some challenges, Ensuring school accreditation under her/his supervision, Identify areas of improvement, problems etc. and communicate to the Operational Manger, Ensuring the implementation of the Community Based Model concept, Maintain accurate and complete patient's records according to legal requirements, Assist in compiling and updating of procedural guidelines, Implement new guidelines, departmental policies and acts governing the Nursing Profession, Ensure proper control and effective utilization of all resources including, financial, pharmaceuticals and infrastructure, Always promoting scientific quality nursing care by functioning as therapeutic team coordinating between the clinic and community and prevention micro-legal hazards, Ordering, control and seakeeping of supplies, medicine and equipment, Collects statistics, compile and submit daily and monthly report.
<u>ENQUIRIES APPLICATIONS</u>	: Mr. M.I Siyaya Tel No: 036 637 9600
	: All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.
<u>FOR ATTENTION NOTE</u>	: Mr S.D.Mdletshe
	: The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply
<u>CLOSING DATE</u>	: 17 March 2023

<u>POST 08/318</u>	:	<u>CLINICAL NURSE PRACTITIONER (PHC) GR 1 & 2 REF NO: ROCK 01/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R400 644 – R464 466 per annum Grade 2: R492 756 - R606 042 per annum Other Benefits: 13 th cheque; Medical Aid (optional); Home Owner's allowance (employee must meet prescribed requirements) 8% Rural allowance
<u>CENTRE REQUIREMENTS</u>	:	St Chads CHC (Rockcliff clinic)
	:	Senior certificate or Grade 12. Degree/ Diploma in Nursing Science and midwifery Current registration certificate with SANC as a professional Nurse in General nursing and Midwifery (2023)Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with duration of at least one (1) year. Certificate of Service Endorsed by Human Resource Department. Experience: Grade 1: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing. At least one year Post Basic Nursing qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. Experience: Grade 2: A minimum of 14 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years must be appropriate/ recognizable experience after obtaining the one year Post Basic qualification inn Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. Certificate of Service endorsed and stamped by Human resource Department is required (only when shortlisted). Knowledge; Skills and Competencies Required: Knowledge of SANC rules and regulations. Knowledge of legislative framework and departmental prescripts. Ability to formulate patients care related policies. Knowledge of provincial acts and national acts policies. Knowledge of sound Nursing care delivery approaches. Basic financial management skills. Knowledge of human resource management Ability to formulate vision, mission and objectives of the unit. Communication skills and decision making. Ability to provide mentoring and coaching. Have leadership and supervisory skills.
<u>DUTIES</u>	:	Deputize the Operational Manager during her absence Demonstrate effective communication with patients, supervisors and other clinicians, including report writing, Screening, diagnosing, treatment and care of the clients, Ensure proper referrals of the clients to other levels of care, Ensure decanting of clients into differentiated Models of care, Identify areas of improvement, problems etc. and communicate to the Operational Manger, Maintain accurate and complete patient's records according to legal requirements, Assist in compiling and updating of procedural guidelines, Ensure implementation of 909090 strategy, Implement new guidelines, departmental policies and acts governing the Nursing Profession, Ensure proper control and effective utilization of all resources including, financial, pharmaceuticals and infrastructure, Always promoting scientific quality nursing care by functioning as therapeutic team coordinating between the clinic and community and prevention micro-legal hazards, Ordering, control and seakeeping of supplies, medicine and equipment.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. M.I Siyaya Tel No: 036 637 9600
	:	All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.
<u>FOR ATTENTION NOTE</u>	:	Mr S.D.Mdletshe
	:	The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not

been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.

<u>CLOSING DATE</u>	:	17 March 2023
<u>POST 08/319</u>	:	<u>OCCUPATIONAL HEALTH NURSE GRADE 1 REF NO: ST 04/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R400 644 – R464 466 per annum. Other Benefits: 13 th cheque; Medical Aid (optional); Home Owner's allowance (employee must meet prescribed requirements) 8% Rural allowance
<u>CENTRE REQUIREMENTS</u>	:	St Chads CHC
	:	Senior certificate or Grade 12 Degree/ Diploma in General Nursing Science and Current Registration certificate with SANC as a professional Nurse. One (1) year post basic qualifications in Occupational Health Nursing Science. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing. Proof of current registration with SANC (2023). Valid Driver's license (code 8 or 10) Certificate of Service endorsed and stamped by Human resource Department is required. (Only when shortlisted). Knowledge; Skills and Competencies Required. Knowledge of nursing care processes and procedures, nursing status and other relevant legal framework. Sound knowledge of Occupational Health and Safety Act, Compensation for Occupational injuries and Disease Act (COIDA) and the latest Employee Health Wellness framework for the Public Service. Knowledge of basic human resource and financial management. Ability to formulate occupational health related policies and procedures. Ability to demonstrate good insight of policies and procedures pertaining to occupational and solving capabilities. Ability to communicate both verbally and in writing. Computer literacy on basic Microsoft Software packages.
<u>DUTIES</u>	:	Co-ordinate HIV/AIDS and TB Management Sub-Programme in context of prevention, treatment, care and support management of human and legal rights, access to justice and monitoring, research and surveillance, Operationalize HEALTH and Productivity Management Sub-Programme in context of health and productivity, disease management, chronic illness, mental health, temporary incapacity leave, ill health retirement, injury on duty, occupational disease and educational health and promotion, Work as part of multidisciplinary team to ensure quality of care, including working cooperative with all employees of diverse social, religious and cultural backgrounds on the development of orientation and induction programme, Champion, promote and advocate proper treatment and care, including employee health and wellness campaigns so as to respond to the needs of employees, Conduct disease profiles amongst employees and develop quality improvement plans, policies and procedures and ensure their timeous implementation's- ordinate healthy lifestyle promotion, medical surveillance (baseline, periodical and exit) and occupational health training programmes, Conduct occupational health audits in compliance with the occupational Health and Safety Act 85 of 1993 and relevant legislation baseline/audit improvement, including the implementation of occupational health and safety manuals and protocols, Co-ordinate establishment of a multi-disciplinary HIV, AIDS, TB, Health and Productivity Management Sub-Committees as a platform of reflecting on employee health and wellness issues. Compile and capture IOD cases on Umehluko System, including compilation of IOD statistics to ensure reporting to Compensation Commissioner's Officer in the Department of Labour, Maintain accurate staff records, identify and investigate occupational health disease and compile statistics and submit reports to the CHC management and District Office, Develop occupational health business plan in line with the institutional plans, and manage, plan, monitor, evaluate and review the utilization of resources as an acting employee health and wellness programme coordinator/manager.
<u>ENQUIRIES</u>	:	Mr.SD Mdletshe Tel No: 036 637 9600

<u>APPLICATIONS</u>	:	All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.
<u>FOR ATTENTION NOTE</u>	:	Mr S.D.Mdletshe
	:	The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	17 March 2023
<u>POST 08/320</u>	:	<u>PROFESSIONAL NURSE (SPECIALTY THEATRE AND CSSD) REF NO: GTN 09/2023 (X1 POST)</u> Component: Nursing (Theatre & CSSD)
<u>SALARY</u>	:	Grade 1: R400 644 – R464 466 per annum Grade 2: R492 756 – R606 042 per annum (Other benefits: 13th cheque, plus 12% Rural allowance, Medical aid (Optional). Housing allowance
<u>CENTRE REQUIREMENTS</u>	:	Greytown Hospital
	:	Grade 12 (senior certificate) Standard 10 Plus Diploma/Degree qualification that allows registration to General and Midwifery Nursing Science Plus One (1) year Diploma / Degree in Medical and Surgical Nursing Science (Diploma in Operating Theatre technique) (DOTT). Plus Current registration with SANC as General Nurse with Midwifery and Medical and Surgical Nursing Science (DOTT). Experience Grade 1: A minimum of 4 years appropriate/ recognizable experience after registration as a Professional Nurse with S.A.N.C. in General Nursing plus one (1) year post basic qualification in relevant field (DOTT). Grade 2: A Minimum of 14 years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with S.A.N.C. in General Nursing At least 10 years of the period referred to above must be appropriate / recognisable Theatre experience after obtaining one (1) year post basic qualification in relevant field (DOTT). Knowledge, skills, Training and Competences required. Sound knowledge of latest technology in Theatre Nursing. Sound knowledge nursing care. Sound knowledge of nursing care delivery approaches. Formulation of mission and objectives of the unit. A Sound knowledge of the Provincial Health Act of 2000, the Nursing Act, Occupational Health & Safety Act of 1995. Maintain accurate and complete patient records according to legal requirements.
<u>DUTIES</u>	:	Ensure obstetric and emergencies and high risk conditions are handled appropriately. Provide a safe therapeutic environment and ensure ethical standards within a professional and legal framework is maintained as laid down by the Nursing Act Provide an optimal, holistic specialized nursing care with set standards and within a professional/ legal framework. Delegate duties and support staff in the execution of patient care. Assist with relief duties of the supervisor and act as a junior shift-leader on both day and night shift. To participate in quality improvement programmes and clinical audits. Co-

ordination of optimal holistic specialised nursing care provided within set standards and a professional / legal framework. Manage effectively the utilization and supervision of human, financial, physical and material resources and services. Co-ordination of the provision of effective training research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development. To relieve with duties of the supervisor i.e. Operational Manager. To partake in overall specialized unit functions i.e. Team Building. Participate in the analysis, formulation and implementation of nursing guidelines practice standards and procedures. Ensure and monitor adherence of decontamination policy in CSSD. Ensure safe handling of unused and used instruments, including their checking and transport to CSSD. Ensure implementation and monitoring of evaluation and testing of instruments and all equipment. Maintain constructive working relationships with nursing and other stakeholder's i.e inter-professional and inter-sectoral and multi-disciplinary team work. Exercise control over discipline, grievance and labour relation issues

ENQUIRIES
APPLICATIONS

: Ms P.P.L Nkala Tel No: (033) 413 9410
: Applications forwarded to: Human Resource Manager, Private bag X 5562, Greytown,3250.

FOR ATTENTION
NOTE

: Mrs Z.J Ngobe
: The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

CLOSING DATE

: 31 March 2023

POST 08/321

: **CLINICAL NURSE PRACTITIONER – GRADE 1 OR 2 (PHC) REF NO: IMBALCHC02/2023 (X1 POST)**

SALARY

: Grade 1: R400 644 – R464 466 per annum
Grade 2: R492 756 – R606 042 per annum
Allowances: 8% Inhospitable allowance, 13th cheque, Housing allowance and Medical aid (employee must meet the prescribed requirements)

CENTRE
REQUIREMENTS

: Imbalenhle CHC
: Senior Certificate /Grade 12, Degree /Diploma in General Nursing and Midwifery (obtainable from University/ College), Registration certificate with SANC as a General Nurse and Midwife, Post Basic Qualification in Primary Health Care registered with SANC, Current SANC registration (2022/23 Receipt), Certificate of Service endorsed by HR Department. Experience Required: **Grade 1:** A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and Midwifery and after obtaining the one year Post Basic Qualification in the Specialty (Primary Health Care), **Grade 2:** A minimum of fourteen (14) years appropriate / recognizable experience in Nursing after

	registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate / recognizable experience in Post Basic Qualification in the relevant Speciality (Primary Health Care). Recommendations: Nirmart trained, Valid driver's license C1(Code 10), MMC trained, preferably a male. Knowledge, Skills And Competencies: Knowledge of nursing care processes and procedures, nursing statutes and other, relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele, And Patients' Rights Charter, Labour Relations Act, Grievance procedures, etc., Leadership, organizational, decision making and problem solving abilities, Interpersonal skills including public relations, negotiating, conflict handling and counselling, Financial and budgetary knowledge. Good driving skills, Time management, Good in-sight of procedures and policies pertaining to nursing care. Computer skills in basic programs.
<u>DUTIES</u>	: Provision of the comprehensive primary health care objectives, Implement standards, practices criteria for quality nursing care, Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients in the clinic, Ensure proper utilization of human, material and financial resources and keeping up to date records of resources, Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assist patients to develop a sense of self-care, Participate and oversee development and implementation of clinical policies, procedures and guidelines for MNCWH, HAST, NUTRITION, FP, MBFI, PMTCT, MOM CONNECT, COVID 19 and other related programs/projects, e.g. MEN,s CLINIC,MMC/ISIBAYA SAMADODA, Assist the Operational Manager to implement standards, practices, criteria and indicators for quality nursing practices, Collect, analyze and interpret data using standard data collecting tools and undertake management thereof, Implement CCMDD program according to standardized criteria, Participate in staff development using EPMDS System and other work related programs and training, Participate in clinical records audits Advocate for Nursing Ethics and Professionalism, NB : The incumbent will be expected work on day and night shift.
<u>ENQUIRIES</u>	: Mrs LH Sibiya Tel No: 033 – 398 9100 EXT: 9103
<u>APPLICATIONS</u>	: Applications must be forwarded to: Human Resources Department Imbalenhle Community Health Centre, Private Bag X 9104, Pietermaritzburg, 3200 or Hand delivered at Imbalenhle Community Health Centre- HR, Unit 3, Thwala Road, Imbali, Pietermaritzburg.
<u>NOTE</u>	: Imbalenhle Community Health Centre is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the institution. Preference will be given to African male and People with disability. Applicants must submit copies of qualifications, identity document and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.
<u>CLOSING DATE</u>	: 17 March 2023
<u>POST 08/322</u>	: <u>PROFESSIONAL NURSE (SPECIALTY) – ADVANCED MIDWIFERY: PMTCT CO-ORDINATOR REF NO: IMBALCHC03/2023 (X1 POST)</u>
<u>SALARY</u>	: Grade 1: R400 644 – R464 466 per annum Grade 2: R492 756 – R606 042 per annum Allowances: 8% Inhospitable Allowance, 13th Cheque, Housing Allowance and Medical Aid (Employee must meet the prescribed requirements).
<u>CENTRE</u>	: Imbalenhle CHC
<u>REQUIREMENTS</u>	: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing and Midwifery plus one year post basic qualification in Advanced Midwifery and Neonatal Nursing Care. Grade 2: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery which 10 years must be appropriate/recognizable experience after obtaining the one

year post basic qualification in Advanced Midwifery and Neonatal Nursing Care. Senior Certificate /Grade 12, Degree/Diploma in General Nursing and Midwifery, Registration with SANC as General Nurse, Advanced Midwifery and Neonatal Nursing Care, A minimum of 4 years appropriate/recognizable registration experience as a General Nurse, 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Care, Current Certificate with SANC to practice in 2023, A Certificate of Service endorsed by Human Resources for all relevant experience. Knowledge, Skills Training and Competencies Required: Relevant legal framework such as Nursing Acts, Mental Act, OH&S Act, Batho Pele and Patients Right Charter, Labour Relations Act, Grievance procedures etc, Leadership, organizational, decision making and problem solving skills, Conflict handling and counselling skills. Sound knowledge of procedures and policies pertaining to nurse care, Good communication skills, Good interpersonal relationship skills, Coordination and planning skills, Report writing skills, Knowledge of TB control, HIV including PMTCT and ARV management.

DUTIES

: To plan and coordinate integrated, efficient and effective PMTCT services in the Sub District., Ensure PMTCT Program implementation (PMTCT PRONGS) in the sub district, Analyse emerging health practices and trends and introduce remedial action in conjunction with health care specialists, Participate in the development operational plans and business plans for PMTCT, Conduct support visits within the sub district and report on findings to health management and facilitate the development of quality improvement plans, Participate in activities aimed at fully integrating PMTCT programmes to the main stream of PHC services, Attend to District trainings and coordinate sub district PMTCT trainings, updates for NGOs and Health Care Workers, Monitor the rendering of PMTCT services within the sub district, Provide care that leads to improved health service delivery by upholding principles of Batho Pele. Ensure implementation of norms and standards, quality and clinical audits. Supervision of patients' reports and intervention, keeping a good valid record on all client intervention. Implementation of CARMMA strategy, BANC, EPOC and ESMOE. Administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Ability to plan and organize own work and that of support officers to ensure proper PMTCT. Organize and prepare Perinatal Review Meetings including Wedge meetings, workshops and updates. Prepare and submit reports to facility health management. NB: The incumbent will be expected to assist in the MCWNH stream in day to day activities.

ENQUIRIES APPLICATIONS

: Mrs LH Sibiya Tel No: 033 – 398 9100 EXT: 9103
: Applications must be forwarded to: Human Resources Department, Imbalenhle Community Health Centre, Private Bag X 9104, Pietermaritzburg, 3200 or Hand delivered at Imbalenhle Community Health Centre- HR, Unit 3, Thwala Road, IMBALI, Pietermaritzburg.

NOTE

: Imbalenhle Community Health Centre is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the institution. Preference will be given to African male and People with disability. Applicants must submit copies of qualifications, identity document and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.

CLOSING DATE

: 17 March 2023

POST 08/323

: **ASSISTANT DIRECTOR: SCHOOL HEALTH PROGRAM REF NO: G27/2023**
Cluster: Primary Health Care Systems Development

SALARY CENTRES REQUIREMENTS

: R393 711 per annum (Level 09)
: Head Office: Pietermaritzburg
: Grade 12 (Senior certificate), Diploma or a Degree in General Nursing and Midwifery. A Minimum of 5 years appropriate, recognisable experience post qualification as a Registered Nurse and Midwife. Current registration with the South African Nursing Council (SANC) Valid driver's Licence and Computer

Literacy (MS Office programmes). Recommendation: At least one year experience in the Primary Health Care environment. Knowledge, Skills, Training and Competencies Required: The ideal candidate must possess: Have knowledge of South African Constitution, Bill of Rights Human rights Acts, Labour Relations Act. Public Finance Management Act. (PFMA), Skills Development act, Public Service Act, Public Service Regulations , Children Act, Batho Pele Principles, National Health Insurance Bill. Driving Skill, Computer Literacy, Project management, Good communication and facilitation skills, Problem-solving skills.

DUTIES

: Job Purpose The incumbent of this post will report to the Deputy Director: Primary Health Care Systems Development and will be responsible for the following: Participate in the development of Policies, Guidelines and Strategies for the School Health program. Implement the National Integrated School Health Policy (ISHP), ensuring provision of screening services to school children in line with the Policy. Develop and implement an annual Human Papilloma Virus (HPV) Business Plan. Co-ordinate HPV vaccination campaign and ensure provision of other vaccinations to relevant children in schools. Collaborate with all relevant stakeholders in the implementation of the ISHP Establish the School Health Promotion program, ensuring implementation of Health Promoting schools. Ensure effective and efficient utilisation of allocated resources. Ensure effective referral system of school children to health facilities, Build capacity in Districts on the School Health activities and provide on-going support. Monitor and evaluate performance of the School Health program across the Province and provide on-going feedback to senior management.

ENQUIRIES APPLICATIONS

: Mr J Mdebele Tel No: 033 395 3274
: All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 Or Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower

FOR ATTENTION NOTE

: Miss L Mthlane
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE

: 24 March 2023

POST 08/324

: **DIETICIAN REF NO: SAP 06/2023**
Component: Dietetics Section

SALARY

: Grade 1: R332 427 - R378 318 per annum
: Grade 2: R389 754 - R445 665 per annum
: Grade 3: R459 126 – R557 184 per annum
Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Homeowner's allowance employee Must meet prescribed requirements)

CENTRE REQUIREMENTS

: St Apollinaris Hospital
: Senior Certificate (Grade 12) or equivalent qualification Plus; Degree in Dietetics Plus; Certificates of Registration with HPCSA Plus; Current registration with HPCSA (2023) Plus; Current and previous experience

endorsed by Human Resource Department. Educational qualifications, certificates of service and registration certificates need not be submitted as only shortlisted candidates will be requested to supply certified copies and proof of registration. Experience: **Grade 1:** No Experience. **Grade 2:** A minimum of ten (10) years appropriate recognizable experience after completion of community service as a Dietician and registration with HPCSA. **Grade 3:** A minimum of twenty (20) years appropriate recognizable experience after completion of community service as a Dietician and registration with HPCSA. Knowledge, Skills and Competencies Required: Excellent communication skills, human relations and ability to train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Planning, organizing, leading, controlling, delegation, supervisory, communication, motivation, decision-making and Problem solving.

DUTIES : Render nutritional counselling services. Prescribe and authorize special diet products. Implement of guidelines for the maintenance of healthy nutritional practices. Compile and implement of information pamphlets on nutrition. Plan and implement a suitable program for an individual or group. Ensure effective nutrition care is delivered to patients within the Hospital and clinics. Act as a consultant in the patient curative and rehabilitation programmes. Ensure cost effective yet up to standard nutrition service. Exercise control over food products to minimise wastage. Give expert advice on the nutrient content of food products to be purchased.

ENQUIRIES : should be directed to Dr NE Manci Tel No: 039 833 9001-8
APPLICATIONS : Direct your application quoting the relevant reference number to: The Assistant Director, St. Apollinaris Hospital, thulani.dlamini@kznhealth.gov.za

FOR ATTENTION : Human Resources Section, or to be Hand delivered to Human Resource Section (St Apollinaris Hospital) Creighton on or before the closing date before 16:00.

NOTE : Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualifications and other relevant documents on application, certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application only when a candidate is shortlisted. Failure to comply will result in the application not being considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). "People with disabilities should feel free to apply". The target group in terms of employment equity for posts advertised is African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.

CLOSING DATE : 17 March 2023

POST 08/325 : **DENTAL THERAPIST REF NO: SAP 07/2023**
 Component: Dental Section

SALARY : Grade 1: R332 427 - R378 318 per annum
 Grade 2: R389 754 - R445 665 per annum
 Grade 3: R459 126 – R557 184 per annum

**CENTRE
REQUIREMENTS**

Other Benefits: 13th Cheque, medical Aid (Optional), Homeowner's allowance employee must meet prescribed requirements)

St Apollinaris Hospital

Senior Certificate (Grade 12) or equivalent qualification Plus; Bachelor of Dental Therapy Plus; Certificates of Registration with the HPCSA Plus; Current registration with HPCSA (2023) Plus; Current and previous experience endorsed by Human Resource Department. Educational qualifications, certificates of service and registration certificates need not be submitted as only shortlisted candidates will be requested to supply certified copies and proof of registration. Experience: **Grade 1:** No Experience. **Grade 2:** Bachelor of Dental Therapy and a certificate of Registration with the HPCSA Plus 10 year's appropriate experience after registration as a Dental Therapist. **Grade 3:** Bachelor of Dental Therapy and a certificate of Registration with the HPCSA Plus 20 year's appropriate experience after registration as a Dental Therapist. Knowledge, Skills and Competencies Required: Knowledge and understanding of the legislative prescript governing the Public Service. Ability to communicate effectively with all levels of staff and the public. Computer literacy. Ability to work under pressure. Presentation, planning and organizing skills. Ability to manage conflict and apply discipline. Decision making and problem solving skills.

DUTIES

Render clinical dental services within the Institution, including travelling to the Clinics. Ensure appropriate management and treatment of dental patients. Render quality oral health care to patients (whole spectrum, i.e. extractions under general anaesthetics, endodontic, infection control, waste management, etc.). Ensure appropriate referral of patients. Provide and assure quality health care and information management including generation, collection, collation and analysis of data. Implement policies. Ensure oral health promotion and patient education. Conduct oral health education to patients and identified groups (e.g. elderly at old age homes, school children, etc.). Participate in oral health preventative programs. Participate in oral health month activities (i.e. screening, health talks, etc.). Conduct service need index screening at schools (i.e. cleaning of teeth, extractions, etc.) Supervision of subordinates by ensuring quality of work, development and PMDS.

**ENQUIRIES
APPLICATIONS**

should be directed to Dr NE Manci Tel No: 039 833 9001-8

Direct your application quoting the relevant reference number to: The Assistant Director, St. Apollinaris Hospital, thulani.dlamini@kznhealth.gov.za

FOR ATTENTION

Human Resources Section, or to be Hand delivered to Human Resource Section (St Apollinaris Hospital) Creighton on or before the closing date before 16:00.

NOTE

Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualifications and other relevant documents on application, certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application only when a candidate is shortlisted. Failure to comply will result in the application not being considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). "People with disabilities should feel free to apply". The target group in terms of employment equity for posts advertised is African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.

CLOSING DATE

17 March 2023

<u>POST 08/326</u>	:	<u>WASTE MANAGEMENT OFFICER REF NO: EMS/08/2023</u>
<u>SALARY</u>	:	R331 188 – R390 129 per annum. (Other benefits: Medical optional) 13 th cheque. Home owners allowance (employee must meet prescribed requirements) Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	Emmaus Hospital
	:	Senior Certificate/ Grade 12. Degree /Diploma in Environmental Health. Current registration with HPCSA as an Environmental Health Practitioner (2023). One(1) year relevant experience after registration with the HPCSA as an environmental Health Practitioner .Valid Driver's License. Knowledge & Skills: Knowledge of health and public service legislation, regulations and policies. Strong Supervisory skills and interpersonal relations skills. Communication skills, written and spoken. Computer skills.
<u>DUTIES</u>	:	Manage health care waste for Emmaus Hospital and attached clinics monitor the availability of required Resources. Establish and co-ordinate all activities all activities of an institutional Waste Management Committee, including implementing committee Resolutions and liaise with institutional Management and participate on District Office on all such activities. Conduct institutional audit and participate on District Audits. Ensure implementation of all waste management principles, policies, legislation and standards. Enforce compliance to waste segregation, containerization, storage and transportation. Develop and ensure the implementation of institutional waste management plan, monitor and evaluate it implementation. Oversee and train all staff involved in waste management activities. Manage external collector. Conduct weekly, monthly random hygiene inspections.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. M. Maseko Tel No: 036 488 1570 (ext. 8209)
	:	Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry- Emmaus Hospital.
<u>FOR ATTENTION NOTE</u>	:	Human Resource Manager
	:	Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months). No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling, resettlement allowance will be paid for interview attendance.
<u>CLOSING DATE</u>	:	17 March 2023 at 16:00
<u>POST 08/327</u>	:	<u>SENIOR SUPPLY CHAIN MANAGEMENT OFFICER REF NO: STC06/2023 (X1 POST)</u> Re-Advertisement
<u>SALARY</u>	:	R331 188 per annum, Plus other benefits: 13 th Cheque, Medical Aid (optional), Home Owner Allowance (Employee must meet prescribed conditions)
<u>CENTRE REQUIREMENTS</u>	:	ST Chads CHC
	:	Grade 12 (Senior Certificate), Bachelor Degree/ National Diploma in Financial Management, A minimum of 5-7 experience in Supply Chain Management, Proof of Computer Literacy (MS Office Software applications), Valid driver's license code8/10. Certificate of service stating the relevant experience endorsed by HR will be requested. (Only when shortlisted). Knowledge, Skill, Training And Competencies Required: Grade 12 (Senior Certificate). Bachelor Degree/ National Diploma in Financial Management. A minimum of 5-7 experience in Supply Chain Management. Proof of Computer Literacy (MS Office Software applications). Valid driver's license code8/10.
<u>DUTIES</u>	:	Oversee and render proper management of Demand Acquisition, logistics and warehouse, assets and contract management. Ensure that acquisition of goods, services quotations, tenders and adjudication activities are in accordance with the Institutional Business and Procurement Plan and in line with the Budget. Ensure invitations of quotations from suppliers are in

accordance with SCM policy delegations. Co-ordinate and compile the procurement planning process and compliance to SCM policies. Ensure effective, efficient and economical management of allocated resources of the division as well as staff development. Manage, evaluate and direct performance of SCM. Ensure compliance with Departmental SCM Policy Framework, Practice Notes and Treasury Regulations and Sops'. Conduct internal audit and risk management within all areas of responsibility within SCM and compliance with departmental policies and guidelines. Supervise train and development staff in line with EPMDS and segregate of duties in order to improve service delivery. Provide assistance with the analysis of the trends of the demands for goods and services. Provide assistance to the end users with the development of specifications for goods & services. Ensure relevant DCM committees are in place's-ordinate in-service training in order to promote service delivery. Ensure all monthly returns are submitted timeously for all SCM sections under your supervision Ensure that there are no stock out stocking is done timeously & sent to head office, BOS meets quarterly.

**ENQUIRIES
APPLICATIONS**

: Dr. S.E. Mnguni Tel No: 036 6379600
: All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

**FOR ATTENTION
NOTE**

: Mr S.D.Mdletshe
: The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za. The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.

CLOSING DATE

: 17 March 2023

POST 08/328

: **HEALTH AND SAFETY OFFICER REF NO: PCHC 07/2023**

SALARY

: R331 188 per annum. Benefits: 13th Cheque, home owner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)

**CENTRE
REQUIREMENTS**

: KZN Health -Phoenix Community Health Centre.
: Senior Certificate/ Standard 10/ Grade 12 or equivalent qualification Degree or National Diploma in Environmental Health or National Diploma in Safety Management 3-5 years appropriate experience in Safety Management. NB Proof of current and previous work experience and original or certified copy of Certificate of Service endorsed and stamped by HR will be requested from shortlisted candidates. Recommendation: A valid driver's license (Code B and above) Computer certificates in MS Office especially excel .Knowledge, Skills, Attributes and Abilities required: Vast knowledge of Occupational Health and Safety Act 85 of 1993 Vast knowledge of Compensation of Injuries and Diseases Act 130 of 1993 Good Communication Skills (verbal and written) Ability to identify, monitor, control and investigate hazards and accidents Ability to work in a team Sound Computer Skills i.e. MS Office applications Good Report writing and Presentation Skills.

<u>DUTIES</u>	:	Identify potential situations that could lead to injury/ disability/ death of staff member or visitor, property damage or loss, internal disasters, medico-legal claim and reporting thereof to the Assistant Director: Facilities Management. Ensure that the delegated management and administrative functions are carried out timely and correctly in order for Health and Safety to function in the clinic. Assist in developing and compiling manuals, policies and protocol that will be included in the rolling out of health and safety training, orientation and induction programme. Participate in safety audits for the clinic in compliance with the Occupational Health and Safety Act, 85 of 1993. Assist Assistant Director: Facilities Management in ensuring that the building, construction, plants and machinery meet and maintain compliance certificates that are regulated by the Occupational Health and Safety Act, 85 of 1993 and its regulations. Ensure safety statistics are captured, analysed, interpreted and reported. Liaise with Compensation Commissioner regarding the Injuries on Duty.
<u>ENQUIRIES</u>	:	Dr BC Badripersad (Chief Executive Officer) Tel No: 031-538 0806
<u>APPLICATIONS</u>	:	Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag X007, Mt Edgecombe, 4300.
<u>FOR ATTENTION</u>	:	Mr V.S Mtshali
<u>NOTE</u>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification, will only be submitted by shortlisted candidates to HR on or before the day of the interview. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 02/2023. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidate only. NB: African Males are encouraged to apply
<u>CLOSING DATE</u>	:	17 March 2023
<u>POST 08/329</u>	:	<u>HUMAN RESOURCE PRACTITIONER (HR PLANNING AND DEVELOPMENT) REF NO: PCHC 08/2023</u>
<u>SALARY</u>	:	R269 214 per annum. Benefits: 13 th Cheque, home owner allowance and Medical aid optional (Employee must meet prescribed policy requirements)
<u>CENTRE</u>	:	Phoenix Community Health Centre
<u>REQUIREMENTS</u>	:	Senior Certificate/ Standard 10/ Grade 12/ Matric or equivalent qualification. B Degree or National Diploma in Human Resource Management or Public Administration or Management. 3 to 5 years' experience in Human Resource Planning and Development. NB: Proof of current and previous work experience and original or certified copy of Certificate of Service endorsed and stamped by HR will be requested from shortlisted candidates. Recommendations: A valid driver's licence (Code B and above). Computer certificates in MS Office especially excel. PERSAL Certificates. Knowledge, Skills, Attributes and Abilities required: Knowledge of relevant legislation and prescripts in Human Resource Management. Knowledge of PERSAL. Knowledge of drawing and analysing PERSAL reports. Extensive knowledge of PMDS policy. Vast knowledge of Pay and Grade Progression in the Public Service. Good communication skills (verbal and written). Good facilitation skills. Ability to maintain high level of confidentiality. Good problem solving skills and interpersonal relations. Ability to work under pressure. Knowledge of training and development legislation. Knowledge of MS Office application especially excel. Ability to plan and prioritize the execution of daily tasks.
<u>DUTIES</u>	:	Coordinate and monitor the implementation of Human Resource Development Strategies in the Clinic: Internship, Bursaries, Workplace integrated Learning, Learnerships etc. Develop, implement and evaluate Human Resource Plan, Employment Equity Plan and Workplace Skills Plan. Coordinate Human Resource Training and Development in the clinic. Develop and maintain a database and registers for HR Training and Development programmes. Coordinate and facilitate the orientation and induction programme. Conduct training needs analysis. Conduct skills audit. Facilitate Health Education Training and Development Committee meetings. Manage the functioning of Human Resource planning and Development Component. Prepare and submit monthly, quarterly and annual training reports. Manage and monitor the implementation of Employee Performance and Development for all staff in the Clinic. Work in stakeholders in compiling in-service plan for the entire Clinic

	and monitor its implementation. Supervise day today functioning of Human Resource Planning and Development section. Assist with formulation of HRD policies and strategies.
<u>ENQUIRIES APPLICATIONS</u>	: Mr T.N Ngubane (Assistant Director: HRM) Tel No: 031-538 0809
	: Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag X007, Mt Edgecombe, 4300.
<u>FOR ATTENTION NOTE</u>	: Mr V.S Mtshali
	: Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or from website – www.kznhealth.gov.za . Original signed Z83 must be accompanied by a detailed CV with all the details needed for shortlisting. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents which may be submitted to HR on or before the day of the interview. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 08/2023. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidate only. NB: African Males are encouraged to apply
<u>CLOSING DATE</u>	: 17 March 2023
<u>POST 08/330</u>	: <u>ARTISAN PRODUCTION: CARPENTRY REF NO: EGUM 11/2023</u>
<u>SALARY</u>	: R199 317 – R221 214 per annum, plus 13th cheque/service bonus plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	: E G & Usher Memorial Hospital
	: Standard 8 or Grade 10, Trade Test Certificate in Carpentry, 2-3 years' experience in Carpentry environment. Current and previous experience endorsed and stamped by Human Resource (Employment History). All the attachments /proof will be submitted by shortlisted candidates only. Recommendation: Valid Driver's Licence Code 8 or higher. Computer Literacy: MS Office Software. Knowledge, Skills, Training and Competencies Required: Commitment Skills, Organisational Skills, Accountability skills, Team Work, Problem Solving Skills, Time Management skills, Batho Pele.
<u>DUTIES</u>	: Replace locks to cupboards, drawers and doors. Repair or renew doors, frames, casement and sash windows. Replace sash cords and endless cord to windows and fanlights. Repair or replace door handles and latches. Replace hinges to cupboards and doors. Construct and mount purpose made boxes, notice, pin and black boards and fix into place including mirrors. Install partitions with doors, louver windows etc. Repair or replace skirting and quarter rounds. Repair or replace barge and fascia boards. Repair or replace roof purlins, IBR and corrugated sheeting. Repair roof leaks. Repair and fit ceiling, cover strips and cornice. Lay PVC tiles and fit PVC flooring and make repairs to vinyl floor coverings. Fit towel rails, coat and curtain rails. Fit mops and brooms handles. Alterations to crutches. Cut, plane and machine timber. Maintain tools such as sharpen plane blades and chisel. Set out, erect wooden and steel shelving. Measure materials for job and request timeously to the Artisan Chief. Weekly inspection of all doors, door locks, frames flooring, roofs and sprockets. To supervise handyman's or Tradesman Aid. Be responsible to ensure cleaning of work place. To perform standby duties and after hours call outs. Visit Primary Health Clinics to perform maintenance duties when required. Take responsibility for in-house training and advancement of subordinates.
<u>ENQUIRIES APPLICATIONS</u>	: Ms. PS Mgobhozi Tel No: 039 - 797 8100
	: Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.
<u>FOR ATTENTION NOTE</u>	: Human Resource Department
	: The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the

Website - www.kznhealth.gov.za, updated and fully detailed with Curriculum Vitae. In addition, Only shortlisted applicants will be requested to bring originals of qualifications, Identity document and proof of registration for related council when required in the advert. Faxed and emailed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 03/2022.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possession of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA) the attachments /proof will be submitted by shortlisted candidates only). Non-RSA / Permanent Residents / Work permit holders the attachments /proof will be submitted by shortlisted candidates only). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due to financial constraints, No S&T will be paid to candidates when attending the interviews.

CLOSING DATE

: 17 March 2023 at 16H00 afternoon

DEPARTMENT OF EDUCATION: MPUMALANGA

The Mpumalanga Department of Education is committed to provide equal opportunities and practices affirmative action employment. It is the intention of the Department to promote representivity (disability, gender and race) through the filling of posts and a candidate whose transfer / promotion / appointment will promote representivity will receive preference.

<u>APPLICATIONS</u>	:	The Head of Department, Department of Education, Private Bag X 11341, Nelspruit, 1200 or applications may also be placed in the application container located at the Security Desk, Upper Ground, Ikhamanga Building of the Riverside Government Complex.
<u>FOR ATTENTION</u>	:	Mr. JS Ndala, HR Provisioning
<u>CLOSING DATE</u>	:	23 March 2023
<u>NOTE</u>	:	The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to positions, as set out below: Applications should be submitted on Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recent updated comprehensive CV ONLY. Only shortlisted candidates for a post will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview following communication from the relevant HR section of the Department. 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 complete part A, B AND C as well as the declaration and sign form Z83, even if they are attaching a CV. 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. The filling of posts will be done in terms of the Department's approved Employment Equity Plan. 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 Education within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful.

MANAGEMENT ECHELON

<u>POST 08/331</u>	:	<u>DIRECTOR: DISTRICT MANAGEMENT REF NO: V2/036</u>
<u>SALARY</u>	:	R1 105 383 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Ehlanzeni District Office, Kanyamazane
<u>REQUIREMENTS</u>	:	An appropriate SAQA recognised Bachelor's Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years' experience at a middle/senior managerial level. The following will serve as a strong recommendation: Sound knowledge of and experience in education and public sector management, as well as interactions between the various role players in the education and public sector. Sufficient knowledge and understanding of current national and provincial education and public servant policies. Distinct competence and a proven track record in the areas of participative management and leadership. A strong interest in the development of the education system. Advanced planning, organising and project management skills. Ability to develop and adhere to work schedules. Strong interpersonal-, networking-, written- and verbal communication skills at all levels. Excellent report writing skills. Excellent analytical and strategic thinking capabilities. Sound financial management skills. Proven supervisory and people management skills. Proficiency and computer skills in the Microsoft Office applications. Willingness to travel and work beyond normal working hours. Ability to work under pressure and produce excellent results. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from

1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.

DUTIES

: Planning: Plan, co-ordinate, implement, maintain, evaluate and interpret policy, programs and systems for general and further education and training, ECD and inclusive education. Facilitate and promote quality of teaching and learning in the District, including the efficient administration of public examinations. Develop district and subject improvement plans. Assisting schools with compiling school improvement plans or development plans. Ensure the collection and analyses of school, circuit and district data to inform planning. Ensure that District, Circuits and schools improvement plans are linked and coherent to the National and Provincial departmental plans. Co-ordinate and monitor that the allocation and utilization of resources in the District is cost effective and benefits the institutions equitably. To plan priorities of Mpumalanga Department of Education including resource planning. Facilitate the continuous development of self-managing educational institutions. Account to the Head of Department for all policy and financial mandates of the District. Actively engage in policy development to ensure the support of the district in the continuous review of policy imperatives and implementation thereof. Manage the transformation programs and processes of the District. Manage and render communication services. Manage and render corporate services for the District in accordance with policy and delegations. Respond to any complaints or enquiries referred by the office of the MEC, Head of Department and Branch Managers. Support: Provide an enabling environment and targeted support for education institutions within districts to do their work in line with educational law and policy. Ensure that district officials provide targeted support to education institutions through school visits, classroom observations, consultants and cluster meetings.

**ENQUIRIES
NOTE**

: Ms JT Dlamini Tel No: (013) 766 0508
: The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 tools.

POST 08/332

: **DIRECTOR: MANAGEMENT ACCOUNTING REF NO: V2/037**

SALARY

: R1 105 383 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.

**CENTRE
REQUIREMENTS**

: Head Office, Mbombela
: An appropriate SAQA recognised Bachelor's Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years' experience at a middle/senior managerial level. Extensive appropriate experience in the field of Management Accounting. Credible knowledge and experience related to the preparation of inputs for Departmental budgeting, financial planning and system control (BAS) processes. Advanced planning, organising and project management skills. Ability to develop and adhere to work schedules. Strong interpersonal-, networking-, written- and verbal communication skills at all levels. Excellent report writing skills. Excellent analytical and strategic thinking capabilities. Sound financial management skills. Proven supervisory and people management skills. Proficiency and computer skills in the Microsoft Office applications. Willingness to travel and work beyond normal working hours. The ability to provide strategic leadership and produce excellent results under pressure will be a strong recommendation. The successful candidate must be a dynamic leader and team builder. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service

Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.

DUTIES

: Manage and give strategic direction to the Management Accounting Directorate. Co-ordinate, manage and monitor departmental budget management services. Co-ordinate and manage financial planning in the department, and execute financial control. Co-ordinate and manage BAS System control services. Interpret existing and newly developed policies on management of the budget and financial planning where applicable. Identify the needs for improved budget management services and financial control and formulate strategies for the implementation thereof. Compile budget estimates, monthly forecasts, project planning and manage cash flow. Advise and effect adjustments and rollovers. Develop financial management policies, processes and procedures. Conduct medium and long term financial planning in line with MTEF processes. Monitor and report on expenditure trends and compile financial statements. Provide inputs and advice relating to Business & Project Planning processes. Liaise with Treasury regarding allocation of funds, approval of the budget and allocation of additional funds. Implement norms and standards on funding for schools. Extract financial information from BAS to prepare reports as required by management and Treasury. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Maintain discipline of staff members. Promote a culture of efficiency and quality. Execute HR Performance Management. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level.

**ENQUIRIES
NOTE**

: Ms TF Ntuli Tel No: (013) 766 5438
: The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 tools.

OTHER POSTS

POST 08/333

: **DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: V2/038**

SALARY

: R766 584 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.

**CENTRE
REQUIREMENTS**

: Head Office, Mbombela
: An undergraduate qualification (NQF 7/6) as recognised by SAQA in Accounting/Cost and Management /Accounting/Commerce/Financial Management or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Thorough understanding of asset management policies. Strong policy development-, research and analytical skills. Ability to collate detailed information. Strong problem solving skills. Well-developed financial and project management skills as well as written and verbal communication skills. Good presentation skills. Ability to work under pressure. Ability to function independently. Strong interpersonal skills. Proven management skills and the ability to liaise at a high level. Good computer user knowledge and experience. Valid driver's license.

DUTIES

: Responsible for the establishment and overall management of the head office Asset Management component and functions, which include all centralised aspects of movable asset management. Manage the implementation of departmental systems and programmes in regard to the above. Manage the effective maintenance of related records, registers and databases. Provide related management information and reports as required. Deal with audit enquiries, Execute HR performance management.

**ENQUIRIES
NOTE**

: Dr SM Thwala Tel No: (013) 766 5572
: Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical

elements of the job. 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 tools.

<u>POST 08/334</u>	:	<u>DEPUTY DIRECTOR: BEHAVIOUR MANAGEMENT REF NO: V2/039</u>
<u>SALARY</u>	:	R766 584 per annum, (an all-inclusive remuneration package) .The package can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Mbombela An undergraduate qualification (NQF 7/6) as recognised by SAQA in Labour Relations /Labour Law or equivalent qualifications. Minimum of 3 years' relevant experience in Labour Relations environment. Competencies: Extensive knowledge of Labour laws, dispute resolution mechanisms, education legislation and policies and public service legislation and policies. In depth knowledge of and experience in procedures for dealing with incapacity/inefficiency and employee behaviour. Credible experience in conflict resolution and crisis intervention. Strong interpersonal-, written and verbal communication skills. Proven ability to communicate effectively with a broad spectrum of role players. Excellent report writing skills. Sound analytical and problem solving skills. Advanced planning, organising and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Willingness to travel and work beyond normal working hours. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license.
<u>DUTIES</u>	:	Manage the Behaviour Management Unit. Co-ordinate and manage all matters pertaining to incapacity/inefficiency, misconduct and employee behaviour. Select persons to chair or prosecute disciplinary hearings. Co-ordinate and analyse all reports from district offices pertaining to misconduct and incapacity. Give direction to, co-ordinate, monitor and advise on all misconduct and incapacity related matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on Labour relations matters where applicable. Manage the development and implementation of appropriate policy, systems, management- and administrative structures for the provision and maintenance of a comprehensive Labour relations service. Identify the needs for improved Behaviour Management services and formulate programmes and projects for the implementation thereof. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Maintain discipline of staff members. Promote a culture of efficiency and quality. Execute HR Performance Management. The appointee will be a member of the middle management echelon of the Department of Education, and will be expected to contribute at that level.
<u>ENQUIRIES NOTE</u>	:	Mr H Ngwenya Tel No: (013) 766 5429 Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 tools.

<u>POST 08/335</u>	:	<u>DEPUTY DIRECTOR: COMPLIANCE AUDITS REF NO: V2/040</u>
<u>SALARY</u>	:	R766 584 per annum, (an all-inclusive remuneration package) he package can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Mbombela An appropriate 3-year B Tech degree (NQF7) or equivalent qualifications with majors in Accounting Audit/ Internal Auditing as recognised by SAQA. Studying towards a CIA will be an added advantage. IIA membership. Minimum of 3 years' practical experience in internal auditing plus extensive supervisory/

		management experience. Experience in the public sector will be an added advantage. Extensive knowledge of the Standards for the Professional Practice of Internal Auditors (SPPIA), Public Finance Management Act and Treasury Regulations. Good communication skills (written and verbal). Analytical and interpersonal skills. Ability to work under pressure and meet deadlines. Target driven. A valid driver's license.
<u>DUTIES</u>	:	Assist the Director: Internal Audit with the development of a 3-year rolling risk based internal audit strategic Plan and a 1-year operational internal audit plan. Manage a quality assurance program for the unit in accordance with SPPIA. Manage the Implementation of the approved risk-based internal audit operational plan. Manage and coordinate planning and execution of internal audits. Monitor and facilitate reporting on internal audits. Perform and manage ad hoc audits as requested by management. Manage stakeholder relationships. Execute HR Performance Management.
<u>ENQUIRIES</u>	:	Mr SJ Sifunda Tel No: (013) 766 5293
<u>NOTE</u>	:	Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 tools.
<u>POST 08/336</u>	:	<u>DEPUTY DIRECTOR: DEPARTMENTAL DEBT AND REVENUE REF NO: V2/041</u>
<u>SALARY</u>	:	R766 584 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF 7/6) or equivalent qualifications as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce/Financial Management or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: In depth knowledge of PERSAL and BAS and the specified work field. Knowledge of the PFMA and Treasury Regulations. Experience in financial management, analysis, evaluation and interpretation. Extensive computer literacy – Excel and MS Word. Well-developed written and verbal communication skills. Good presentation and report writing skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. Knowledge of SCOA will be an added advantage. Valid driver's license.
<u>DUTIES</u>	:	Develop, co-ordinate, monitor and review all policy, delegations, systems and controls required for the efficient and accountable administration of departmental debts and revenue. Monitor the debt account. Make proposals to management in regard to management of debts. Prepare progress reports on the status of debt and debt clearing for management. Recommend debt write offs and possible black-listing. Develop revenue enhancement strategies. Execute HR performance management.
<u>ENQUIRIES</u>	:	Mr DR Shipalana Tel No: (013) 766 5298
<u>NOTE</u>	:	Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 tools.
<u>POST 08/337</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL & SUPPORT SERVICES REF NO: V2/042</u>
<u>SALARY</u>	:	R766 584 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Ehlanzeni District Office, Kanyamazane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce/Financial Management or equivalent qualifications related to the field. Minimum of 3

years' relevant experience. In depth knowledge of the Public Finance Management Act, 1999, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) and the specified work field. Sound knowledge and experience of all financial related matters, budget procedures, the Basic Accounting System (BAS), the PERSAL System as well as the computerised LOGIS System will serve as strong recommendations. Well-developed written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. The ability to develop systems and processes as well as policies and procedures. Client-orientation/customer focus. Analytical, problem solving and decision making skills. Good computer user knowledge and experience. Valid driver's license.

DUTIES : Overall management of district Financial Services (including Budget and revenue management, expenditure services & Salary services, Supply Chain services and Asset Management). Ensure the efficient management of the district budget, the co-ordination of budgetary inputs and financial reporting. Manage and co-ordinate the efficient and accountable administration of salaries and salary accounts. Ensure the effective acquisition of goods and services. Co-ordinate and administer matters in respect of asset management in accordance with policies and delegations. Give direction to, co-ordinate, monitor and advise on all finance related matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on financial matters where applicable. Develop and implement appropriate policy, systems, management- and administrative structures for the provision and maintenance of a comprehensive district Financial Service. Identify the needs for improved financial services and formulate programmes and projects for the implementation thereof. Maintain discipline of staff members. Execute HR Performance Management.

ENQUIRIES : Ms JT Dlamini Tel No: (013) 766 0508
NOTE : Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 tools.

POST 08/338 : **DEPUTY DIRECTOR: FINANCIAL REPORTING REF NO: V2/043**

SALARY : R766 584 per annum, (an all-inclusive remuneration package), The package can be structured according to the individual's personal needs.

CENTRE : Head Office, Mbombela

REQUIREMENTS : An undergraduate qualification (NQF 7/6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce/Financial Management or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Advanced knowledge of BAS and MS Office, and the specified work field. Well-developed financial management skills. Well-developed written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. The ability to develop systems and processes as well as policies and procedures. Client-orientation/customer focus. Analytical, problem solving and decision making skills. Good computer user knowledge and experience. Valid Driver's license.

DUTIES : Develop, co-ordinate, monitor and review all policy, delegations, systems and guidelines pertaining to Monthly, Quarterly and Annual Financial Statements. Manage and co-ordinate the compilation of Monthly, Quarterly and Annual Financial Statements. Analyse financial reports and advise on the financial weaknesses of the Department. Develop systems and monitoring tools to guard against misallocation of Expenditure. Manage the rendering of secretarial services to Audit Steering Committees. Manage and coordinate external and internal Audit queries and responses. Execute HR Performance Management. Manage the compilation and monitoring of the AG action plan and IA improvement plans.

ENQUIRIES : Mr A Thela Tel No: (013) 766 5460

<u>NOTE</u>	:	Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 tools.
<u>POST 08/339</u>	:	<u>DEPUTY DIRECTOR: GENERAL EXPENDITURE REF NO: V2/044</u>
<u>SALARY</u>	:	R766 584 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce/Financial Management or equivalent qualifications related to the field. Minimum of 3 years' relevant experience Competencies: Advanced knowledge of BAS, LOGIS and MS Office, as well as the specified work field. Sound knowledge and understanding of the PFMA and Treasury Regulations. Well-developed financial management skills. Well-developed written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. The ability to develop systems and processes as well as policies and procedures. Client-orientation/customer focus. Analytical, problem solving and decision making skills. Good computer user knowledge and experience. Valid driver's license.
<u>DUTIES</u>	:	Manage and co-ordinate the capturing and authorisation of general expenditure payments, mainly to suppliers. Oversee the authorisation of credit notes received from suppliers. Manage the maintenance of a telephone register. Oversee the distribution of BAS cheques and EBT stubs to beneficiaries. Manage the record keeping of general accounts and expenditure and provide reports to stakeholders and managers. Manage batch control and reconciliations of payment documents. Reconcile and file all payment documents. Manage and report on general expenditure debt. Compile and manage the Fruitless and Wasteful expenditure register. Ensure accurate and safe keeping of payment vouchers. Build capacity, provide support and execute HR performance management.
<u>ENQUIRIES</u>	:	Mr A Thela Tel No: (013) 766 5460
<u>NOTE</u>	:	Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 tools.
<u>POST 08/340</u>	:	<u>DEPUTY DIRECTOR: HR BENEFITS AND PERFORMANCE REF NO: V2/045</u>
<u>SALARY</u>	:	R766 584 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 3 years' relevant experience in an HR environment. Competencies: Knowledge of Human Resource Benefits and Performance concepts, principles, policies and procedures. In depth knowledge and experience of the PERSAL System. Knowledge of the legislation regulating HR benefits and performance of educators and officials and related HR policies and practices. Excellent written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. The ability to develop systems and processes as well as policies and procedures. Client-orientation/

	customer focus. Analytical, problem solving and decision making skills. Advanced planning and project management skills. Proven supervisory and people management skills. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint - with special emphasis on Access). Valid driver's license.
<u>DUTIES</u>	: To professionally manage the benefits of human resources including the development, co-ordination, monitoring and review of Projects and policies related to HR Remuneration and –benefits, including: all HR career matters, all matters pertaining to housing and leave, pensions and compensation benefits and the rendering of PERSAL registry services. Manage, co-ordinate and monitor the implementation of pay-progression in terms of the IQMS system. Analyse and co-ordinate the responses to all audit enquiries pertaining to HR benefits and ensure that corrective measures are put into place. Manage the development and monitoring of the implementation of viable systems and working procedures related to Benefits. Manage the development, co-ordination, monitoring and reviewing of all policy, delegations, systems, practices and grievance procedures required for the efficient, equitable and accountable administration of HR benefits. Manage the maintenance of detailed personnel records, both on file and on PERSAL. Manage the administration processes of all acting appointments in regard of the non-decentralised files and records. Manage co-ordinate and monitor the development and reviewing of a performance assessment system. Manage the development, co-ordination and monitoring of policies, delegations, practices and grievance procedures pertaining to: induction, code of conduct and working hours, undertaking of remunerative work outside the work place, regular performance assessment aimed at improved performance, rewarding good performance, managing poor performance and career planning. Provide related management information services. Provide a professional HRPM advisory support service to managers and the development of capacity i.r.o the above.
<u>ENQUIRIES</u>	: Mr JM Tshoba Tel No: (013) 766 5297
<u>NOTE</u>	: Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 tools.
<u>POST 08/341</u>	: <u>DEPUTY DIRECTOR: HR ESTABLISHMENT AND DATA REF NO: V2/046</u>
<u>SALARY</u>	: R766 584 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.
<u>CENTRE</u>	: Head Office, Mbombela
<u>REQUIREMENTS</u>	: An undergraduate qualification (NQF 7/6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: Knowledge of Human Resource Provisioning concepts, principles, policies and procedures. In depth knowledge and experience of the PERSAL System. Knowledge of the legislation regulating the planning of the provisioning and employment of educators and officials and related HR policies and practices, as well as establishment administration. Excellent written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. The ability to develop systems and processes as well as policies and procedures. Client-orientation/ customer focus. Analytical, problem solving and decision making skills. Advanced planning and project management skills. Proven supervisory and people management skills. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint - with special emphasis on Access). Valid driver's license.
<u>DUTIES</u>	: Conduct research and data analysis on human resource planning. Develop and manage strategic plans for the provisioning and deployment of human resources. Develop and monitor the implementation of the Human Resource Strategy, Annual Performance Plan and Human Resource Plan and reporting thereof. Develop and maintain comprehensive workforce analysis. Conduct

		research and provide recommendations to inform organisational capacity requirements. Identify the gaps between the human resource needs and what is available and recommend the necessary action plans to bridge the gaps. Conduct HR analysis and continuous HR audit in the Department. Develop HR best practices to address challenges of HR supply and demand in the labour market. Control, monitor and maintain the departmental post and staff establishment, in line with the HR Planning. Manage and provide effective HR information services. Develop, manage and monitor the implementation of the cost per head budget and expenditure for the compensation budget. Control, monitor and maintain the PERSAL Personnel subsystem. Manage HR risk register and reporting thereof. Provide HR data as and when required by the Director. Promote a culture of high performance driven team.
<u>ENQUIRIES</u>	:	Mr JS Ndala Tel No: (013) 766 5508
<u>NOTE</u>	:	Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 tools.
<u>POST 08/342</u>	:	<u>DEPUTY DIRECTOR: HR SERVICES REF NO: V2/047</u>
<u>SALARY</u>	:	R766 584 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: Knowledge of Human Resource concepts, principles, policies and procedures. In depth knowledge and experience of the PERSAL System. Knowledge of the legislation regulating all HR administration of educators and officials and related HR policies and practices, as well as employee wellness. Excellent written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. The ability to develop systems and processes as well as policies and procedures. Client-orientation/ customer focus. Analytical, problem solving and decision making skills. Advanced planning and project management skills. Proven supervisory and people management skills. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint - with special emphasis on Access). Valid driver's license.
<u>DUTIES</u>	:	Overall management of district HR Services, including specialised HR support-, research and advisory services, establishment services, employment, career matters, housing and leave, pensions and compensation benefits, PERSAL registry services, the maintenance of the PERSAL Personnel subsystem, and the co-ordination of all HR Projects. Overall management of matters in respect of HIV/AIDS prevention and -care programmes and employee assistance programmes. Give direction to, co-ordinate, monitor and advise on all HR related matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on HR matters where applicable. Develop and implement appropriate policy, systems, management- and administrative structures for the provision and maintenance of a comprehensive district HR Service. Identify the needs for improved HR services and formulate programmes and projects for the implementation thereof. Maintain discipline of staff members. Execute HR Performance Management.
<u>ENQUIRIES</u>	:	Mr MP Nkosi Tel No: (017) 801 5077, Mr M Simelane Tel No: (017) 801 5242
<u>NOTE</u>	:	Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 tools.

<u>POST 08/343</u>	:	<u>DEPUTY DIRECTOR: HR STAFFING REF NO: V2/048</u>
<u>SALARY</u>	:	R766 584 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 3 years' relevant experience in an HR environment. Competencies: Knowledge of Human Resource Provisioning concepts, principles, policies and procedures. In depth knowledge and experience of the PERSAL System. Knowledge of the legislation regulating the planning of the provisioning and employment of educators and officials and related HR policies and practices, as well as establishment administration. Excellent written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. The ability to develop systems and processes as well as policies and procedures. Client-orientation/ customer focus. Analytical, problem solving and decision making skills. Advanced planning and project management skills. Proven supervisory and people management skills. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint - with special emphasis on Access). Valid driver's license.
<u>DUTIES</u>	:	Manage the development and review of HR policies, delegations, systems and practices. Ensure proper management and monitor the co-ordination of recruitment and selection processes. Co-ordinate and consolidate the issuing of provincial vacancy lists for posts in institutions. Develop and monitor the implementation of the Human Resource Strategy, Annual Performance Plan and reporting thereof. Manage the administration of all promotions, transfers and rank translations in regard of the non-decentralised files and records. Manage the maintenance of valid employment records on files and on PERSAL. Provide related management information services. Develop capacity in regard of the above. Manage the recruitment and selection process. Develop and ensure proper management of HR Provisioning risk register and the reporting thereof. Ensure the development and implementation of Annual Performance Plan and the reporting thereof. Manage the Post Provisioning system. Ensure legislative compliance for the Human Resource Provisioning services. Promote a culture of efficiency and effectiveness amongst the team.
<u>ENQUIRIES</u>	:	Mr JS Ndala Tel No: (013) 766 5508
<u>NOTE</u>	:	Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 tools.
<u>POST 08/344</u>	:	<u>DEPUTY DIRECTOR: INFRASTRUCTURE AND INFORMATION SYSTEMS REF NO: V2/049</u>
<u>SALARY</u>	:	R766 584 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. In depth knowledge of the Public Finance Management Act, 1999, Treasury Regulations and the specific work field. Sound knowledge and experience of all building project matters, education and training management information systems as well as computer based system services will serve as strong recommendations. Well-developed written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. The ability to develop systems and processes as well as policies and procedures. Client-orientation/customer focus. Analytical, problem solving and

		decision making skills. Extensive computer user knowledge and experience. Valid driver's license.
<u>DUTIES</u>	:	Manage and co-ordinate the rendering of integrated education resource planning- and resource management services within the MTEF. Oversee the performing of works inspections. Manage the strategic development and operation of education and training management information systems, collecting and provisioning of education data at District level. Manage the establishment, support and maintenance of effective and efficient information communication technology systems throughout the district.
<u>ENQUIRIES NOTE</u>	:	Mr MP Nkosi Tel No: (017) 801 5077, Mr M Simelane Tel No: (017) 801 5242
	:	Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 tools.
<u>POST 08/345</u>	:	<u>DEPUTY DIRECTOR: INFRASTRUCTURE AND INFORMATION SYSTEMS</u> <u>REF NO: V2/050</u>
<u>SALARY</u>	:	R766 584 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Nkangala District Office, KwaMhlanga
	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. In depth knowledge of the Public Finance Management Act, 1999, Treasury Regulations and the specific work field. Sound knowledge and experience of all building project matters, education and training management information systems as well as computer based system services will serve as strong recommendations. Well-developed written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. The ability to develop systems and processes as well as policies and procedures. Client-orientation/customer focus. Analytical, problem solving and decision making skills. Extensive computer user knowledge and experience. Valid driver's license.
<u>DUTIES</u>	:	Manage and co-ordinate the rendering of integrated education resource planning- and resource management services within the MTEF. Oversee the performing of works inspections. Manage the strategic development and operation of education and training management information systems, collecting and provisioning of education data at District level. Manage the establishment, support and maintenance of effective and efficient information communication technology systems throughout the district.
<u>ENQUIRIES NOTE</u>	:	Ms M Masilela Tel No: (013) 947 1816
	:	Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 tools.
<u>POST 08/346</u>	:	<u>DEPUTY DIRECTOR: INFRASTRUCTURE AND INFORMATION SYSTEMS</u> <u>REF NO: V2/051</u>
<u>SALARY</u>	:	R766 584 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Ehlanzeni District Office, Kanyamazane
	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. In depth knowledge of the Public Finance Management Act, 1999, Treasury Regulations and the specific work field. Sound knowledge and experience of all building project matters, education and training management

		information systems as well as computer based system services will serve as strong recommendations. Well-developed written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. The ability to develop systems and processes as well as policies and procedures. Client-orientation/customer focus. Analytical, problem solving and decision making skills. Extensive computer user knowledge and experience. Valid driver's license.
<u>DUTIES</u>	:	Manage and co-ordinate the rendering of integrated education resource planning- and resource management services within the MTEF. Oversee the performing of works inspections. Manage the strategic development and operation of education and training management information systems, collecting and provisioning of education data at District level. Manage the establishment, support and maintenance of effective and efficient information communication technology systems throughout the district.
<u>ENQUIRIES</u>	:	Ms JT Dlamini Tel No: (013) 766 0508
<u>NOTE</u>	:	Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 tools.
<u>POST 08/347</u>	:	<u>DEPUTY DIRECTOR: INTERNAL BURSARIES REF NO: V2/052</u>
<u>SALARY</u>	:	R766 584 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant management experience in bursary environment. Competencies: Extensive knowledge of the legislation regulating the transformation of the public service and related HR policies and practices. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Good presentation and report writing skills. Proven managerial skills and the ability to liaise at a high level. Good computer user knowledge and experience. Condition: Appointment will be subject to competency assessment. Valid driver's license.
<u>DUTIES</u>	:	Manage, co-ordinate and monitor policy and procedures regarding internal bursaries. Administer all aspects of internal bursaries for the following Departments: Education, Health, Social Development, Community Safety, Security and Liaison, Agriculture, Rural Development and Land Admin, Office of the Premier, Finance, Economic Development, Environment and Tourism, Co-operative Governance and Traditional Affairs, Public Works, Roads and Transport and Human Settlements. Execute HR Performance Management.
<u>ENQUIRIES</u>	:	Ms V Francis Tel No: (013) 766 5264
<u>NOTE</u>	:	Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 tools.
<u>POST 08/348</u>	:	<u>DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: V2/053</u>
<u>SALARY</u>	:	R766 584 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Nkangala District Office, KwaMhlanga
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA in Labour Relations /Labour Law or equivalent qualifications. Minimum of 3 years' relevant experience in Labour Relations environment. Competencies: Extensive knowledge of Labour laws, dispute resolution mechanisms,

education legislation and policies and public service legislation and policies. In depth knowledge of and experience in procedures for dealing with incapacity/inefficiency and employee behaviour. Credible experience in conflict resolution and crisis intervention. Strong interpersonal-, written and verbal communication skills. Proven ability to communicate effectively with a broad spectrum of role players. Excellent report writing skills. Sound analytical and problem solving skills. Advanced planning, organising and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Willingness to travel and work beyond normal working hours. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license.

DUTIES

: Manage all district labour relations matters. Co-ordinate, manage and monitor collective bargaining activities, address grievances and regulate, promote and administer sound dispute resolution and -prevention mechanisms. Manage all matters pertaining to incapacity/ inefficiency and employee behaviour. Give direction to, co-ordinate, monitor and advise on all labour relations matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on collective bargaining, grievances as well as dispute resolution and -prevention mechanisms. Manage the monitoring of time off and secondment for teacher union or employee organisation activities. Liaise with Head Office and trade unions on all labour relations matters. Develop and implement appropriate policy, systems, management- and administrative structures for the provision of effective and efficient district labour relations. Maintain discipline of staff members. Execute HR Performance Management.

ENQUIRIES NOTE

: Ms M Masilela Tel No: (013) 947 1816
: Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 tools.

POST 08/349

: **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: V2/054**

SALARY

: R766 584 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.

CENTRE REQUIREMENTS

: Bohlabela District Office, Bushbuckridge
: An undergraduate qualification (NQF 7/6) as recognised by SAQA in Labour Relations /Labour Law or equivalent qualifications. Minimum of 3 years' relevant experience in Labour Relations environment. Competencies: Extensive knowledge of Labour laws, dispute resolution mechanisms, education legislation and policies and public service legislation and policies. In depth knowledge of and experience in procedures for dealing with incapacity/inefficiency and employee behaviour. Credible experience in conflict resolution and crisis intervention. Strong interpersonal-, written and verbal communication skills. Proven ability to communicate effectively with a broad spectrum of role players. Excellent report writing skills. Sound analytical and problem solving skills. Advanced planning, organising and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Willingness to travel and work beyond normal working hours. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license.

DUTIES

: Manage all district labour relations matters. Co-ordinate, manage and monitor collective bargaining activities, address grievances and regulate, promote and administer sound dispute resolution and -prevention mechanisms. Manage all matters pertaining to incapacity/ inefficiency and employee behaviour. Give direction to, co-ordinate, monitor and advise on all labour relations matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on collective bargaining, grievances as well as dispute

		resolution and -prevention mechanisms. Manage the monitoring of time off and secondment for teacher union or employee organisation activities. Liaise with Head Office and trade unions on all labour relations matters. Develop and implement appropriate policy, systems, management- and administrative structures for the provision of effective and efficient district labour relations. Maintain discipline of staff members. Execute HR Performance Management.
<u>ENQUIRIES NOTE</u>	:	Mr TZ Magoane Tel No: (013) 766 7410
	:	Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 tools.
<u>POST 08/350</u>	:	<u>DEPUTY DIRECTOR: LEARNERSHIP AND INTERN CO-ORDINATION REF NO: V2/055</u>
<u>SALARY</u>	:	R766 584 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Mbombela
	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA in Human Resource Development /Management/Public Management. Minimum of 3 years' relevant experience in an HRD environment. Competencies: A thorough knowledge of SAQA and NQF as well as the Skills Development Act, 1998, will be a strong recommendation. Proven skills in both written and verbal is essential. He/she should be eloquent and have the ability to relate to staff at all levels. Experience in training management, presenting training and developing programs will be an advantage. The ideal applicant should be assertive, disciplined, and dynamic, highly organized and be able to work independently and as a team member. Computer literacy. Managerial skills. A valid driver's license. Willingness to travel is essential.
<u>DUTIES</u>	:	Assist in meeting strategic staffing needs and the alleviation of unemployment through the provision of practical and accelerated work experience programmes and skilling of the youth. Provide for learner-ships that lead to recognised qualifications. Co-ordinate the identification of relevant skills programmes and learner-ships.
<u>ENQUIRIES NOTE</u>	:	Mr CD Maebela Tel No: (013) 766 5443
	:	Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 tools.
<u>POST 08/351</u>	:	<u>DEPUTY DIRECTOR: MEDIA LIASON AND MONITORING REF NO: V2/056</u>
<u>SALARY</u>	:	R766 584 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Mbombela
	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA in Journalism/ Communications/Public Relations/Marketing or equivalent qualifications. Minimum of 3 years' relevant management experience. Competencies: Management skills. Computer literacy. Good interpersonal and organisational skills. Excellent verbal and written communication skills and attention to detail. Ability to meet deadlines. Strategic thinking with creative flair. Ability to work under pressure and to communicate effectively. Valid driver's license.
<u>DUTIES</u>	:	Develop a media communication policy and a policy on releasing official information (integrated with departmental communication policy). Manage and co-ordinate the development and maintenance of a media liaison and monitoring strategy. Co-ordinate departmental media liaison activities. Manage and co-ordinate the planning and arrangements of press conferences. Manage and co-ordinate departmental talk shows. Manage and monitor the rendering

		of a news-clipping service. Function as a rapid response unit. Participate in relevant and related activities.
<u>ENQUIRIES</u>	:	Mr JI Zwane Tel No: (013) 766 5514
<u>NOTE</u>	:	Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 tools.
<u>POST 08/352</u>	:	<u>DEPUTY DIRECTOR: OFFICE OF THE HOD REF NO: V2/057</u>
<u>SALARY</u>	:	R766 584 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA in Public Management or equivalent qualification related to the field. Minimum of 3 years' relevant experience. A sound understanding of and the ability to grasp the Public Service policies and regulations, including the Public Service Act, PFMA, Educator's related Acts, Treasury Regulations and education related policies and initiatives. Valid driver's license. The following will serve as recommendations: Excellent interpersonal and motivational skills. Good written and verbal communications skills. Good report writing skills. Innovative, analytical and creative thinking. Creative assertiveness.
<u>DUTIES</u>	:	The successful candidate will be responsible to co-ordinate the administrative functions in the Office of the Head Of Department (HOD). Co-ordinate meetings with stakeholders/institutions. Maintain efficient linkages between the Office of the HOD and all internal and external departmental stakeholders. Maintain an orderly and efficient system of reception, administration, office information system and archives in the Office of the HOD. Receive, acknowledge and channel all correspondence relating to the office of the HOD, to relevant components for attention, pend and make follow ups where necessary. Facilitate the gathering of information, and assists with the preparation of reports as required. Supervise other office staff. Execute HR Performance Management.
<u>ENQUIRIES</u>	:	Ms P Moosa Tel No: (013) 766 5520
<u>NOTE</u>	:	Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 tools.
<u>POST 08/353</u>	:	<u>DEPUTY DIRECTOR: ORGANISATION DEVELOPMENT AND DESIGN REF NO: V2/058</u>
<u>SALARY</u>	:	R766 584 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA in Organisational Design and Development/Human Resource Management or equivalent qualifications. Minimum of 3 years' experience in the Organisational Design and Development environment or equivalent qualification. In depth knowledge of the legislations regulating the provisioning of public service posts, work study processes, job evaluation and related HR policies and practices. Planning and organising skills. Ability to work independently and under pressure. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing and presentation skills. Computer literacy is essential. Valid driver's license.
<u>DUTIES</u>	:	Manage organisational development, the job evaluation system and equitable job design in line with strategic- and HR Planning. Ensure the sound management of organisational development and the job evaluation system including the provision of work study support services and management of the

development of policy and procedures pertaining to job evaluation, -reviews and -grievances. Manage the assessment, scheduling and processing of requests for job evaluation, the co-ordination of the job evaluation process with the provincial unit and the management of cases where posts have been upgraded or downgraded. Fulfil the reporting requirements i.r.o job evaluation. Manage equitable job design which includes management of job analysis, job description and job design processes. Develop pro forma job descriptions for occupational groups with similar work content. Manage and co-ordinate the availability of correct job profiles and competencies to the Internship Committee. Collaborate with the Internship Committee to align the internships with job profiles and competency needs. Promote a culture of high performance driven team.

**ENQUIRIES
NOTE**

: Mr JS Ndala Tel No: (013) 766 5508
: Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 tools.

POST 08/354

: **DEPUTY DIRECTOR: PRODUCTION AND PUBLICATIONS REF NO: V2/059**

SALARY

: R766 584 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.

**CENTRE
REQUIREMENTS**

: Head Office, Mbombela
: An undergraduate qualification (NQF 7/6) as recognised by SAQA in Journalism/Communications, /Public Relations/ Marketing or equivalent qualifications. Minimum of 3 years' experience. Competencies: Management skills. Computer literacy. Good interpersonal and organisational skills. Excellent verbal and written communication skills and attention to detail. Ability to meet deadlines. Strategic thinking with creative flair. Ability to work under pressure and to communicate effectively. Valid driver's license.

DUTIES

: Co-ordinate and manage all production and publication matters. Manage and co-ordinate the production of the departmental newsletter and any other publications as well as the placing of relevant departmental information on the Internet and other related information services. Manage the maintenance of the developed communications data base. Manage the co-ordination of all media production activities e.g. desktop-publishing, audio visual services and related technical support services. Manage and co-ordinate all recordings and editing during departmental functions, events and press conferences. Manage the rendering of language-, translation, speech writing and editing services as well as the rendering of a communications library service.

**ENQUIRIES
NOTE**

: Mr JI Zwane Tel No: (013) 766 5514
: Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 tools.

POST 08/355

: **DEPUTY DIRECTOR: PROGRAMME MONITORING AND REPORTING REF NO: V2/060**

SALARY

: R766 584 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.

**CENTRE
REQUIREMENTS**

: Head Office, Mbombela
: An undergraduate qualification (NQF 7/6) as recognised by SAQA in Public Management/Monitoring & Evaluation/Strategic Management/ Organisational Development or equivalent qualification related to the field. Minimum of 3 years' relevant experience. Competencies: Knowledge of: Government planning processes and cycles. Good understanding of departmental operations including the budgeting process. The policies of the government of

the day, with specific reference to the provincial growth and development strategy of the Province. Global, district and local political, economic and social affairs impacting on the provincial government of Mpumalanga. The relationship between monitoring, evaluation, policy development and implementation. Analysis, review and reporting, statistics and information management plus relevant experience in a monitoring and evaluation environment. Skills: Project management skills. Above-average written skills and professional report writing plus editing and presentation skills. The ability to define, develop and manage strategic areas of responsibility, together with the ability to communicate effectively. Computer literacy coupled with creative, analytical thinking skills. High-level in-house advisory skills. Strong leadership skills with specific reference to the ability to display leadership in complex applications. Team building and strong interpersonal skills. Broad vocabulary level and excellent communication skills (written and verbal). Excellent information management skills. Excellent report writing skills to draft analytical, evaluated and reviewed reports on behalf of the Department. Personal attributes: Highly developed interpretive and conceptualisation / formulation ability. Ability to render advice and guidance in an objective yet dedicated manner. Ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances. Ability to handle conflict and operate in a team environment •Ability to persuade and influence. Ability to analyse and interpret financial and non-financial data. Valid driver's license.

DUTIES : Monitor the implementation of provincial programmes and plans. Prepare Departmental reports aligned to the Departmental and Cluster Plans. She/he will maintain and update information requirements for the purpose of review and reporting, including qualitative data, and review and disseminate information emanating from reports to all affected role-players. Develop and maintain departmental database of key service delivery areas, provincial reporting policies, systems and procedures.

ENQUIRIES : Mr D Mtembu Tel No: (013) 766 5124
NOTE : Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 tools.

POST 08/356 : **DEPUTY DIRECTOR: PUBLIC SERVICE STAFF DEVELOPMENT REF NO: V2/061**

SALARY : R766 584 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.

CENTRE : Head Office, Mbombela
REQUIREMENTS : An undergraduate qualification (NQF 7/6) as recognised by SAQA in Human Resource Development /Management/Public Management. Minimum of 3 years' relevant experience in an HRD environment. Competencies: A thorough knowledge of SAQA and NQF as well as the Skills Development Act, 1998, will be a strong recommendation. Proven skills in both written and verbal is essential. He/she should be eloquent and have the ability to relate to staff at all levels. Experience in training management, presenting training and developing programs will be an advantage. The ideal applicant should be assertive, disciplined, and dynamic, highly organized and be able to work independently and as a team member. Computer literacy. Managerial skills. A valid driver's license. Willingness to travel is essential.

DUTIES : Develop, review and implement an integrated HRD policy and -plan. Facilitate training for public service staff. Guide, monitor and evaluate training that is aligned with the NQF. Manage and administer bursaries. Implement the National HRD Strategy. Conduct needs analysis. Develop and maintain data on trained employees and training implemented. Conduct induction courses for newly appointed employees.

ENQUIRIES : Mr CD Maebela Tel No: (013) 766 5443
NOTE : Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 tools.

POST 08/357 : **DEPUTY DIRECTOR: SKILLS AUDIT AND TRAINING PROGRAMMES REF NO: V2/062**

SALARY : R766 584 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.

CENTRE : Head Office, Mbombela

REQUIREMENTS : An undergraduate qualification (NQF 7/6) as recognised by SAQA in Human Resource Development /Management/Public Management or equivalent qualifications. Minimum of 3 years' relevant management experience in bursary environment. Competencies: Extensive knowledge of the legislation regulating the transformation of the public service and related HR policies and practices. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Good presentation and report writing skills. Proven managerial skills and the ability to liaise at a high level. Good computer user knowledge and experience. Condition: Appointment will be subject to competency assessment. Valid driver's license.

DUTIES : Manage, co-ordinate and monitor the conducting of research on human resource development and skills audit as well as human resource development needs. Manage the conducting of the needs analysis impact on skills audit and net return on investment. Manage the development and implementation of human resource development policies and e-learning. Manage the monitoring of compliance to training programmes with the relevant legislations. Manage the co-ordination and delivery of training programmes. Manage mandatory, specialised and generic programmes. Manage the development and management of training databases. Monitor the implementation of training programmes. Execute HR Performance Management.

ENQUIRIES : Ms V Francis Tel No: (013) 766 5264

NOTE : Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 tools.

POST 08/358 : **DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: V2/063**

SALARY : R766 584 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.

CENTRE : Head Office, Mbombela

REQUIREMENTS : An undergraduate qualification (NQF 7/6) as recognised by SAQA in Public Management/Strategic Management/ Organisational Development/Monitoring & Evaluation or equivalent qualification related to the field. Minimum of 3 years' relevant experience. Competencies: Good writing- editing- and analytical skills. Ability to write good analytical reports. Project management skills. Ability to develop logical frameworks and other planning models. Good computer and IT skills. Ability to develop and adhere to work schedules. Understanding of government policies (PFMA, MTEF) and its planning processes. Proven work experience in planning and monitoring. Good inter-personal skills. Strong understanding of transformation in government. Strong understanding of the programmes and priorities of government. Ability to work to tight schedules. Condition: Appointment will be subject to competency assessment. Valid driver's license.

DUTIES : Conduct research related to strategic planning and formulate and review a clear strategic plan for the Department within the MTEF, specifying the following: Department's priorities for the medium term framework as per mandate, Department's core objectives, core and support activities required to achieve core objective, functions to be performed internally and externally, goals or targets to be achieved on the medium term, programmes for attaining those goals and targets, as well as information systems required for the monitoring of progress. Promote integrated development planning and

		partnerships with all stakeholders involved in the reconstruction and development of education. Facilitate the development and review of quality assurance frameworks. Monitor the overall provisioning of education in the province and facilitate planning of new policy directions. Facilitate active and influential participation in provincial, national, and international development and planning processes with a view to identifying policy implications for education. Facilitate programmes alignment within the department, as well as the planning, monitoring and assessment of progress regarding the provincial programmes. Develop and maintain education and training legislation. Execute HR Performance Management.
<u>ENQUIRIES</u>	:	Mr D Mtembu Tel No: (013) 766 5124
<u>NOTE</u>	:	Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 tools.
<u>POST 08/359</u>	:	<u>DEPUTY DIRECTOR: TRANSFORMATION REF NO: V2/064</u>
<u>SALARY</u>	:	R766 584 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA in Public Management/Human Resource Management or equivalent qualifications. Minimum of 3 years' relevant management experience in HR- and transformation management issues. Competencies: Extensive knowledge of the legislation regulating the transformation of the public service and related HR policies and practices. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Good presentation and report writing skills. Proven managerial skills and the ability to liaise at a high level. Good computer user knowledge and experience. Condition: Appointment will be subject to competency assessment. Valid driver's license.
<u>DUTIES</u>	:	This role is responsible for managing staff performance and executing management function regarding the transformation of civil society in order to achieve organisational objectives. Develop and manage transformation processes. Render support services. Manage and develop democratization of the workplace. Develop policies and procedures. Perform management functions. Execute HR Performance Management. Ensure the development, monitoring and implement Employment Equity Plan and the reporting therefore. Co-ordinate the Employment Equity Committee meetings. Facilitate Diversity Management programmes.
<u>ENQUIRIES</u>	:	Ms P Moosa Tel No: (013) 766 5520
<u>NOTE</u>	:	Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 tools.
<u>POST 08/360</u>	:	<u>DEPUTY DIRECTOR: TRANSPORT & OFFICE ADMINISTRATION SERVICES REF NO: V2/065</u>
<u>SALARY</u>	:	R766 584 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA in Accounting//Financial Management/Transport Management or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: In depth knowledge of the Public Finance Management Act, 1999, Treasury Regulations and Preferential Procurement Policy Framework Act (PPPFA). Successful completion of SCM 1 course. Sound knowledge of

		BAS and LOGIS systems. Good written and communication skills. Good management skills. Computer skills (MS Word, Excel, PowerPoint). The ability to develop systems and processes as well as policies and procedures. Client-orientation/customer focus. Analytical, problem solving and decision making skills. Valid driver's license.
<u>DUTIES</u>	:	Compile and maintain 3/5 years SCM Departmental Project Plan. Compile and maintain the SCM Annual Procurement Strategy. Monitor the research, maintenance and disposal of accommodation. Provide and maintain telecommunication- and labour-saving facilities and equipment. Control payments for labour saving devices, telephones, cell phones lease contracts etc. Formulate policy and standards, develop procedural frameworks, execute macro planning, co-ordinate implementation and design macro control systems in regard of the rendering of GG transport services. Formulate policy and standards, develop procedural frameworks, execute macro planning, co-ordinate implementation and design macro control systems in regard of the rendering of subsidised transport services. Manage an accurate lease register and compile monthly disclosure notes.
<u>ENQUIRIES</u>	:	Dr SM Thwala Tel No: (013) 766 5572
<u>NOTE</u>	:	Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 tools.
<u>POST 08/361</u>	:	<u>ASSISTANT DIRECTOR: BUDGET REF NO: V2/066</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Sound knowledge of BAS and MS Office, as well as the specified work field. Good interpersonal and liaising skills. Good presentation and report writing skills. Well-developed skills in financial management and in analysing and understanding budgets. Planning and organising skills. Strong written and verbal communication skills. Ability to work under pressure. Proven management skills. Good computer user knowledge and experience. Valid driver's license.
<u>DUTIES</u>	:	Centrally deal with the departmental budget, including the coordination of budgetary inputs, compilation and capturing of the budget on BAS and financial reports. Liaise with Treasury. Interact with other financial and project managers on budget issues. Manage the collection of revenue. Execute HR performance management.
<u>ENQUIRIES</u>	:	Ms MB Lesele Tel No: (013) 766 5329
<u>POST 08/362</u>	:	<u>ASSISTANT DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO: V2/067</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Sound knowledge of the computerised LOGIS System. Extensive knowledge of the Tender Board prescriptions, Treasury regulations and procurement procedures. Analytical, planning and organising skills. Ability to work under pressure and meet deadlines. Ability to work independently. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Good computer user knowledge and experience. Valid driver's license.
<u>DUTIES</u>	:	Co-ordinate and manage tender administration and procurement management services. Manage and implement all aspects of tender administration. Manage and control all aspects of procurement administration. Manage the assessment and identification of the need for the supply of goods and services. Manage the

		utilization and maintenance of a database for the preferred and non-preferred suppliers of goods and services. Manage the administration of all centralised aspects of Demand Management. Administer the compilation of bid documents and analyse the market. Evaluate tenders and bids in line with prescribed procedures and make recommendations. Manage the collection, updating, maintenance, filing and safekeeping of tender documents/contracts. Serve as secretariat to the Bid Committee. Manage staff performance.
<u>ENQUIRIES</u>	:	Mr DJ Mashaba Tel No: (013) 766 5117
<u>POST 08/363</u>	:	<u>ASSISTANT DIRECTOR: DEPARTMENTAL DEBT REF NO: V2/068</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Sound knowledge of PERSAL and BAS and the specified work field. Knowledge of the PFMA and Treasury Regulations. Experience in financial management, analysis, evaluation and interpretation. Credible Accounting experience. Extensive computer literacy – Excel and MS Word. Well-developed written and verbal communication skills. Good presentation and report writing skills. Ability to work under pressure. Ability to function independently. Proven management skills. Knowledge of SCOA will be an added advantage. Valid driver's license.
<u>DUTIES</u>	:	Ensure and monitor the implementation of all policy, delegations, systems and controls required for the efficient and accountable administration of departmental debts. Monitor and investigate transactions in the debt account. Prepare proposals to management in regard to management of debts. Assist with the preparation of progress reports on the status of debt and debt clearing for management. Manage the administration of debts that are about to prescribe, debt route forms, the recovery or writing off of debt, possible black-listing and departmental transfer debt claims. Execute HR performance management.
<u>ENQUIRIES</u>	:	Ms NM Mbiba Tel No: (013) 766 5066
<u>POST 08/364</u>	:	<u>ASSISTANT DIRECTOR: EXAM CERTIFICATION AND LOGISTICS REF NO: V2/069</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Public Management or equivalent qualification related to the field. Minimum of 3 years' relevant experience. Computer literacy. Ability to maintain total confidentiality and work under pressure. Valid driver's license. A strong background in logistical and certification services of the examination section will be a recommendation.
<u>DUTIES</u>	:	Manage and co-ordinate all certification services including the processing of applications for senior certificates, amendments for the combination of subjects, the issuing of national senior certificates - new, re-issue and replacements- and after every examination and the tracking of omissions of certificates. Effect requisite combinations of results for applicants of the national senior certificate. Manage the dispatch of certificates to regions and ensure that all issued certificates are accounted for. Manage and control the rendering of logistical services pertaining to exam issues such as duplicating/photocopying services, courier and transportation services. Process claims for marking, overtime and those of service providers. Assist in other exam units during peak periods. Manage staff performance.
<u>ENQUIRIES</u>	:	Mr GJ Mugwena Tel No: (013) 766 0094
<u>POST 08/365</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: V2/070</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Sound knowledge of PERSAL and MS Office, as well as the specified work field. Good interpersonal and liaising skills. Planning and organising skills. Good presentation and report writing skills. Well-developed skills in financial

		management and salary administration matters. Strong written and verbal communication skills. Ability to work under pressure. Proven management skills. Good computer user knowledge and experience. Valid driver's license.
<u>DUTIES</u>	:	Manage and control all district salary administration and salary account matters, including the implementation of salary deductions, maintenance of updated salary records on PERSAL and on files, distribution of salary cheques etc., pay sheet control, identification/ recovery /writing off of salary- and other debts, administration of salary- and salary debt accounts, and salary fraud. Deal with general expenditure matters. Execute HR performance management.
<u>ENQUIRIES</u>	:	Mr MP Nkosi Tel No: (017) 801 5077, Mr M Simelane Tel No: (017) 801 5242
<u>POST 08/366</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: V2/071</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Sound knowledge of BAS, LOGIS and MS Office, as well as the specified work field. Sound knowledge and understanding of the PFMA and Treasury Regulations. Good interpersonal and liaison skills. Good presentation and report writing skills. Well-developed skills in financial management and in analysing and understanding budgets. Planning and organising skills. Strong written and verbal communication skills. Ability to work under pressure. Proven management skills. Good computer user knowledge and experience. Valid Driver's license.
<u>DUTIES</u>	:	Compile monthly, quarterly and annual Financial Statements. Assist with the analyses of financial reports. Monitor and update financial reporting guidelines and systems. Guard against misallocation of Expenditure. Render secretarial services to Audit Steering Committees. Coordinate external Audit queries and responses. Coordinate internal Audit queries and responses.
<u>ENQUIRIES</u>	:	Mr A Thela Tel No: (013) 766 5460
<u>POST 08/367</u>	:	<u>ASSISTANT DIRECTOR: HR BENEFITS REF NO: V2/072</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: In depth knowledge of the PERSAL System, legislation regulating the employment and conditions of service of educators and officials and related HR policies and practices. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Valid driver's license.
<u>DUTIES</u>	:	Organise, manage, co-ordinate and control the rendering of certain HR services in the district, including HR performance advisory support, HR career matters, housing and leave matters, pensions and compensation matters as well as PERSAL registry services.
<u>ENQUIRIES</u>	:	Mr MP Nkosi Tel No: (017) 801 5077, Mr M Simelane Tel No: (017) 801 5242
<u>POST 08/368</u>	:	<u>ASSISTANT DIRECTOR: HR BENEFITS REF NO: V2/073</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Nkangala District Office, KwaMhlanga
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: In depth knowledge of the PERSAL System, legislation regulating the employment and conditions of service of educators and officials and related HR policies and practices. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Valid driver's license.
<u>DUTIES</u>	:	Organise, manage, co-ordinate and control the rendering of certain HR services in the district, including HR performance advisory support, HR career

		matters, housing and leave matters, pensions and compensation matters as well as PERSAL registry services.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816
<u>POST 08/369</u>	:	<u>ASSISTANT DIRECTOR: HR BENEFITS REF NO: V2/074</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Ehlanzeni District Office, Kanyamazane
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: In depth knowledge of the PERSAL System, legislation regulating the employment and conditions of service of educators and officials and related HR policies and practices. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Valid driver's license.
<u>DUTIES</u>	:	Organise, manage, co-ordinate and control the rendering of certain HR services in the district, including HR performance advisory support, HR career matters, housing and leave matters, pensions and compensation matters as well as PERSAL registry services.
<u>ENQUIRIES</u>	:	Ms JT Dlamini Tel No: (013) 766 0508
<u>POST 08/370</u>	:	<u>ASSISTANT DIRECTOR: HR BENEFITS PROJECTS REF NO: V2/075</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Knowledge of Human Resource Benefits concepts, principles, policies and procedures. In depth knowledge and experience of the PERSAL System. Knowledge of the legislation regulating the planning of the provisioning and employment of educators and officials and related HR policies and practices, as well as HR Benefits. Well-developed written and verbal communication skills. Ability to work under pressure. Ability to function independently. Client-orientation/ customer focus. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint). Proven experience at supervisory level. Valid driver's license.
<u>DUTIES</u>	:	Develop, co-ordinate, monitor and review Projects and policies related to HR Remuneration and benefits, including: all HR career matters, all matters pertaining to housing and leave, all matters pertaining to pensions and compensation benefits and the rendering of PERSAL registry services. Co-ordinate and monitor the implementation of pay-progression in terms of the IQMS system. Analyse and co-ordinate the responses to all audit enquiries pertaining to HR benefits and ensure that corrective measures are put into place. Research, analyse, develop and monitor the implementation of viable systems and working procedures related to HR Benefits. Provide related management information. Develop decentralised capacity in regard of the above.
<u>ENQUIRIES</u>	:	Mr WN Khoza Tel No: (013) 766 5513
<u>POST 08/371</u>	:	<u>ASSISTANT DIRECTOR: HR PLANNING REF NO: V2/076</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma(NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Knowledge of Human Resource Provisioning concepts, principles, policies and procedures. In depth knowledge and experience of the PERSAL System. Knowledge of the legislation regulating the planning of the provisioning and employment of educators and officials and related HR policies and practices, as well as Establishment Administration. Well-developed written and verbal communication skills. Ability to work under pressure. Ability to function independently. Client-orientation/ customer focus. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint). Proven experience at supervisory level. Valid driver's license.

<u>DUTIES</u>	:	Develop and monitor the implementation of Human Resource Plan and reporting thereof. Develop and maintain HR data bank to inform occupational research; succession planning, career pathing, employee mobility and staff retention. Facilitate HR forecasting in line with organisational strategy. Develop and maintain comprehensive workforce analysis. Conduct research and provide recommendations to inform organisational capacity requirements. Identify the gaps between the needs and what is available and recommend the necessary action plans to bridge the gaps. Conduct HR analysis and continuous HR audit in the Department. Develop HR best practices to address challenges of HR supply and demand in the labour market. Align the HR acquisition, development and utilisation with available resources i.e. finance, infrastructure and technology. Develop and facilitate HR Planning capability at National and Provincial level. Coordinate and align HR Plan with overall strategic plan. Participate in the strategic and other planning processes in the department to ensure the alignment of HR Plans to directives. Develop and maintain the HR Strategic and operational delegations. Develop HR interventions which enables the organization to adapt rapidly to a changing environment. Participate in the strategic and other planning processes in the Department. Compile tactical plans aligned to business requirements to ensure effective strategy. Liaise with various internal and external stakeholders. Benchmark with various institutions for best practice. Meet the reporting requirements i.r.o HR Planning.
<u>ENQUIRIES</u>	:	Mr JS Ndala Tel No: (013) 766 5508
<u>POST 08/372</u>	:	<u>ASSISTANT DIRECTOR: HR STAFFING REF NO: V2/077</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: In depth knowledge of the PERSAL System, legislation regulating the employment and conditions of service of educators and officials and related HR policies and practices. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Valid driver's license.
<u>DUTIES</u>	:	Organise, manage, co-ordinate and control the rendering of certain HR services in the district, including HR staffing support and research and advisory support services, HR establishment and employment services. Manage and co-ordinate the monitoring and maintenance of the PERSAL Personnel subsystem as well as the implementation of all HR Projects on district level.
<u>ENQUIRIES</u>	:	Mr MP Nkosi Tel No: (017) 801 5077, Mr M Simelane Tel No: (017) 801 5242
<u>POST 08/373</u>	:	<u>ASSISTANT DIRECTOR: HR STAFFING REF NO: V2/078</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Nkangala District Office, KwaMhlanga
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: In depth knowledge of the PERSAL System, legislation regulating the employment and conditions of service of educators and officials and related HR policies and practices. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Valid driver's license.
<u>DUTIES</u>	:	Organise, manage, co-ordinate and control the rendering of certain HR services in the district, including HR staffing support and research and advisory support services, HR establishment and employment services. Manage and co-ordinate the monitoring and maintenance of the PERSAL Personnel subsystem as well as the implementation of all HR Projects on district level.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816
<u>POST 08/374</u>	:	<u>ASSISTANT DIRECTOR: HR STAFFING REF NO: V2/079</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Bohlabela District Office, Bushbuckridge

<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: In depth knowledge of the PERSAL System, legislation regulating the employment and conditions of service of educators and officials and related HR policies and practices. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Valid driver's license.
<u>DUTIES</u>	:	Organise, manage, co-ordinate and control the rendering of certain HR services in the district, including HR staffing support and research and advisory support services, HR establishment and employment services. Manage and co-ordinate the monitoring and maintenance of the PERSAL Personnel subsystem as well as the implementation of all HR Projects on district level.
<u>ENQUIRIES</u>	:	Mr TZ Magoane Tel No: (013) 766 7410
<u>POST 08/375</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROLS REF NO: V2/080</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	An appropriate 3-year B Com degree or National Diploma as recognised by SAQA with majors in Accounting Audit/ Internal Auditing as recognised by SAQA. IIA Membership. Minimum of 3 years' practical experience in internal auditing. Experience in the Public sector will be an added advantage. Thorough knowledge of the Standards for the Professional Practice of internal Auditors (SPPIA), Public Finance Management Act and Treasury Regulations. Good communication skills (written and verbal). Analytical and interpersonal skills. Ability to work under pressure and meet tight deadlines. Target driven. Valid driver's license. Computer literate: MS Office, especially Word, Excel and PowerPoint; and Teammate Audit Software.
<u>DUTIES</u>	:	Plan and execute the assigned internal audit projects. Examine and execute the effectiveness and efficient use of resources. Conduct follow-up audits on the implementation of recommendations and action plans. Manage stakeholder relationships. Perform ad hoc audits assignments. Manage the team of Internal auditors. Report to the Deputy Director: internal Audit. Prepare appropriate audit reports. Execute HR performance management.
<u>ENQUIRIES</u>	:	Mr SJ Sifunda Tel No: (013) 766 5293
<u>POST 08/376</u>	:	<u>ASSISTANT DIRECTOR: JOB DESIGN REF NO: V2/081</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Organisational Design and Development/Human Resource Management or equivalent qualification. Minimum of 3 years' experience in the Organisational and Development environment. In depth knowledge of the legislations regulating the provisioning of public service posts, work study processes, job evaluation and related HR policies and practices. Planning and organising skills. Ability to work independently and under pressure. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing and presentation skills. Computer literacy is essential. Valid driver's license.
<u>DUTIES</u>	:	Provide support in regard of job analysis, job description and job design. Manage the development of pro forma job descriptions for occupational groups with similar work content. Make available job profiles and competencies to the Internship Committee. Collaborate with the Internship Committee to align the internships with job profiles and competency needs.
<u>ENQUIRIES</u>	:	Mr Z Motha Tel No: (013) 766 5510
<u>POST 08/377</u>	:	<u>ASSISTANT DIRECTOR: LOGISTICAL MANAGEMENT REF NO: V2/082</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. In depth knowledge of the computerised LOGIS System, Treasury Regulations and procurement procedures. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills.

		Computer literacy is essential. Successful completion of the PAS II and/or PAS I or LOGIS course. Valid driver's license.
<u>DUTIES</u>	:	This role is responsible for managing staff performance and executing management function regarding warehouse-and internal stock control management services. Deal with the provisioning of a warehouse. Manage all internal/ external procurement functions. Deal with all stock and loss control issues. Manage staff. Perform management functions.
<u>ENQUIRIES</u>	:	Mr DJ Mashaba Tel No: (013) 766 5117
<u>POST 08/378</u>	:	<u>ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: V2/083</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF6) as recognised by SAQA or equivalent qualification, plus 3 years' relevant experience and credible management experience. Competencies: Sound knowledge of BAS and MS Office, as well as the specified work field. Good interpersonal and liaising skills. Good presentation and report writing skills. Well-developed skills in financial management and in analysing and understanding budgets. Planning and organising skills. Strong written and verbal communication skills. Ability to work under pressure. Proven management skills. Good computer user knowledge and experience. Valid driver's license.
<u>DUTIES</u>	:	Manage the following for the district: administration of budget preparation, budget control, general expenditure and revenue matters, internal and data control as well as diverse financial matters.
<u>ENQUIRIES</u>	:	Mr MP Nkosi Tel No: (017) 801 5077, Mr M Simelane Tel No: (017) 801 5242
<u>POST 08/379</u>	:	<u>ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: V2/084</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Nkangala District Office, KwaMhlanga
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF6) as recognised by SAQA or equivalent qualification, plus 3 years' relevant experience and credible management experience. Competencies: Sound knowledge of BAS and MS Office, as well as the specified work field. Good interpersonal and liaising skills. Good presentation and report writing skills. Well-developed skills in financial management and in analysing and understanding budgets. Planning and organising skills. Strong written and verbal communication skills. Ability to work under pressure. Proven management skills. Good computer user knowledge and experience. Valid driver's license.
<u>DUTIES</u>	:	Manage the following for the district: administration of budget preparation, budget control, general expenditure and revenue matters, internal and data control as well as diverse financial matters.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816
<u>POST 08/380</u>	:	<u>ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: V2/085</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Ehlanzeni District Office, Kanyamazane
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF6) as recognised by SAQA or equivalent qualification, plus 3 years' relevant experience and credible management experience. Competencies: Sound knowledge of BAS and MS Office, as well as the specified work field. Good interpersonal and liaising skills. Good presentation and report writing skills. Well-developed skills in financial management and in analysing and understanding budgets. Planning and organising skills. Strong written and verbal communication skills. Ability to work under pressure. Proven management skills. Good computer user knowledge and experience. Valid driver's license.
<u>DUTIES</u>	:	Manage the following for the district: administration of budget preparation, budget control, general expenditure and revenue matters, internal and data control as well as diverse financial matters.
<u>ENQUIRIES</u>	:	Ms JT Dlamini Tel No: (013) 766 0508
<u>POST 08/381</u>	:	<u>ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: V2/086</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Bohlabela District Office, Bushbuckridge

<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF6) as recognised by SAQA or equivalent qualification, plus 3 years' relevant experience and credible management experience. Competencies: Sound knowledge of BAS and MS Office, as well as the specified work field. Good interpersonal and liaising skills. Good presentation and report writing skills. Well-developed skills in financial management and in analysing and understanding budgets. Planning and organising skills. Strong written and verbal communication skills. Ability to work under pressure. Proven management skills. Good computer user knowledge and experience. Valid driver's license.
<u>DUTIE</u>	:	Manage the following for the district: administration of budget preparation, budget control, general expenditure and revenue matters, internal and data control as well as diverse financial matters.
<u>ENQUIRIE</u>	:	Mr TZ Magoane Tel No: (013) 766 7410
<u>POST 08/382</u>	:	<u>ASSISTANT DIRECTOR: MOVABLE ASSETS REF NO: V2/087</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management /Transport Management/Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: In depth knowledge of the computerised LOGIS System, Treasury regulations and Supply Chain Management processes. Well-developed investigative and auditing skills. Good analytical, decision making, planning and organising skills. Excellent interpersonal-, written and verbal communication skills. Good report writing skills. Proven management skills. Ability to work under pressure and meet deadlines. Ability to work independently. Good computer user knowledge and experience. Valid driver's license. Note: Shortlisted candidates will be required to complete a short written exercise in addition to participating in an interview.
<u>DUTIES</u>	:	Manage Asset Planning including the assessment of existing assets and planned acquisitions against service delivery requirements. Evaluate assets performance e.g. physical conditions, functionality, utilisation and financial performance. Manage Asset Acquisition Planning including the development of an acquisition plan, the establishment of an acquisition history register and the receipt and acceptance of assets. Develop an operations-, safeguarding- and maintenance assets plan. Monitor and control the movement of assets. Manage the safeguarding and protection of assets. Identify surplus, obsolete and underperforming assets, evaluate disposal alternatives and develop a disposal plan. Manage the valuation of assets, the depreciation of assets and maintenance assets plan. Manage the Asset Register in respect of movable assets owned by the Department. Develop decentralised capacity in regard of the above. Provide related management information. Deal with audit enquiries. Execute HR performance management.
<u>ENQUIRIES</u>	:	Dr SM Thwala Tel No: (013) 766 5572
<u>POST 08/383</u>	:	<u>ASSISTANT DIRECTOR: OFFICE AUXILIARY SERVICES REF NO: V2/088</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF6) as recognised by SAQA or equivalent qualification in Archival Studies or Public Management/Administration, plus 3 years' relevant experience and credible management experience. In depth knowledge of the departmental functions, records system and organisational structure. Proven experience in the field of managing paper-based and electronic recordkeeping. Planning and organising skills. Ability to meet deadlines. Strong interpersonal skills. Computer literacy. Successful completion of the National Archives and records service's and management course. Valid driver's license.
<u>DUTIES</u>	:	Manage, co-ordinate and control the establishment and maintenance of a records management unit. Formulate a records management strategy and related records management action plans as well as a records management policy and related procedures. Compile and manage the maintenance of a records classification system for paper based- and electronic records. Manage the implementation of systematic disposal programmes to reduce the storage costs involved in storing records no longer required for administrative, legal and functional purposes after written disposal authority has been obtained from

		the Provincial Archivist. Manage the implementation and maintenance of workable and practical registry systems throughout the department. Ensure that registry staff are trained to apply proper registry procedures to facilitate sound management of records. Manage and evaluate the provision of access to information in terms of the Promotion of Access to information Act 2000. Co-ordinate the execution of regular inspections of all records storage areas to ensure that proper access controls are in place.
<u>ENQUIRIES</u>	:	Mr DJ Mashaba, Tel No: (013) 766 5117
<u>POST 08/384</u>	:	<u>ASSISTANT DIRECTOR: PROGRAMME MONITORING AND REPORTING</u> <u>REF NO: V2/089</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF Level 6) as recognised by SAQA in Public Management/Monitoring and Evaluation/Strategic Management/Organisational Development or equivalent qualification related to the field. Minimum of 3 years' relevant experience. Competencies: Knowledge of: Government planning process and cycle. The policies of the government of the day, with specific reference to the provincial growth and development strategy of the Province. Budgeting processes. Information management. Analysis, review and reporting. Skills: Good interpersonal and communication skills (both verbal and written). Report writing skills. Information management skills. Computer literate coupled with highly creative and analytical skills. Personal attributes: Applicants must be disciplined, adaptable and self-confident. Able to meet deadlines and to work independently. Ability to cooperate well with people both within the government at National and Provincial level. Ability to manage people in diverse teams. Valid driver's license.
<u>DUTIES</u>	:	Consolidate all reports, including the quarterly, mid-term and annual report. Analyse progress reports against the Departmental plans and prepare an analysis report for submission on a quarterly basis. Monitor the implementation of the annual performance plan. Maintain departmental database of key service delivery areas, provincial reporting policies, systems and procedures.
<u>ENQUIRIES</u>	:	Mr D Mtembu Tel No: (013) 766 5124
<u>POST 08/385</u>	:	<u>ASSISTANT DIRECTOR: SALARIES REF NO: V2/090</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience Competencies: Sound knowledge of PERSAL and MS Office, as well as the specified work field. Good interpersonal and liaising skills. Planning and organising skills. Good presentation and report writing skills. Well-developed skills in financial management and salary administration matters. Strong written and verbal communication skills. Ability to work under pressure. Proven management skills. Good computer user knowledge and experience. Valid driver's license.
<u>DUTIES</u>	:	Develop, co-ordinate, monitor and review all policy, delegations, systems and controls required for the efficient and accountable administration of departmental salaries. Manage all non-decentralised matters in regard to the above including Manage, co-ordinate and monitor all salary administration functions including implementing and amending banking detail, processing S&T claims and exam claims, implementation of HR/Salary advices and deductions, authorization of PERSAL transactions, preparation and payment of all submissions through the CFO's office, updating and maintenance of salary records both on PERSAL and on files, recalling irregular PERSAL Electronic Fund Transfer (EFT) transactions from the bank, implementation of all overpayment deductions for in service officials, issue of duplicate IRP – 5's, controlling and monitoring the process of termination of service, implementing debt take on to the financial system. Deal with all salary payroll and salary report matters including: distribution of payrolls, IRP– 5 certificates and relevant PERSAL Reports exercising central control over payroll certification, dealing with payroll certification in regard of Head Office pay points, managing and controlling third party schedules, managing, auditing, correcting and filing PERSAL exception reports, reconciliation of payments made to deduction institutions. Manage the maintenance of a proper recording/filing system of all

		departmental payrolls, third party schedules and PERSAL Reports. Manage the rendering of salary registry services. Develop policies, systems and capacity in regard to the above. Provide support and co-ordinate related decentralized tasks at district level. Execute HR performance management. Provide support and co-ordinate related decentralized tasks at district level. Execute HR performance management.
<u>ENQUIRIES</u>	:	Mr A Ueckermann Tel No: (013) 766 5449
<u>POST 08/386</u>	:	<u>ASSISTANT DIRECTOR: SECURITY MANAGEMENT UNIT REF NO: V2/091</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma in Security Management as recognised by SAQA or equivalent qualification. Minimum of 3 years' experience. In depth knowledge of physical-, personnel-, document- and IT security. Knowledge of the Protection of Information Act, Access to Information Act, Interception and Monitoring Act and the MISS. Ability to conduct and implement security counter-measures. Sound knowledge of protective operational planning. Ability to build high quality relations with law enforcement agencies and NIA. Strong policy development and analytical skills. Good presentation skills. Well-developed skills in analysing and understanding security matters. Planning and organising skills. Well-developed written and verbal communication skills. Ability to function independently. Good computer user knowledge and experience. Valid driver's license. Successful candidates must be willing to subject themselves to security vetting since a security clearance is a requirement for appointment. The successful completion of the Security Administration Management Course offered by NIA may be a recommendation.
<u>DUTIES</u>	:	Identify all risks and threats to the security of the department. Formulate departmental security policy and ensure the existence and availability of proper security systems. Ensure safety of departmental documentation, personnel, communication, computers and physical assets. Manage the provisioning and payment of security services. Conduct the screening and vetting of officials. Present training to line management and staff in respect of security matters. Liaise with the NIA for support and advice in respect of information security and conduct investigations on security related matters. Initiate/co-ordinate disciplinary steps in cases of non-adherence to security standards in line with the departmental disciplinary procedures. Evaluate and improve effectiveness of security measures and procedures.
<u>ENQUIRIES</u>	:	Mr NS Mlangeni Tel No: (013) 766 5130
<u>POST 08/387</u>	:	<u>ASSISTANT DIRECTOR: SKILLS DEVELOPMENT CO-ORDINATION REF NO: V2/092</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in the Human Resource Development/Management/Public Management or equivalent qualifications. Minimum of 3 years' experience in the Human Resource Development environment. Competencies: Sound knowledge of Skills Development legislation, SAQA, departmental legislation and other related policies. Sound understanding of how SETAS operate, and what a learner-ship entails. Must be well conversant with the HRDS and the NSDS. Sound understanding of RPL processes. Strong analytical skills. Ability to function independently. Ability to act as a change agent in accordance with the strategic objectives and the vision of the department. Progressive, committed and results-driven individual. Good understanding of project management. Planning and organising skills. Excellent interpersonal-, written and verbal communication skills. Report writing skills. Basic budgeting skills. Ability to meet deadlines. Willingness to travel and work long hours. Good computer user knowledge and experience is essential. Valid driver's license.
<u>DUTIES</u>	:	Coordinate training and development of the departmental employees. Coordinate the identification of relevant skills programmes, short courses and learner-ships. Represent the SDF in other structures and meetings. Implement the relevant legislation, such as the Skills Development Act, South African Qualifications Authority Act and Employment Equity Act. Develop and manage the database regarding training interventions. Assist with the compilation of training reports. Conduct quality skills audit and analysis on the skills

		development framework. Mentor and assist other employees with their career development. Evaluate learning programmes that have been implemented. Basic budgeting.
<u>ENQUIRIES</u>	:	Mr CD Maebela Tel No: (013) 766 5443
<u>POST 08/388</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: V2/093</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. In depth knowledge of the computerised LOGIS System, Tender Board prescriptions, Treasury Regulations and procurement procedures. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Successful completion of the PAS II and/or PAS I or LOGIS course. Valid driver's license.
<u>DUTIES</u>	:	Render supply chain management services for the district in accordance with policy and delegations which include the following: The management of the procurement and provision of quality goods, equipment and services for the district and ensure that value for money is achieved. The management and control of the rendering of office auxiliary services. Manage and control the rendering of procurement administration-, warehouse- and internal stock control services, district office services and district transport services.
<u>ENQUIRIES</u>	:	Mr MP Nkosi Tel No: (017) 801 5077, Mr M Simelane Tel No: (017) 801 5242
<u>POST 08/389</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: V2/094</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Ehlanzeni District Office, Kanyamazane
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. In depth knowledge of the computerised LOGIS System, Tender Board prescriptions, Treasury Regulations and procurement procedures. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Successful completion of the PAS II and/or PAS I or LOGIS course. Valid driver's license.
<u>DUTIES</u>	:	Render supply chain management services for the district in accordance with policy and delegations which include the following: The management of the procurement and provision of quality goods, equipment and services for the district and ensure that value for money is achieved. The management and control of the rendering of office auxiliary services. Manage and control the rendering of procurement administration-, warehouse- and internal stock control services, district office services and district transport services.
<u>ENQUIRIES</u>	:	Ms JT Dlamini Tel No: (013) 766 0508
<u>POST 08/390</u>	:	<u>ASSISTANT DIRECTOR: TRANSFORMATION REF NO: V2/095</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience. Competencies: In depth knowledge of the legislation regulating the transformation of the public service and related HR policies and practices. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Valid driver's license. Computer literacy is essential.
<u>DUTIES</u>	:	Responsible for the executing of a management function regarding the transformation of civil society in order to achieve organisational objectives. Manage transformation processes and render support services in this regard. Co-ordinate democratization of the workplace. Perform management functions. Manage co-ordinate and monitor the implementation of transformation-, equity and gender plans. Manage the initiation of projects and programmes aimed at the empowerment of women. Sensitise parents and the

		public on the status of children and their rights. Promote representation, recognition and development of persons with disabilities. Facilitate transformation in the workplace. Promote gender equality.
<u>ENQUIRIES</u>	:	Mr MP Nkosi Tel No: (017) 801 5077, Mr M Simelane Tel No: (017) 801 5242
<u>POST 08/391</u>	:	<u>ASSISTANT DIRECTOR: TRANSFORMATION REF NO: V2/096</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Ehlanzeni District Office, Kanyamazane
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience. Competencies: In depth knowledge of the legislation regulating the transformation of the public service and related HR policies and practices. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Valid driver's license. Computer literacy is essential.
<u>DUTIES</u>	:	Responsible for the executing of a management function regarding the transformation of civil society in order to achieve organisational objectives. Manage transformation processes and render support services in this regard. Co-ordinate democratization of the workplace. Perform management functions. Manage co-ordinate and monitor the implementation of transformation-, equity and gender plans. Manage the initiation of projects and programmes aimed at the empowerment of women. Sensitise parents and the public on the status of children and their rights. Promote representation, recognition and development of persons with disabilities. Facilitate transformation in the workplace. Promote gender equality.
<u>ENQUIRIES</u>	:	Ms JT Dlamini Tel No: (013) 766 0508
<u>POST 08/392</u>	:	<u>ASSISTANT DIRECTOR: TRANSFORMATION REF NO: V2/097</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Bohlabela District Office, Bushbuckridge
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience. Competencies: In depth knowledge of the legislation regulating the transformation of the public service and related HR policies and practices. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Valid driver's license. Computer literacy is essential.
<u>DUTIES</u>	:	Responsible for the executing of a management function regarding the transformation of civil society in order to achieve organisational objectives. Manage transformation processes and render support services in this regard. Co-ordinate democratization of the workplace. Perform management functions. Manage co-ordinate and monitor the implementation of transformation-, equity and gender plans. Manage the initiation of projects and programmes aimed at the empowerment of women. Sensitise parents and the public on the status of children and their rights. Promote representation, recognition and development of persons with disabilities. Facilitate transformation in the workplace. Promote gender equality.
<u>ENQUIRIES</u>	:	Mr TZ Magoane Tel No: (013) 766 7410
<u>POST 08/393</u>	:	<u>ASSISTANT DIRECTOR: TRANSFORMATION REF NO: V2/098</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA Human Resource Management/Public Management or equivalent qualification. Minimum of 3 years' relevant experience in transformation management environment. Competencies: In depth knowledge of the legislation regulating the transformation of the public service and related HR policies and practices. Knowledge of Change Management processes, Diversity Management, Project Management and Policy Development. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Presentation skills, Problem solving skills, Report writing skills. Computer literacy is essential. Valid driver's license. Communication skills, Conflict Management skills.

<u>DUTIES</u>	:	Manage staff performance and executing management function regarding the transformation of civil society in order to achieve organisational objectives. Manage transformation processes. Render support services. Co-ordinate democratization of the workplace. Ensure proper management of affirmative action measures, Employment Equity and advancement of the historically disadvantaged individuals. Co-ordinate Employment Equity programmes including the Employment Equity Committee. Manage the development of Employment Equity Plan and ensure the reporting to the Department of Employment and Labour. Champion the departmental programme on transformation issues. Advise senior management on implementation of Cabinet decision to improve representation of people with disabilities and females at senior management level. Facilitate and analyse the alignment of employment policies, practices, procedure and programmes to support the implementation of transformation imperatives.
<u>ENQUIRIES</u>	:	Ms P Moosa Tel No: (013) 766 5520
<u>POST 08/394</u>	:	<u>ASSISTANT DIRECTOR: WORK STUDY AND JOB EVALUATION REF NO: V2/099</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Organisational Design and Development/Human Resource Management or equivalent qualifications. Minimum of 3 years' experience in the Organisational Design and Development environment or equivalent qualification. In depth knowledge of the legislations regulating the provisioning of public service posts, work study processes, job evaluation and related HR policies and practices. Planning and organising skills. Ability to work independently and under pressure. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing and presentation skills. Computer literacy is essential. Valid driver's license.
<u>DUTIES</u>	:	Provide work study support services in line with strategic- and HR Planning. Manage the development, implementation and monitoring of policy and procedures pertaining to job evaluation, -reviews and -grievances. Manage the assessment and processing of requests for job evaluation. Co-ordinate and facilitate the job evaluation process with the provincial unit. Manage cases where posts have been upgraded or downgraded. Develop generic job descriptions for department. Fulfil the reporting requirements i.r.o job evaluation.
<u>ENQUIRIES</u>	:	Mr Z Motha Tel No: (013) 766 5510
<u>POST 08/395</u>	:	<u>ETHICS OFFICER: ETHICS MANAGEMENT REF NO: V2/100</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	A relevant National Diploma (NQF 6) as recognised by SAQA. Minimum of 3 years' relevant experience in Ethics Management. Competencies: Risk management, Fraud investigations and/or fraud prevention techniques ethics management. Paralegal background will be added advantage. Valid driver's license. Good understanding of the relationship between ethic management and combating fraud and corruption techniques managerial experience. Competencies: Proven presentation skills. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential.
<u>DUTIES</u>	:	Detect, prevent, investigate and report on unethical conduct/behaviour. Facilitate the implementation of the whistle-blowing strategy/policy. Drive awareness campaigns on the importance of good ethical behaviour/conduct. Scrutinize the risk register and come up with a fraud prevention strategy. Monitor the implementation of departmental plans & strategies. Facilitate the implementation of the whistle-blowing policy/strategy. Investigate fraudulent practices/corruption and recommend appropriate disciplinary actions/measures. Liaise with external/internal security agencies where corrupt/fraudulent practices have been detected. Develop an anti-corruption strategy in consultation with the Premier's Department. Investigate and report on cases/complaints received through the Presidential Hotline by the Premier's Department.
<u>ENQUIRIES</u>	:	Mr MEM Bhembe Tel No: (013) 766 5431

<u>POST 08/396</u>	:	<u>RISK OFFICER: RISK MANAGEMENT REF NO: V2/101</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	A relevant National Diploma (NQF 6) as recognised by SAQA. Minimum of 3 years' relevant experience in Risk Management. Competencies: In depth knowledge of the legislation regulating risk management policies and practices. Proven presentation skills. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Valid driver's license.
<u>DUTIES</u>	:	Identify and evaluate risk areas & develop response strategies. Determine techniques and measures to minimize the impact of potential risks. Develop a risk register and conduct workshops to create & enhance risk management awareness. Assess and identify risk control measures to be utilized in the management of risks to determine their adequacy and relevance. Facilitate the implementation of risk management norms and standards. Monitor and report on all aspects relating to risk management. Implement a culture of zero-tolerance on fraud and corruption.
<u>ENQUIRIES</u>	:	Mr MEM Bhembe Tel No: (013) 766 5431
<u>POST 08/397</u>	:	<u>SENIOR DATA TECHNOLOGIST: INFORMATION COMMUNICATION TECHNOLOGY REF NO: V2/102</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Bohlabela District Office, Bushbuckridge
<u>REQUIREMENTS</u>	:	National Diploma (NQF Level 6) as recognised by SAQA in Information Communication and Technology or equivalent qualification related to the field. Minimum of 3 years' relevant experience. Knowledge: Server and AD Administration. Linux Administration (Apache, MySQL). Microsoft office suites (Word, Excell, Access, Publisher, Outlook) Installation and support. Programming languages (Delphi, Hypertext Processor (PHP), JavaScript library (jQuery), Structured Query Language (SQL). Network topology 9cisco routers/switches, WIFI access points. Hardware installation and support. Latest trend in ICT. Competencies: Planning and organising skills. Ability to work under pressure. Analytic and problem solving skills. Valid driver's license.
<u>DUTIES</u>	:	Install and maintain hardware and software including virus protection software. Handle repairs to hardware. Provide frontline support to users. Ensure user satisfaction with the operation of hardware and software. Maintain wide and local area networks. Provide desktop support for transversal systems as well as desktop and printing support to users. Maintain ICT application. Update antivirus/facilitate an update of antivirus. Attend to departmental users' hardware, software, and network related calls with special focus on workstation related matters. Generate a report on ICT technical Audit.
<u>ENQUIRIES</u>	:	Mr TZ Magoane Tel No: (013) 766 7410
<u>POST 08/398</u>	:	<u>SKILLS DEVELOPMENT CO-ORDINATOR: SKILLS DEVELOPMENT CO-ORDINATION REF NO: V2/103</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in the Human Resources Development environment. Competencies: Sound knowledge of Skills Development legislation, SAQA, departmental legislation and other related policies. Sound understanding of how SETAS operate, and what a learner-ship entails. Must be well conversant with the HRDS and the NSDS. Sound understanding of RPL processes. Strong analytical skills Ability to function independently. Progressive, committed and results-driven individual. Good understanding of project management. Planning and organising skills. Excellent interpersonal-, written and verbal communication skills. Report writing skills. Basic budgeting skills. Ability to meet deadlines. Willingness to travel and work long hours. Good computer user knowledge and experience is essential. Valid driver's license. Registration with SACE.
<u>DUTIES</u>	:	Establish district and circuit skills development committees. Assist with the identification of training needs. Recruit learners to be enrolled for skills

		programmes. Co-ordinate the signing of contracts by the enrolled learners. Co-ordinate the implementation of the skills programmes. Co-ordinate the development and submission of Portfolios of Evidence. Implement the training-and related policies. Compile and maintain a database on trained employees. Compile monthly report on the training implemented.
<u>ENQUIRIES</u>	:	Mr MP Nkosi Tel No: (017) 801 5077, Mr M Simelane Tel No: (017) 801 5242
<u>POST 08/399</u>	:	<u>SKILLS DEVELOPMENT CO-ORDINATOR: SKILLS DEVELOPMENT CO-ORDINATION REF NO: V2/104</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Bohlabela District Office, Bushbuckridge
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in the Human Resources Development environment. Competencies: Sound knowledge of Skills Development legislation, SAQA, departmental legislation and other related policies. Sound understanding of how SETAS operate, and what a learner-ship entails. Must be well conversant with the HRDS and the NSDS. Sound understanding of RPL processes. Strong analytical skills Ability to function independently. Progressive, committed and results-driven individual. Good understanding of project management. Planning and organising skills. Excellent interpersonal-, written and verbal communication skills. Report writing skills. Basic budgeting skills. Ability to meet deadlines. Willingness to travel and work long hours. Good computer user knowledge and experience is essential. Valid driver's license. Registration with SACE.
<u>DUTIES</u>	:	Establish district and circuit skills development committees. Assist with the identification of training needs. Recruit learners to be enrolled for skills programmes. Co-ordinate the signing of contracts by the enrolled learners. Co-ordinate the implementation of the skills programmes. Co-ordinate the development and submission of Portfolios of Evidence. Implement the training-and related policies. Compile and maintain a database on trained employees. Compile monthly report on the training implemented.
<u>ENQUIRIES</u>	:	Mr TZ Magoane Tel No: (013) 766 7410
<u>POST 08/400</u>	:	<u>WEB-SITE CONTENT MANAGER: PRODUCTION AND PUBLICATIONS REF NO: V2/105</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Information Communication and Technology or equivalent qualification. Minimum of 3 years' experience in a web content related environment. Knowledge of web editing programmes (e.g. HTML, Front-page, Dreamweaver). Good verbal and written communication skills in the English language skills as well as good editing skills. Valid driver's license. Familiarity with the internet, worldwide web, and office software packages. The successful candidate must be willing to work after hours and or on weekends when required, and be prepared to travel extensively.
<u>DUTIES</u>	:	Liaise with various directorates to obtain content for the departments website. Liaise with stakeholders countrywide, and attend stakeholder meeting on a national and provincial level. Monitor relevant websites and identify information to be placed on the DoE's website. Edit and adapt content to suit DoE's online brand strategy. Update the DoE website to reflect current accurate information. Ensure that all relevant department information is made available on the DoE website. Handle telephonic queries relating to content on the website, and provide assistance to web users. Execute any department-prescribed duties /responsibilities required within the section.
<u>ENQUIRIES</u>	:	Mr JI Zwane Tel No: (013) 766 5514
<u>POST 08/401</u>	:	<u>CHIEF HR OFFICER: HR CAREER MATTERS REF NO: V2/106</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Nkangala District Office, KwaMhlanga
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: Extensive

		knowledge and proven ability i.r.o. the required functions and the practical application thereof on the PERSAL System. Good organisational and communication skills. Proven management skills. Computer literacy.
<u>DUTIES</u>	:	Manage all matters pertaining to HR career matters in accordance with policy and delegations. Ensure quality control i.r.o. PERSAL administration and records. Provide related management information. Execute HR performance management.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816
<u>POST 08/402</u>	:	<u>CHIEF HR OFFICER: HR CAREER MATTERS REF NO: V2/107</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Ehlanzeni District Office, Kanyamazane
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: Extensive knowledge and proven ability i.r.o. the required functions and the practical application thereof on the PERSAL System. Good organisational and communication skills. Proven management skills. Computer literacy.
<u>DUTIES</u>	:	Manage all matters pertaining to HR career matters in accordance with policy and delegations. Ensure quality control i.r.o. PERSAL administration and records. Provide related management information. Execute HR performance management.
<u>ENQUIRIES</u>	:	Ms JT Dlamini Tel No: (013) 766 0508
<u>POST 08/403</u>	:	<u>CHIEF HR OFFICER: HR EMPLOYMENT REF NO: V2/108</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Nkangala District Office, KwaMhlanga
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: Extensive knowledge and proven ability i.r.o. the required functions and the practical application thereof on the PERSAL System. Good organisational and communication skills. Proven management skills. Computer literacy.
<u>DUTIES</u>	:	Manage the administration of all aspects pertaining to the employment, reinstatement of salaries, rank translations, promotions and transfers of human resources in regard of decentralised files and records. Deal with the administration of all acting appointments in regard of decentralised files and records. Deal with the administration of all freezing of salaries and vacating of posts in regard of the same files and records. Manage the creation and maintenance of valid employment records on files and on PERSAL. Develop capacity in regard of the above. Ensure quality control i.r.o. PERSAL administration and records. Execute HR performance management.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816
<u>POST 08/404</u>	:	<u>CHIEF HR OFFICER: HR EMPLOYMENT REF NO: V2/109</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Bohlabela District Office, Bushbuckridge
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: Extensive knowledge and proven ability i.r.o. the required functions and the practical application thereof on the PERSAL System. Good organisational and communication skills. Proven management skills. Computer literacy.
<u>DUTIES</u>	:	Manage the administration of all aspects pertaining to the employment, reinstatement of salaries, rank translations, promotions and transfers of human resources in regard of decentralised files and records. Deal with the administration of all acting appointments in regard of decentralised files and records. Deal with the administration of all freezing of salaries and vacating of posts in regard of the same files and records. Manage the creation and maintenance of valid employment records on files and on PERSAL. Develop capacity in regard of the above. Ensure quality control i.r.o. PERSAL administration and records. Execute HR performance management.
<u>ENQUIRIES</u>	:	Mr TZ Magoane Tel No: (013) 766 7410

<u>POST 08/405</u>	:	<u>CHIEF HR OFFICER: HR HOUSING & LEAVE REF NO: V2/110</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: Extensive knowledge and proven ability i.r.o. the required functions and the PERSAL System. Good organisational and communication skills. Proven management skills. Computer literacy.
<u>DUTIES</u>	:	Manage all matters pertaining to housing and leave in accordance with policy and delegations. Ensure quality control i.r.o. PERSAL administration and records. Provide related management information. Execute HR performance management.
<u>ENQUIRIES</u>	:	Mr MP Nkosi Tel No: (017) 801 5077, Mr M Simelane Tel No: (017) 801 5242
<u>POST 08/406</u>	:	<u>CHIEF HR OFFICER: HR PENSIONS & COMPENSATION REF NO: V2/111</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Bohlabela District Office, Bushbuckridge
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: Extensive knowledge and proven ability i.r.o. the required functions and the practical application thereof on the PERSAL System. Good organisational and communication skills. Proven management skills. Computer literacy.
<u>DUTIES</u>	:	Manage all matters pertaining to pensions and compensation in accordance with policy and delegations. Ensure quality control i.r.o. PERSAL administration and records. Provide related management information. Execute HR performance management.
<u>ENQUIRIES</u>	:	Mr TZ Magoane Tel No: (013) 766 7410
<u>POST 08/407</u>	:	<u>CHIEF HR OFFICER: HR PROVISIONING REF NO: V2/112</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Nkangala District Office, KwaMhlanga
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: Extensive knowledge and proven ability i.r.o. the required functions and the practical application thereof on the PERSAL System. Good organisational and communication skills. Proven management skills. Computer literacy.
<u>DUTIES</u>	:	Manage the maintenance of post establishments in accordance with policy and delegations. Implement departmental recruitment-, selection- and placement plans. Implement HR deployment and/or transfer strategies. Manage all new employment matters, termination of service and the maintenance of employment records on files and on PERSAL. Monitor and administer HR matters related to the closing of schools. Process school gradings. Provide related management information services. Execute HR performance management.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816
<u>POST 08/408</u>	:	<u>CHIEF HR OFFICER: PERSAL SYSTEM- & HR PROJECT MNGT REF NO: V2/113</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: Extensive knowledge and proven ability i.r.o. the required functions and the practical application thereof on the PERSAL System. Good organisational and communication skills. Proven management skills. Computer literacy.
<u>DUTIES</u>	:	Register Personnel Sub controllers and users and maintain user profiles through selective allocation of functions. Manage and co-ordinate the implementation of effective PERSAL control, security and audit measures. Regularly monitor the audit and control reports available on PERSAL, as well

		as the programmatically generated exception reports. Manage regular audits on establishment related matters. Ensure that PERSAL utilities are effectively applied. Serve on the departmental PERSAL User Forum and ensure the dissemination of information, the effective application of the PERSAL System and the meeting of National Minimum Information Requirements (NMIR). Manage the orientation of users and provide user support. Provide PERSAL information. Manage the maintenance of district HR database control. Manage the co-ordination of all district HR Projects. Provide statistical reports and data on HR related matters.
<u>ENQUIRIES</u>	:	Mr MP Nkosi Tel No: (017) 801 5077, Mr M Simelane Tel No: (017) 801 5242
<u>POST 08/409</u>	:	<u>CHIEF HR OFFICER: PERSAL SYSTEM- & HR PROJECT MNGT REF NO: V2/114</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Nkangala District Office, KwaMhlanga
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: Extensive knowledge and proven ability i.r.o. the required functions and the practical application thereof on the PERSAL System. Good organisational and communication skills. Proven management skills. Computer literacy.
<u>DUTIES</u>	:	Register Personnel Sub controllers and users and maintain user profiles through selective allocation of functions. Manage and co-ordinate the implementation of effective PERSAL control, security and audit measures. Regularly monitor the audit and control reports available on PERSAL, as well as the programmatically generated exception reports. Manage regular audits on establishment related matters. Ensure that PERSAL utilities are effectively applied. Serve on the departmental PERSAL User Forum and ensure the dissemination of information, the effective application of the PERSAL System and the meeting of National Minimum Information Requirements (NMIR). Manage the orientation of users and provide user support. Provide PERSAL information. Manage the maintenance of district HR database control. Manage the co-ordination of all district HR Projects. Provide statistical reports and data on HR related matters.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816
<u>POST 08/410</u>	:	<u>CHIEF HR OFFICER: PERSAL SYSTEM- & HR PROJECT MNGT REF NO: V2/115</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Ehlanzeni District Office, Kanyamazane
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: Extensive knowledge and proven ability i.r.o. the required functions and the practical application thereof on the PERSAL System. Good organisational and communication skills. Proven management skills. Computer literacy.
<u>DUTIES</u>	:	Register Personnel Sub controllers and users and maintain user profiles through selective allocation of functions. Manage and co-ordinate the implementation of effective PERSAL control, security and audit measures. Regularly monitor the audit and control reports available on PERSAL, as well as the programmatically generated exception reports. Manage regular audits on establishment related matters. Ensure that PERSAL utilities are effectively applied. Serve on the departmental PERSAL User Forum and ensure the dissemination of information, the effective application of the PERSAL System and the meeting of National Minimum Information Requirements (NMIR). Manage the orientation of users and provide user support. Provide PERSAL information. Manage the maintenance of district HR database control. Manage the co-ordination of all district HR Projects. Provide statistical reports and data on HR related matters.
<u>ENQUIRIES</u>	:	Ms JT Dlamini Tel No: (013) 766 0508
<u>POST 08/411</u>	:	<u>DATA TECHNOLOGIST: INFORMATION COMMUNICATION TECHNOLOGY REF NO: V2/116</u>
<u>SALARY</u>	:	R331 188 per annum

<u>CENTRE REQUIREMENTS</u>	:	Nkangala District Office, KwaMhlanga
	:	National Diploma (NQF Level 6) as recognised by SAQA in Information Communication and Technology or equivalent qualification related to the field. Minimum of 3 years' relevant experience. Knowledge: Server and AD Administration. Linux Administration (Apache, MySQL). Microsoft office suites (Word, Excell, Access, Publisher, Outlook) Installation and support. Programming languages (Delphi, Hypertext Processor (PHP), JavaScript library (jQuery), Structured Query Language (SQL). Network topology 9cisco routers/switches, WIFI access points. Hardware installation and support. Latest trend in ICT. Competencies: Planning and organising skills. Ability to work under pressure. Analytic and problem solving skills. Valid driver's license.
<u>DUTIES</u>	:	Install and maintain hardware and software including virus protection software. Handle repairs to hardware. Provide frontline support to users. Ensure user satisfaction with the operation of hardware and software. Maintain wide and local area networks. Provide desktop support for transversal systems as well as desktop and printing support to users. Maintain ICT application. Update antivirus/facilitate an update of antivirus. Attend to departmental users' hardware, software, and network related calls with special focus on workstation related matters. Generate a report on ICT technical Audit.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816
<u>POST 08/412</u>	:	<u>DATA TECHNOLOGIST: INFORMATION COMMUNICATION TECHNOLOGY REF NO: V2/117</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R331 188 per annum
	:	Ehlanzeni District Office, Kanyamazane
	:	National Diploma (NQF Level 6) as recognised by SAQA in Information Communication and Technology or equivalent qualification related to the field. Minimum of 3 years' relevant experience. Knowledge: Server and AD Administration. Linux Administration (Apache, MySQL). Microsoft office suites (Word, Excell, Access, Publisher, Outlook) Installation and support. Programming languages (Delphi, Hypertext Processor (PHP), JavaScript library (jQuery), Structured Query Language (SQL). Network topology 9cisco routers/switches, WIFI access points. Hardware installation and support. Latest trend in ICT. Competencies: Planning and organising skills. Ability to work under pressure. Analytic and problem solving skills. Valid driver's license.
<u>DUTIES</u>	:	Install and maintain hardware and software including virus protection software. Handle repairs to hardware. Provide frontline support to users. Ensure user satisfaction with the operation of hardware and software. Maintain wide and local area networks. Provide desktop support for transversal systems as well as desktop and printing support to users. Maintain ICT application. Update antivirus/facilitate an update of antivirus. Attend to departmental users' hardware, software, and network related calls with special focus on workstation related matters. Generate a report on ICT technical Audit.
<u>ENQUIRIES</u>	:	Ms JT Dlamini Tel No: (013) 766 0508
<u>POST 08/413</u>	:	<u>DATA TECHNOLOGIST: INFORMATION COMMUNICATION TECHNOLOGY REF NO: V2/118</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R331 188 per annum
	:	Bohlabela District Office, Bushbuckridge
	:	National Diploma (NQF Level 6) as recognised by SAQA in Information Communication and Technology or equivalent qualification related to the field. Minimum of 3 years' relevant experience. Knowledge: Server and AD Administration. Linux Administration (Apache, MySQL). Microsoft office suites (Word, Excell, Access, Publisher, Outlook) Installation and support. Programming languages (Delphi, Hypertext Processor (PHP), JavaScript library (jQuery), Structured Query Language (SQL). Network topology 9cisco routers/switches, WIFI access points. Hardware installation and support. Latest trend in ICT. Competencies: Planning and organising skills. Ability to work under pressure. Analytic and problem solving skills. Valid driver's license.
<u>DUTIES</u>	:	Install and maintain hardware and software including virus protection software. Handle repairs to hardware. Provide frontline support to users. Ensure user satisfaction with the operation of hardware and software. Maintain wide and local area networks. Provide desktop support for transversal systems as well as desktop and printing support to users. Maintain ICT application. Update antivirus/facilitate an update of antivirus. Attend to departmental users'

		hardware, software, and network related calls with special focus on workstation related matters. Generate a report on ICT technical Audit.
<u>ENQUIRIES</u>	:	Mr TZ Magoane Tel No: (013) 766 7410
<u>POST 08/414</u>	:	<u>DATA TECHNOLOGIST: TECHNICAL SERVICES REF NO: V2/119</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Head Office, Mbombela (4)
<u>REQUIREMENTS</u>	:	National Diploma (NQF Level 6) as recognised by SAQA in Information Communication and Technology or equivalent qualification related to the field. Minimum of 3 years' relevant experience. Knowledge: Server and AD Administration. Linux Administration (Apache, MySQL). Microsoft office suites (Word, Excell, Access, Publisher, Outlook) Installation and support. Programming languages (Delphi, Hypertext Processor (PHP), JavaScript library (JQuery), Structured Query Language (SQL). Network topology 9cisco routers/switches, WIFI access points. Hardware installation and support. Latest trend in ICT. Competencies: Planning and organising skills. Ability to work under pressure. Analytic and problem solving skills. Valid driver's license. Handle repairs to hardware. Provide frontline support to users. Ensure user satisfaction with the operation of hardware and software. Maintain wide and local area networks. Provide desktop support for transversal systems as well as desktop and printing support to users. Maintain ICT application. Update antivirus/facilitate an update of antivirus. Attend to departmental users' hardware, software, and network related calls with special focus on workstation related matters. Generate a report on ICT technical Audit.
<u>DUTIES</u>	:	Install and maintain hardware and software including virus protection software. Ensure user satisfaction with the operation of hardware and software. Maintain wide and local area networks. Provide desktop support for transversal systems as well as desktop and printing support to users. Maintain ICT application. Update antivirus/facilitate an update of antivirus. Attend to departmental users' hardware, software, and network related calls with special focus on workstation related matters. Generate a report on ICT technical Audit.
<u>ENQUIRIES</u>	:	Ms MFM Tebeila Tel No: (013) 766 5566
<u>POST 08/415</u>	:	<u>HR PRACTITIONER: BENEFITS ADVISORY SUPPORT SERVICE REF NO: V2/120</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Bohlabela District Office, Bushbuckridge
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 3 years' relevant experience in an HR environment. Competencies: Knowledge of the PERSAL System, legislation regulating the performance management systems of educators and officials and related HR policies and practices as well as knowledge of PILIR. Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives. Computer literacy. Valid driver's license.
<u>DUTIES</u>	:	Provide advisory and secretarial services iro performance management and incentive systems. Provide general research- and policy support services. Develop capacity iro HR policies and practices. Co-ordinate and administer matters related to PILIR.
<u>ENQUIRIES</u>	:	Mr TZ Magoane Tel No: (013) 766 7410
<u>POST 08/416</u>	:	<u>HR PRACTITIONER: CONDUCT MANAGEMENT REF NO: V2/121</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF 6) as recognised by SAQA in Labour Relations /Labour Law or equivalent qualification. Minimum of 3 years' relevant experience in Labour Relations environment Competencies: In depth knowledge of labour laws is required, whilst sound knowledge of the education- and general public sectors will be an advantage. Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives. Valid driver's license. Computer literacy.
<u>DUTIES</u>	:	Apply the prescribed policy, delegations, systems, practices and grievance procedures for the management of incapacity (educators) and inefficiency (officials), as well as misconduct. Liaise with the South African Council for Educators i.r.o. the above. Provide related management information, and maintain the database and PERSAL records. Administer related non-decentralised matters, and develop decentralised capacity. Preside over disciplinary cases or be the employer representative. Investigate incidents of breach of the codes of conduct in consultation with the districts. Advise line management on how to manage employee conduct.

<u>ENQUIRIES</u>	:	Ms IN Madonsela Tel No: (013) 766 5352
<u>POST 08/417</u>	:	<u>HR PRACTITIONER: GRIEVANCE AND DISPUTE RESOLUTION AND PREVENTION REF NO: V2/122</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF 6) as recognised by SAQA in Labour Relations /Labour Law or equivalent qualification. Minimum of 3 years' relevant experience in Labour Relations Environment. Competencies: In depth knowledge of labour laws is required, whilst sound knowledge of the education- and general public sectors will be an advantage. Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives. Valid driver's license. Computer literacy. Relevant experience in labour relations (3 years) will be a recommendation.
<u>DUTIES</u>	:	Promote labour peace through dispute resolution mechanisms. Co-ordinate the settlement of disputes and grievances. Liaise with trade unions and bargaining councils with regard to dispute resolution. Maintain database for disputes and grievances. Arrange meeting with relevant stakeholders including districts for individual dispute and/ or grievance resolution. Assist with the development of decentralised capacity i.r.o. the above. Prepare and obtain mandates to settle disputes and grievances.
<u>ENQUIRIES</u>	:	Ms IN Madonsela Tel No: (013) 766 5352
<u>POST 08/418</u>	:	<u>HR PRACTITIONER: HR BENEFITS PROJECTS REF NO: V2/123</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 3 years' relevant experience in an HR environment. Knowledge of Human Resource Benefits concepts, principles, policies and procedures. In depth knowledge and experience of the PERSAL System. Knowledge of the legislation regulating the planning of the provisioning and employment of educators and officials and related HR policies and practices, as well as HR Benefits. Well-developed written and verbal communication skills. Ability to work under pressure. Ability to function independently. Client-orientation/ customer focus. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint). Valid driver's license.
<u>DUTIES</u>	:	Develop, co-ordinate, monitor and review the policy, delegations, systems, practices and grievance procedures required for the efficient, equitable and accountable remuneration of all human resources, and provide related management information.
<u>ENQUIRIES</u>	:	Ms F Khoza Tel No: (013) 766 5501
<u>POST 08/419</u>	:	<u>HR PRACTITIONER: HR PERFORMANCE REF NO: V2/124</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Knowledge Performance Management & Development concepts, principles, policies and procedures. In depth knowledge and experience of the PERSAL System. Knowledge of the legislation regulating the planning of the provisioning and employment of educators and officials and related HR policies and practices, as well as well-developed written and verbal communication skills. Ability to work under pressure. Ability to function independently. Client-orientation/ customer focus. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint). Valid driver's license.
<u>DUTIES</u>	:	Develop, co-ordinate, and review policies, delegations, practices, and grievance procedures pertaining to a performance assessment instrument, as well as the developmental management of performance. Provide a professional HRPM advisory support service related to performance management, including induction, probation, code of conduct, working hours, performance assessment, rewarding good performance, managing poor performance and career planning.

<u>ENQUIRIES</u>	:	Mr A Mthisi Tel No: (013) 766 5516
<u>POST 08/420</u>	:	<u>HR PRACTITIONER: HR PLANNING REF NO: V2/125</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 3 years' relevant experience in an HR environment. Knowledge of Human Resource Provisioning concepts, principles, policies and procedures. In depth knowledge and experience of the PERSAL System. Knowledge of the legislation regulating the planning of the provisioning and employment of educators and officials and related HR policies and practices, as well as Establishment Administration. Well-developed written and verbal communication skills. Ability to work under pressure. Ability to function independently. Client-orientation/ customer focus. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint). Valid driver's license.
<u>DUTIES</u>	:	Research, analyse and compile an integrated HR- and Affirmative Action plan which is linked to the MTEF, and aligned with the strategic plan and service performance improvement programme. Develop HR interventions which enables the organization to adapt rapidly to a changing environment. Participate in the strategic and other planning processes in the Department. Meet the reporting requirements i.r.o HR Planning.
<u>ENQUIRIES</u>	:	Mr G Mathebula Tel No: (013) 766 5378
<u>POST 08/421</u>	:	<u>HR PRACTITIONER: HR RECRUITMENT REF NO: V2/126</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 3 years' relevant experience in an HR environment. Knowledge of Human Resource Provisioning concepts, principles, policies and procedures. In depth knowledge and experience of the PERSAL System. Knowledge of the legislation regulating the planning of the provisioning and employment of educators and officials and related HR policies and practices, as well as Establishment Administration. Well-developed written and verbal communication skills. Ability to work under pressure. Ability to function independently. Client-orientation/ customer focus. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint). Valid driver's license.
<u>DUTIES</u>	:	Develop, co-ordinate, monitor and review policy, delegations, systems, practices and grievance procedures pertaining to the recruitment and selection of human resources. Develop, co-ordinate, monitor and review policy, delegations, systems and practices i.r.o. voluntary and compulsory severance. Deal with the administration of all related matters in regard of the non-decentralised files and records.
<u>ENQUIRIES</u>	:	Mr G Mathebula Tel No: (013) 766 5378
<u>POST 08/422</u>	:	<u>HR PRACTITIONER: PERSAL CONTROL REF NO: V2/127</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Knowledge of Human Resource Provisioning concepts, principles, policies and procedures. In depth knowledge and experience of the PERSAL System. Knowledge of the legislation regulating the planning of the provisioning and employment of educators and officials and related HR policies and practices, as well as Establishment Administration. Well-developed written and verbal communication skills. Ability to work under pressure. Ability to function independently. Client-orientation/ customer focus. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint). Valid driver's license.

<u>DUTIES</u>	:	Create and maintain departmental codes on the departmental code files. Administer the submission of System Control Changes with regard to PERSAL to Treasury through the SCC system. Administer and execute PERSAL control and audit measures. Assist with the distribution of PERSAL audit and control reports, as well as programmatically generated exception reports. Ensure the capturing of all bursary information on PERSAL. Arrange all aspects of departmental PERSAL User Forum meetings. Monitor capturing of information on PERSAL in line with the National Minimum Information Requirements (NMIR).
<u>ENQUIRIES</u>	:	Mr G Mathebula Tel No: (013) 766 5378
<u>POST 08/423</u>	:	<u>HR PRACTITIONER: STAFFING ADVISORY SUPPORT SERVICE REF NO: V2/129</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Ehlanzeni District Office, Kanyamazane
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 3 years' relevant experience in an HR environment. Competencies: Knowledge of the PERSAL System, legislation regulating the recruitment and conditions of service of educators and officials and related HR policies and practices. Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives. Computer literacy. Valid driver's license.
<u>DUTIES</u>	:	Render specialised HR Staffing support-, research and advisory services including advisory and secretarial services iro recruitment and selection processes as well as general research- and policy support services. Develop capacity iro HR policies and practices.
<u>ENQUIRIES</u>	:	Ms JT Dlamini Tel No: (013) 766 0508
<u>POST 08/424</u>	:	<u>HR PRACTITIONER: STAFFING ADVISORY SUPPORT SERVICE REF NO: V2/130</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Bohlabela District Office, Bushbuckridge
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 3 years' relevant experience in an HR environment. Competencies: Knowledge of the PERSAL System, legislation regulating the recruitment and conditions of service of educators and officials and related HR policies and practices. Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives. Computer literacy. Valid driver's license.
<u>DUTIES</u>	:	Render specialised HR Staffing support-, research and advisory services including advisory and secretarial services iro recruitment and selection processes as well as general research- and policy support services. Develop capacity iro HR policies and practices.
<u>ENQUIRIES</u>	:	Mr TZ Magoane Tel No: (013) 766 7410
<u>POST 08/425</u>	:	<u>INTERNAL AUDITOR: COMPLIANCE AUDITS REF NO: V2/131</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	An appropriate 3-year B Tech degree (NQF7) with majors in Accounting Audit/ Internal Auditing as recognised by SAQA. Minimum of 3 years' practical experience. Proven internal audit skills. Ability to assess and identify business risks. Well-developed investigative, evaluative and problem solving ability. Excellent verbal and written communication skills. Ability to develop internal audit programs and procedures. Excellent report writing ability. Computer literate: MS Office, especially Word, Excel and PowerPoint; and Teammate Audit Software. Critical Interpersonal or Interactive skills. Presentable, professional and confident. Diplomatic and tactful while remaining assertive. Ability to manage stress and work under pressure. High level of integrity. Ability to work in a team. Target/results driven with a sense of urgency to get things done. Self-starter. Strong attention to detail/methodical/analytical. Problem solving ability. Ability to multitask. Must be willing to travel and have a valid driver license. Must be willing to undertake training on GIA, IAT and CIA.
<u>DUTIES</u>	:	Conduct Client Liaison at a functional level. Perform system descriptions and assess business risk. Deliver on internal audit programs and procedures.

		Execute internal audit assignments. Perform internal audit tests and procedures. Identify weak/problem areas and develop effective corrective action plans. Prepare reports and discuss at a functional level. Execute Ad Hoc Projects and research assignments. Continuously improve and update technical knowledge. Enhance service delivery, quality and client satisfaction Mr SJ Sifunda Tel No: (013) 766 5293
<u>ENQUIRIES</u>	:	
<u>POST 08/426</u>	:	<u>INTERNAL AUDITOR: INTERNAL CONTROLS REF NO: V2/132</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	An appropriate 3-year B Tech degree (NQF7) with majors in Accounting Audit/ Internal Auditing as recognised by SAQA. Minimum of 3 years in internal auditing. Proven internal audit skills Ability to assess and identify business risks. Well-developed investigative, evaluative and problem solving ability. Excellent verbal and written communication skills. Ability to develop internal audit programs and procedures. Excellent report writing ability. Good business acumen. Computer literate: MS Office, especially Word, Excel and PowerPoint; and Teammate Audit Software. Critical Interpersonal or Interactive skills. Presentable, professional and confident. Diplomatic and tactful while remaining assertive. Ability to manage stress and work under pressure. High level of integrity. Ability to work in a team. Target/results driven with a sense of urgency to get things done. Self-starter. Strong attention to detail/methodical/analytical. Problem solving ability. Ability to multitask. Must be willing to travel and have a valid driver license. Must be willing to undertake training on GIA, IAT and CIA.
<u>DUTIES</u>	:	Conduct Client Liaison at a functional level. Perform system descriptions and assess business risk. Deliver on internal audit programs and procedures. Execute internal audit assignments. Perform internal audit tests and procedures. Identify weak/problem areas and develop effective corrective action plans. Prepare reports and discuss at a functional level. Execute Ad Hoc Projects and research assignments. Continuously improve and update technical knowledge. Enhance service delivery, quality and client satisfaction Mr SJ Sifunda Tel No: (013) 766 5293
<u>ENQUIRIES</u>	:	
<u>POST 08/427</u>	:	<u>LABOUR RELATIONS OFFICER: BEHAVIOUR MANAGEMENT REF NO: V2/133</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Labour Relations/Labour relations or equivalent qualifications. Minimum of 3 years' relevant experience in a Labour relations environment. Competencies: In depth knowledge of labour laws is required, whilst sound knowledge of the education- and general public sectors will be an advantage. Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives. Valid driver's license. Computer literacy. Relevant experience in labour relations (3 years) will be a recommendation.
<u>DUTIES</u>	:	Co-ordinate matters pertaining to labour relations, -policies and -agreements. Administer all matters pertaining to incapacity (educators) and inefficiency (officials), as well as employee behaviour (educators and officials) in accordance with policy and delegations. Investigate and hold disciplinary and incapacity enquiries. Liaise with the South African Council for Educators i.r.o the above. Create and maintain database and PERSAL records in regard of misconduct and incapacity.
<u>ENQUIRIES</u>	:	Mr MP Nkosi Tel No: (017) 801 5077, Mr M Simelane Tel No: (017) 801 5242
<u>POST 08/428</u>	:	<u>LABOUR RELATIONS OFFICER: BEHAVIOUR MANAGEMENT REF NO: V2/134</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Nkangala District Office, KwaMhlanga
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Labour Relations/Labour relations or equivalent qualifications. Minimum of 3 years' relevant experience in a Labour relations environment. Competencies: In depth knowledge of labour laws is required, whilst sound knowledge of the education- and general public sectors will be an advantage. Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives. Valid driver's

		license. Computer literacy. Relevant experience in labour relations (3 years) will be a recommendation.
<u>DUTIES</u>	:	Co-ordinate matters pertaining to labour relations, -policies and -agreements. Administer all matters pertaining to incapacity (educators) and inefficiency (officials), as well as employee behaviour (educators and officials) in accordance with policy and delegations. Investigate and hold disciplinary and incapacity enquiries. Liaise with the South African Council for Educators i.r.o the above. Create and maintain database and PERSAL records in regard of misconduct and incapacity.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816
<u>POST 08/429</u>	:	<u>LABOUR RELATIONS OFFICER: BEHAVIOUR MANAGEMENT REF NO: V2/135</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Ehlanzeni District Office, Kanyamazane
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Labour Relations/Labour relations or equivalent qualifications. Minimum of 3 years' relevant experience in a Labour relations environment. Competencies: In depth knowledge of labour laws is required, whilst sound knowledge of the education- and general public sectors will be an advantage. Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives. Valid driver's license. Computer literacy. Relevant experience in labour relations (3 years) will be a recommendation.
<u>DUTIES</u>	:	Co-ordinate matters pertaining to labour relations, -policies and -agreements. Administer all matters pertaining to incapacity (educators) and inefficiency (officials), as well as employee behaviour (educators and officials) in accordance with policy and delegations. Investigate and hold disciplinary and incapacity enquiries. Liaise with the South African Council for Educators i.r.o the above. Create and maintain database and PERSAL records in regard of misconduct and incapacity.
<u>ENQUIRIES</u>	:	Ms JT Dlamini Tel No: (013) 766 0508
<u>POST 08/430</u>	:	<u>LABOUR RELATIONS OFFICER: BEHAVIOUR MANAGEMENT REF NO: V2/136</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Bohlabela District Office, Bushbuckridge
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Labour Relations/Labour relations or equivalent qualifications. Minimum of 3 years' relevant experience in a Labour relations environment. Competencies: In depth knowledge of labour laws is required, whilst sound knowledge of the education- and general public sectors will be an advantage. Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives. Valid driver's license. Computer literacy. Relevant experience in labour relations (3 years) will be a recommendation.
<u>DUTIES</u>	:	Co-ordinate matters pertaining to labour relations, -policies and -agreements. Administer all matters pertaining to incapacity (educators) and inefficiency (officials), as well as employee behaviour (educators and officials) in accordance with policy and delegations. Investigate and hold disciplinary and incapacity enquiries. Liaise with the South African Council for Educators i.r.o the above. Create and maintain database and PERSAL records in regard of misconduct and incapacity.
<u>ENQUIRIES</u>	:	Mr TZ Magoane Tel No: (013) 766 7410
<u>POST 08/431</u>	:	<u>OFFICE MANAGER: OFFICE OF THE CFO REF NO: V2/137</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Financial Management/Commerce/Public Management or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Working knowledge of BAS and MS Office, as well as the specified work field. Sound knowledge and understanding of the financial accounting procedures, methods and principles established for the processing of specific salary/financial transactions. Knowledge of the set policies and legislation on which decisions and operations are based. Well-developed financial

		management skills. Well-developed skills in analysing and understanding budgets. Planning and organising skills. Well-developed written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. Good computer user knowledge and experience. Valid driver's license. Previous experience as a Financial Advisor or Financial Consultant will be a recommendation.
<u>DUTIES</u>	:	Receive, analyse and interpret all incoming correspondence, channel it to relevant components for attention and make follow-ups where necessary. Compile reports, act as Secretary during meetings and manage the budget of the CFO's office. Co-ordinate and facilitate the compilation of annual estimates for the CFO's Office. Obtain and keep records of conditionals grants. Assist in the development and implementation of strategic plans. Ensure compliance with all legal frameworks and execute any other task as directed by the CFO. Maintain confidentiality and promote the image of the CFO's office. Responsible for coordinating and consolidation of various submissions to oversight bodies.
<u>ENQUIRIES</u>	:	Ms TF Ntuli Tel No: (013) 766 5438
<u>POST 08/432</u>	:	<u>SENIOR ADMIN OFFICER: EXAM CERTIFICATION REF NO: V2/138</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Public Management as recognised by SAQA or equivalent qualification related to the field. Minimum of 3 years' relevant experience. Computer literacy. Ability to maintain total confidentiality and work under pressure. Valid driver's license. A strong background in logistical and certification services of the examination section will be a recommendation.
<u>DUTIES</u>	:	Manage and co-ordinate the processing of applications for senior certificates as well as amendments for the combination of subjects. Facilitate the issuing of national senior certificates (new, re-issue and replacements). Co-ordinate and control the receipt of certificates and track omissions. Effect requisite combinations of results for applicants of the national senior certificate. Manage the process to control and dispatch certificates to districts and ensure that all issued certificates are accounted for. Effect requisite combination of results and corrections of personal particulars for applicants of the national senior certificate. Assist in other exam units during peak periods.
<u>ENQUIRIES</u>	:	Mr GJ Mugwena Tel No: (013) 766 0094
<u>POST 08/433</u>	:	<u>SENIOR ADMIN OFFICER: EXAM LOGISTICS REF NO: V2/139</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Public Management as recognised by SAQA or equivalent qualification related to the field. Minimum of 3 years' relevant experience. Computer literacy. Ability to maintain total confidentiality and work under pressure. Valid driver's license. A strong background in logistical and certification services of the examination section will be a recommendation.
<u>DUTIES</u>	:	Manage an efficient filing system of all documents in exams. Receive, dispatch and distribute all types of correspondence. Manage the rendering of duplicating / photocopying services, courier and transportation services and messenger and driver services. Manage the switchboard. Manage the help-desk, receive and direct visitors and calls. Handle assets (movable & immovable) including fleet/transport. Control the receipt and allocation of stock and procurement. Manage the processing of claims for marking, overtime and those of service providers. Assist in other exam units during peak periods.
<u>ENQUIRIES</u>	:	Mr GJ Mugwena Tel No: (013) 766 0094
<u>POST 08/434</u>	:	<u>SENIOR ADMIN OFFICER: GG TRANSPORT REF NO: V2/140</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management /Transport Management/Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Extensive knowledge and proven ability i.r.o. the required

		functions. Proven management skills in the field of government owned transport services. Sound knowledge of the Road Transport Act and transport policies. Good interpersonal, organisational and communication skills. Computer literacy. Valid driver's license.
<u>DUTIES</u>	:	Manage and control the provisioning of government owned transport services for the Department. Determine transport requirements. Exercise control in regard of the maintenance and expenditure related to the utilisation of government owned vehicles and administer the budget allocated for transport. Ensure that all instructions pertaining to the use, operation and maintenance of government owned vehicles are complied with and conduct regular inspections. Ensure monthly inspections of vehicles in all offices. Liaise with the Department of Public Works, Roads and Transport and Government garage on transport related matters. Train and supervise staff. Execute HR Performance Management.
<u>ENQUIRIES</u>	:	Mr DJ Mashaba Tel No: (013) 766 5117
<u>POST 08/435</u>	:	<u>SENIOR ADMIN OFFICER: OFFICE ADMINISTRATION REF NO: V2/141</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Public Management or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Working knowledge and proven ability i.r.o. the required functions. Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives and report writing skills. Proven computer literacy and user experience (Microsoft Office package). Valid driver's license.
<u>DUTIES</u>	:	Manage, co-ordinate and monitor central accommodation and office administration services, including the maintenance of facilities and equipment and the administration and control of rentals diverse accounts. Compile and review policies and procedures regarding the administration processes of the section. Manage the effective execution of regular inspections of leased and government owned buildings and compile reports to managers. Train, give guidance and supervise staff. Execute HR performance management.
<u>ENQUIRIES</u>	:	Mr DJ Mashaba Tel No: (013) 766 5117
<u>POST 08/436</u>	:	<u>SENIOR ADMIN OFFICER: OFFICE AUXILIARY SERVICES REF NO: V2/142</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	An appropriate 3-year qualification as recognised by SAQA in Archival Studies/ Records Management or Public Management/Administration, plus 3 years' appropriate experience. Proven successful completion of an electronic records management course or the National Archives and records services management course and experience in the field of paper based records. Good interpersonal, organisational and communication skills. Valid driver's license.
<u>DUTIES</u>	:	Establish and maintain a records management unit. Supervise the implementation of a records management strategy and related records management action plans. Manage the maintenance of a records classification system for paper based- and electronic records. Implement systematic disposal programmes to reduce the storage costs involved in storing records no longer required for administrative, legal and functional purposes after written disposal authority has been obtained from the Provincial Archivist. Manage the safekeeping of all records as well as the administration of all related matters in regard of non-decentralised documents and records. Co-ordinate and control the implementation and maintenance of workable and practical registry systems throughout the department. Ensure that registry staff are trained to apply proper registry procedures to facilitate sound management of records. Manage the maintenance of all allocations of file-/document reference numbers requested by officials according to the approved classification system. Provide access to information in terms of the Promotion of Access to information Act 2000. Conduct regular inspections of all records storage areas to ensure that proper access controls are in place.
<u>ENQUIRIES</u>	:	Mr DJ Mashaba Tel No: (013) 766 5117

POST 08/437 : **SENIOR PROVISIONING ADMIN OFFICER: ASSET CONTROL REF NO: V2/143**

SALARY : R331 188 per annum
CENTRE : Head Office, Mbombela
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management /Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Sound knowledge of the computerised LOGIS System, Treasury regulations and Supply Chain Management processes. Well-developed investigative and auditing skills. Good analytical, planning and organising skills. Strong interpersonal-, written and verbal communication skills. Good report writing skills. Proven management skills. Ability to work under pressure and meet deadlines. Ability to work independently. Good computer user knowledge and experience. Valid driver's license. Note: Shortlisted candidates will be required to complete a short written exercise in addition to participating in an interview.

DUTIES : Deal with all aspects of stocktaking including the execution of stocktaking, submission of stocktaking reports per sub-inventory, and compilation and updating of stock inventories. Administer loss control including the disposal of redundant stock/property and equipment, dealing with losses (TIW) and sponsorships, donations, grants and petty cash. Control and execute asset control inspections. Ensure the administration of related non-decentralised matters. Develop decentralised capacity in regard of the above. Provide related management information. Deal with audit enquiries. Execute HR performance management.

ENQUIRIES : Dr SM Thwala Tel No: (013) 766 5572

POST 08/438 : **SENIOR PROVISIONING ADMIN OFFICER: DEMAND & ACQUISITION MANAGEMENT REF NO: V2/144**

SALARY : R331 188 per annum
CENTRE : Nkangala District Office, KwaMhlanga
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: In depth knowledge and experience of the computerised LOGIS System, Tender Board prescriptions, Treasury regulations and procurement procedures. Proven management skills. Completion of LOGIS course. Computer literacy is essential. Valid driver's license.

DUTIES : Manage the procurement of goods and services for the district, including tender- and procurement administration. Supervise and render demand and acquisition clerical/management services including the following: Ensure that suppliers are registered, request and receive quotations, capture specifications on the electronic purchasing system, ensure that all orders are placed on time, issue and receive bid documents, provide secretariat or logistical support during bid consideration and contracts. Execute HR Performance Management.

ENQUIRIES : Ms M Masilela Tel No: (013) 947 1816

POST 08/439 : **SENIOR PROVISIONING ADMIN OFFICER: LOGISTICAL MANAGEMENT REF NO: V2/145**

SALARY : R331 188 per annum
CENTRE : Head Office, Mbombela
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: In depth knowledge and experience of the computerised LOGIS System, Treasury regulations and procurement procedures. Proven management skills. Completion of LOGIS course. Valid driver's license. Computer literacy is essential.

DUTIES : Co-ordinate and manage provisioning administration and internal stock control services for the Department in accordance with policy and delegations. Execute HR Performance Management.

ENQUIRIES : Mr DJ Mashaba Tel No: (013) 766 5117

<u>POST 08/440</u>	:	<u>SENIOR PROVISIONING ADMIN OFFICER: LOGISTICAL MANAGEMENT REF NO: V2/146</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Nkangala District Office, KwaMhlanga
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: In depth knowledge and experience of the computerised LOGIS System, Treasury regulations and procurement procedures. Proven management skills. Completion of LOGIS course. Valid driver's license. Computer literacy is essential.
<u>DUTIES</u>	:	Co-ordinate and manage procurement administration services. Deal with the administration of warehouses and stores. Co-ordinate and manage internal stock control issues. Execute HR Performance Management.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816
<u>POST 08/441</u>	:	<u>SENIOR PROVISIONING ADMIN OFFICER: MOVABLE ASSETS REF NO: V2/147</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management /Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Sound knowledge of the computerised LOGIS System, Treasury regulations and Supply Chain Management processes. Well-developed investigative and auditing skills. Good analytical, planning and organising skills. Strong interpersonal-, written and verbal communication skills. Good report writing skills. Proven management skills. Ability to work under pressure and meet deadlines. Ability to work independently. Good computer user knowledge and experience. Valid driver's license. Note: Shortlisted candidates will be required to complete a short written exercise in addition to participating in an interview.
<u>DUTIES</u>	:	Deal with Asset Planning including the assessment of existing assets and planned acquisitions against service delivery requirements. Evaluate assets performance e.g. physical conditions, functionality, utilisation and financial performance. Deal with Asset Acquisition Planning including the development and implementation of an acquisition plan, the establishment of an acquisition history register and the receipt and acceptance of assets. Develop and implement an operations, safeguarding- and maintenance assets plan. Monitor and control the movement of assets. Deal with the safeguarding and protection of assets. Identify surplus, obsolete and under performing assets, evaluate disposal alternatives and develop and implement a disposal plan. Deal with the valuation of assets, the depreciation of assets and maintenance assets plan. Monitor and control the Asset Register in respect of movable assets owned by the Department. Develop decentralised capacity in regard of the above. Provide related management information. Execute HR performance management.
<u>ENQUIRIES</u>	:	Dr SM Thwala Tel No: (013) 766 5572
<u>POST 08/442</u>	:	<u>SENIOR SPECIAL PROGRAMMES OFFICER: EMPLOYEE ASSISTANCE (EAP) REF NO: V2/148</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Occupational Health and Safety or SAMTRAC as recognised by South African Institute of Occupational Safety and Health. Minimum of 3 years' experience in the SHERQ environment. Knowledge of the Employee Health and Wellness Strategic Framework, legislation and operation related to Employee Assistance Programmes. Strong interpersonal skills, well developed written and verbal communication skills. Strong presentation and report writing skills. Good problem solving skills. Ability to work independently. Ability to perform needs analysis. Willingness to travel. Valid driver's license.
<u>DUTIES</u>	:	Implementation of the Wellness Management and Safety, Health Environment, Risk and Quality (SHERQ) measures within the EHW Strategic framework for public service. Implement Employee Assistance Programme policies and

		<p>guidelines. Enhance employee's and workplace effectiveness through prevention, identification and resolution of personal and productivity programmes. Refer employees for diagnosis, treatment and rehabilitation. Market the programme and establish partnerships with internal and external stakeholders. Assist in development of pro-active programmes. Present needs-based programmes to Departmental employees. Develop measures for the safety of employees. Conduct trainings to SHE reps, Occupational Health and Safety Committees and employees about health and safety matters. Establish standards of safety. Conduct health safety assessments and make recommendations to managers. Ensure the enforcement of health and safety policies. Ensure implementation of health and safety committee resolutions. Submit health and safety reports to relevant authorities.</p>
<u>ENQUIRIES</u>	:	Ms PD Mhlanga Tel No: (013) 766 5555
<u>POST 08/443</u>	:	<u>SENIOR SPECIAL PROGRAMMES OFFICER: EMPLOYEE ASSISTANCE (EAP) REF NO: V2/149</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Occupational Health and Safety/ SAMTRAC as recognised by South African Institute of Occupational Safety and Health. Minimum of 3 years' experience in the SHERQ environment. Competencies: Knowledge of the set policies, legislation and operations related to employee assistance programmes. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counselling with maturity, patience and sensitivity. Well-developed written and verbal communication skills. Strong presentation- and report writing skills. Good problem solving skills. Sound management skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential.
<u>DUTIES</u>	:	Co-ordinate and ensure the following pertaining to the enhancement of employee and workplace effectiveness in the district, through the prevention, identification and resolution of personal and productivity issues: the psychological, emotional, social and spiritual counseling of employees on alcoholism and drug abuse, absenteeism, stress and tardiness, as well as personal matters such as abuse, violence, divorce and bereavement the identification of individual employees' behavioral problems based on work performance the referral of employees for diagnosis, treatment and rehabilitation the monitoring of progress and medical reports and implementation of corrective action. Render expert advice to management on the impact of the application of policies, regulations and acts on employees with social problems. Execute HR performance management.
<u>ENQUIRIES</u>	:	Mr MP Nkosi Tel No: (017) 801 5077, Mr M Simelane Tel No: (017) 801 5242
<u>POST 08/444</u>	:	<u>SENIOR SPECIAL PROGRAMMES OFFICER: EMPLOYEE ASSISTANCE (EAP) REF NO: V2/150</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Ehlanzeni District Office, Kanyamazane
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Occupational Health and Safety or SAMTRAC as recognised by South African Institute of Occupational Safety and Health. Minimum of 3 years' experience in the SHERQ environment. Competencies: Knowledge of the set policies, legislation and operations related to employee assistance programmes. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counselling with maturity, patience and sensitivity. Well-developed written and verbal communication skills. Strong presentation- and report writing skills. Good problem solving skills. Sound management skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential.
<u>DUTIES</u>	:	Co-ordinate and ensure the following pertaining to the enhancement of employee and workplace effectiveness in the district, through the prevention, identification and resolution of personal and productivity issues: the psychological, emotional, social and spiritual counseling of employees on alcoholism and drug abuse, absenteeism, stress and tardiness, as well as personal matters such as abuse, violence, divorce and bereavement the identification of individual employees' behavioral problems based on work

		performance the referral of employees for diagnosis, treatment and rehabilitation the monitoring of progress and medical reports and implementation of corrective action. Render expert advice to management on the impact of the application of policies, regulations and acts on employees with social problems. Execute HR performance management.
<u>ENQUIRIES</u>	:	Ms JT Dlamini Tel No: (013) 766 0508
<u>POST 08/445</u>	:	<u>SENIOR SPECIAL PROGRAMMES OFFICER: EMPLOYEE ASSISTANCE (EAP) REF NO: V2/151</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Bohlabela District Office, Bushbuckridge
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Occupational Health and Safety or SAMTRAC as recognised by South African Institute of Occupational Safety and Health. Minimum of 3 years' experience in the SHERQ environment. Competencies: Knowledge of the set policies, legislation and operations related to employee assistance programmes. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counselling with maturity, patience and sensitivity. Well-developed written and verbal communication skills. Strong presentation- and report writing skills. Good problem solving skills. Sound management skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential.
<u>DUTIES</u>	:	Co-ordinate and ensure the following pertaining to the enhancement of employee and workplace effectiveness in the district, through the prevention, identification and resolution of personal and productivity issues: the psychological, emotional, social and spiritual counseling of employees on alcoholism and drug abuse, absenteeism, stress and tardiness, as well as personal matters such as abuse, violence, divorce and bereavement the identification of individual employees' behavioral problems based on work performance the referral of employees for diagnosis, treatment and rehabilitation the monitoring of progress and medical reports and implementation of corrective action. Render expert advice to management on the impact of the application of policies, regulations and acts on employees with social problems. Execute HR performance management.
<u>ENQUIRIES</u>	:	Mr TZ Magoane Tel No: (013) 766 7410
<u>POST 08/446</u>	:	<u>SENIOR SPECIAL PROGRAMMES OFFICER: HIV/AIDS IN THE WORKPLACE REF NO: V2/152</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF6) qualification as recognised by SAQA. in Occupational Health and Safety Safety or SAMTRAC as recognised by South African Institute of Occupational Safety and Health. Minimum of 3 years' relevant. Knowledge of the Employee Health and Wellness Strategic Framework, legislation and operation related to Employee Assistance Programmes.. Strong interpersonal skills, well developed written and verbal communication skills. Strong presentation and report writing skills. Good problem solving skills. Ability to work independently. Ability to perform needs analysis. Willingness to travel. Valid driver's license.
<u>DUTIES</u>	:	Provide care and support to employees infected with and affected by HIV/AIDS. Prevent stigmatization, victimisation and discrimination. Create and promote a healthy and supportive working environment. Encourage voluntary testing, counselling, diagnosis and treatment. Implement strategies and interventions to promote condom distribution and use. Promote awareness amongst employees to prevent new infections.
<u>ENQUIRIES</u>	:	Ms PD Mhlanga Tel No: (013) 766 5555
<u>POST 08/447</u>	:	<u>SENIOR SPECIAL PROGRAMMES OFFICER: HIV/AIDS IN THE WORKPLACE REF NO: V2/153</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF6) as recognised by SAQA. Minimum of 3 years relevant experience. National Diploma (NQF6) as recognised by SAQA in Occupational Health and Safety/ SAMTRAC as recognised by South African

		Institute of Occupational Safety and Health. Minimum of 3 years' experience in the SHERQ environment. Competencies: Sound knowledge of the set policies, legislation and operations related to HIV/AIDS prevention and -care programmes. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counselling with maturity, patience and sensitivity. Well-developed written and verbal communication skills. Strong presentation- and report writing skills. Good problem solving skills. Well-developed management skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential.
<u>DUTIES</u>	:	Co-ordinate and ensure the provision of care and support to employees infected with and affected by HIV/AIDS the prevention of stigmatization, victimisation and discrimination the creation and promotion of a healthy and supportive working environment the encouragement of voluntary testing, counseling, diagnosis and treatment. Develop strategies and interventions to promote condom distribution and use. Promote awareness amongst employees to prevent new infections. Minimise the impact of HIV/AIDS on individual and organisational performance. Execute HR performance management.
<u>ENQUIRIES</u>	:	Mr MP Nkosi Tel No: 017 801 5077, Mr M Simelane Tel No: 017 801 5242
<u>POST 08/448</u>	:	<u>SENIOR SPECIAL PROGRAMMES OFFICER: HIV/AIDS IN THE WORKPLACE REF NO: V2/154</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Nkangala District Office, KwaMhlanga
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF6) as recognised by SAQA. Minimum of 3 years relevant experience. National Diploma (NQF6) as recognised by SAQA in Occupational Health and Safety/ SAMTRAC as recognised by South African Institute of Occupational Safety and Health. Minimum of 3 years' experience in the SHERQ environment. Competencies: Sound knowledge of the set policies, legislation and operations related to HIV/AIDS prevention and -care programmes. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counselling with maturity, patience and sensitivity. Well-developed written and verbal communication skills. Strong presentation- and report writing skills. Good problem solving skills. Well-developed management skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential.
<u>DUTIES</u>	:	Co-ordinate and ensure the provision of care and support to employees infected with and affected by HIV/AIDS the prevention of stigmatization, victimisation and discrimination the creation and promotion of a healthy and supportive working environment the encouragement of voluntary testing, counseling, diagnosis and treatment. Develop strategies and interventions to promote condom distribution and use. Promote awareness amongst employees to prevent new infections. Minimise the impact of HIV/AIDS on individual and organisational performance. Execute HR performance management.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816
<u>POST 08/449</u>	:	<u>SENIOR SPECIAL PROGRAMMES OFFICER: HIV/AIDS IN THE WORKPLACE REF NO: V2/155</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Ehlanzeni District Office, Kanyamazane
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF6) as recognised by SAQA. Minimum of 3 years relevant experience. National Diploma (NQF6) as recognised by SAQA in Occupational Health and Safety/ SAMTRAC as recognised by South African Institute of Occupational Safety and Health. Minimum of 3 years' experience in the SHERQ environment. Competencies: Sound knowledge of the set policies, legislation and operations related to HIV/AIDS prevention and -care programmes. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counselling with maturity, patience and sensitivity. Well-developed written and verbal communication skills. Strong presentation- and report writing skills. Good problem solving skills. Well-developed management skills. Ability to work

		independently. Valid driver's license. Willingness to travel. Computer literacy is essential.
<u>DUTIES</u>	:	Co-ordinate and ensure the provision of care and support to employees infected with and affected by HIV/AIDS the prevention of stigmatization, victimisation and discrimination •the creation and promotion of a healthy and supportive working environment •the encouragement of voluntary testing, counseling, diagnosis and treatment. Develop strategies and interventions to promote condom distribution and use. Promote awareness amongst employees to prevent new infections. Minimise the impact of HIV/AIDS on individual and organisational performance. Execute HR performance management.
<u>ENQUIRIES</u>	:	Ms JT Dlamini Tel No: (013) 766 0508
<u>POST 08/450</u>	:	<u>SENIOR SPECIAL PROGRAMMES OFFICER: HIV/AIDS IN THE WORKPLACE REF NO: V2/156</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R331 188 per annum Bohlabela District Office, Bushbuckridge An Appropriate National Diploma (NQF6) As Recognised By SAQA. Minimum Of 3 Years Relevant Experience. National Diploma (NQF6) As Recognised By SAQA In Occupational Health And Safety/ Samtrac As Recognised By South African Institute Of Occupational Safety And Health. Minimum Of 3 Years' Experience In The Sherg Environment. Competencies: Sound Knowledge Of The Set Policies, Legislation And Operations Related To HIV/AIDS prevention and -care programmes. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counselling with maturity, patience and sensitivity. Well-developed written and verbal communication skills. Strong presentation- and report writing skills. Good problem solving skills. Well-developed management skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential.
<u>DUTIES</u>	:	Co-ordinate and ensure the provision of care and support to employees infected with and affected by HIV/AIDS the prevention of stigmatization, victimisation and discrimination •the creation and promotion of a healthy and supportive working environment •the encouragement of voluntary testing, counseling, diagnosis and treatment. Develop strategies and interventions to promote condom distribution and use. Promote awareness amongst employees to prevent new infections. Minimise the impact of HIV/AIDS on individual and organisational performance. Execute HR performance management.
<u>ENQUIRIES</u>	:	Mr TZ Magoane Tel No: (013) 766 7410
<u>POST 08/451</u>	:	<u>SENIOR TRAINING OFFICER: PUBLIC SERVICE STAFF DEVELOPMENT REF NO: V2/157</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R331 188 per annum Gert Sibande District Office, Ermelo National Diploma (NQF6) in Human Resource Development/Management/Public Management as recognised by SAQA or equivalent qualifications in the related field. Minimum of 3 years' relevant experience in a HR Development environment. Knowledge of SAQA and NQF as well as the Skills Development Act, 1998. Experience in training management, presenting training and developing programs will be an advantage. Good verbal and written communication skills. Excellent presentation skills. Valid driver's license. Willingness to travel extensively. Proven computer literacy.
<u>DUTIES</u>	:	Co-ordinate the training and development of employees in the district. Manage the analysis of training needs. Develop, facilitate and present courses. Manage the outcome of the determination of present and future competencies required. Guide, monitor and evaluate training. Advocate and advise on relevant bursaries. Manage the maintenance of training data and -database.
<u>ENQUIRIES</u>	:	Mr MP Nkosi Tel No: (017) 801 5077, Mr M Simelane Tel No: (017) 801 5242
<u>POST 08/452</u>	:	<u>STATE ACCOUNTANT: BOOKKEEPING REF NO: V2/165</u>
<u>SALARY CENTRE</u>	:	R331 188 per annum Head Office, Mbombela

<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience Competencies: Sound working knowledge of BAS, the PFMA, Treasury Regulations as well as the specified work field. In depth knowledge pertaining to the Standard Chart of Accounts (SCOA). Sound knowledge and understanding of the financial accounting procedures, methods and principles established for the processing of specific salary/financial transactions. Knowledge of the set policies and legislation on which decisions and operations are based. Good numerical-, communication-, writing and problem solving skills. Sound interpersonal and management skills. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Manage and report on all bank reconciliation matters, including resolving of exceptions, cancelation and re-issue of cheques and EBT's, maintenance and control of relevant accounts/suspense accounts and record keeping. Execute HR performance management.
<u>ENQUIRIES</u>	:	Ms NM Mbiba Tel No: (013) 766 5066
<u>POST 08/453</u>	:	<u>STATE ACCOUNTANT: BUDGET REF NO: V2/166</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Working knowledge of BAS and MS Office, as well as the specified work field. Sound knowledge and understanding of the financial accounting procedures, methods and principles established for the processing of specific salary/financial transactions. Knowledge of the set policies and legislation on which decisions and operations are based. Good numerical-, communication-, writing and problem solving skills. Sound interpersonal and management skills. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Manage and advise on budget preparation and control for the district, including coordination of budgetary inputs and drafting of budget proposals and financial reports. Monitor all expenditure. Prepare Treasury submissions. Execute HR performance management.
<u>ENQUIRIES</u>	:	Mr MP Nkosi Tel No: (017) 801 5077, Mr M Simelane Tel No: (017) 801 5242
<u>POST 08/454</u>	:	<u>STATE ACCOUNTANT: BUDGET REF NO: V2/167</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Nkangala District Office, KwaMhlanga
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Working knowledge of BAS and MS Office, as well as the specified work field. Sound knowledge and understanding of the financial accounting procedures, methods and principles established for the processing of specific salary/financial transactions. Knowledge of the set policies and legislation on which decisions and operations are based. Good numerical-, communication-, writing and problem solving skills. Sound interpersonal and management skills. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Manage and advise on budget preparation and control for the district, including coordination of budgetary inputs and drafting of budget proposals and financial reports. Monitor all expenditure. Prepare Treasury submissions. Execute HR performance management.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816
<u>POST 08/455</u>	:	<u>STATE ACCOUNTANT: BUDGET REF NO: V2/168</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Ehlanzeni District Office, Kanyamazane
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Working knowledge of BAS and MS Office, as well as the specified work field. Sound knowledge and understanding of the financial accounting procedures, methods and principles established for the processing of specific salary/financial transactions. Knowledge of the set

		<p>policies and legislation on which decisions and operations are based. Good numerical-, communication-, writing and problem solving skills. Sound interpersonal and management skills. A valid driver's license will be an added advantage.</p>
<u>DUTIES</u>	:	<p>Manage and advise on budget preparation and control for the district, including coordination of budgetary inputs and drafting of budget proposals and financial reports. Monitor all expenditure. Prepare Treasury submissions. Execute HR performance management.</p>
<u>ENQUIRIES</u>	:	<p>Ms JT Dlamini Tel No: (013) 766 0508</p>
<u>POST 08/456</u>	:	<p><u>STATE ACCOUNTANT: BUDGET REF NO: V2/169</u></p>
<u>SALARY</u>	:	<p>R331 188 per annum</p>
<u>CENTRE</u>	:	<p>Bohlabela District Office, Bushbuckridge</p>
<u>REQUIREMENTS</u>	:	<p>National Diploma (NQF6) as recognised by SAQA in Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Working knowledge of BAS and MS Office, as well as the specified work field. Sound knowledge and understanding of the financial accounting procedures, methods and principles established for the processing of specific salary/financial transactions. Knowledge of the set policies and legislation on which decisions and operations are based. Good numerical-, communication-, writing and problem solving skills. Sound interpersonal and management skills. A valid driver's license will be an added advantage.</p>
<u>DUTIES</u>	:	<p>Manage and advise on budget preparation and control for the district, including coordination of budgetary inputs and drafting of budget proposals and financial reports. Monitor all expenditure. Prepare Treasury submissions. Execute HR performance management.</p>
<u>ENQUIRIES</u>	:	<p>Mr TZ Magoane, Tel No: (013) 766 7410</p>
<u>POST 08/457</u>	:	<p><u>STATE ACCOUNTANT: BUDGET REF NO: V2/170</u></p>
<u>SALARY</u>	:	<p>R331 188 per annum</p>
<u>CENTRE</u>	:	<p>Head Office, Mbombela</p>
<u>REQUIREMENTS</u>	:	<p>National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Working knowledge of MS Office, as well as the specified work field. Sound knowledge and understanding of the financial accounting procedures, methods and principles established for the processing of specific financial transactions. Knowledge of the set policies and legislation on which decisions and operations are based. Good numerical, communication, writing and problem solving skills. Good presentation and report writing skills. Ability to work under pressure. Ability to function independently. Sound interpersonal and networking skills. A valid driver's license will be an added advantage.</p>
<u>DUTIES</u>	:	<p>Deal with the departmental budget, including the coordination of budgetary inputs, compilation and capturing of the budget on BAS and financial reports. Liaise with Treasury. Execute HR performance management. Draw up and clear bank reconciliation exceptions daily. Update and balance the cashbook. Train cashiers. Reconcile all revenue transactions and accounts. Clear revenue suspense accounts. Liaise with Treasury on Revenue matters. Ensure that all revenue collected is paid over to the Provincial Revenue Fund. Confirm deposits on BAS. Approve receipts and deposits captured on the system. Reconcile the interfacing of revenue items between BAS and PERSAL. Monitor the clearing of bank reconciliation exceptions. Monitor the capturing of receipts on the system. Execute HR performance management.</p>
<u>ENQUIRIES</u>	:	<p>Ms MB Lesele Tel No: (013) 766 5329</p>
<u>POST 08/458</u>	:	<p><u>STATE ACCOUNTANT: DEPARTMENTAL DEBT REF NO: V2/171</u></p>
<u>SALARY</u>	:	<p>R331 188 per annum</p>
<u>CENTRE</u>	:	<p>Head Office, Mbombela</p>
<u>REQUIREMENTS</u>	:	<p>National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years relevant experience Knowledge of PERSAL and BAS and the specified work field. Knowledge of the PFMA and Treasury Regulations. Credible Accounting experience. Extensive computer literacy –</p>

		Excel and MS Word. Well-developed written and verbal communication skills. Good presentation and report writing skills. Ability to work under pressure. Ability to function independently. Knowledge of SCOA will be an added advantage. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Open and administer files for individual debtors. Investigate transactions in the debt account. Collect or arrange collection of debts from all departmental debtors. Deal with debt route forms. Identify and handle debts that are about to prescribe. Prepare submissions for debt write offs and possible black-listing. Communicate with departmental debtors. Deal with departmental transfer claims. Institute claim against pension benefits for debts owed to the Department after expulsions, resignations and retirements. Reconcile deductions from salaries or pension benefits with credits to the debt accounts. Maintain debts registers.
<u>ENQUIRIES</u>	:	Ms NM Mbiba Tel No: (013) 766 5066
<u>POST 08/459</u>	:	<u>STATE ACCOUNTANT: GENERAL EXPENDITURE REF NO: V2/172</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Bohlabela District Office, Bushbuckridge
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Working knowledge of BAS, Logis and MS Office, as well as the specified work field. Sound knowledge and understanding of the PFMA and Treasury Regulations. Good numerical-, communication-, writing and problem solving skills. Sound interpersonal and management skills. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Deal with general expenditure matters including the authorisation of general payments and credit notes, general expenditure debts and Telkom interface. Keep record of general accounts. Clear relevant suspense accounts. Execute HR performance management.
<u>ENQUIRIES</u>	:	Mr TZ Magoane Tel No: (013) 766 7410
<u>POST 08/460</u>	:	<u>STATE ACCOUNTANT: GENERAL EXPENDITURE REF NO: V2/173</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Working knowledge of BAS, Logis and MS Office, as well as the specified work field. Sound knowledge and understanding of the PFMA and Treasury Regulations. Good numerical-, communication-, writing and problem solving skills. Sound interpersonal and management skills. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Deal with general expenditure matters including the authorisation of general payments and credit notes, general expenditure debts and Telkom interface. Keep record of general accounts. Clear relevant suspense accounts. Execute HR performance management.
<u>ENQUIRIES</u>	:	Ms P Gwebu Tel No: (013) 766 5461
<u>POST 08/461</u>	:	<u>STATE ACCOUNTANT: SALARY ACCOUNTS REF NO: V2/174</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Bohlabela District Office, Bushbuckridge
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Working knowledge of PERSAL, BAS and MS Office, as well as the specified work field. Sound knowledge and understanding of the financial accounting procedures, methods and principles established for the processing of specific salary/financial transactions. Knowledge of the set policies and legislation on which decisions and operations are based. Good numerical-, communication-, writing and problem solving skills. Sound interpersonal and management skills. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Manage district salary account matters, including the re-issue of payments on BAS, identification/recovery/writing off of salary- and other debts, control of

		salary- and salary debt accounts, as well as salary fraud. Execute HR performance management.
<u>ENQUIRIES</u>	:	Mr TZ Magoane Tel No: (013) 766 7410
<u>POST 08/462</u>	:	<u>STATE ACCOUNTANT: SALARY ACCOUNTS REF NO: V2/175</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Sound knowledge of PERSAL, BAS, PFMA, Treasury Regulations as well as the specified work field. Sound knowledge and understanding of the financial accounting procedures and the methods and principles established for the processing of specific salary/financial transactions. Knowledge of the set policies and legislation on which decisions and operations are based. Good numerical-, communication-, report writing and problem solving skills. Sound interpersonal and management skills. Proven computer literacy. Sound knowledge and understanding of the Standard Chart of Accounts (SCOA) will be an advantage. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Centrally co-ordinate and control all salary account matters. Analyse salary Accounts, process journals and general payments and claims. Clear PERSAL Interface exceptions on BAS and do the mapping of cheques on BAS. Deal with the identification/recovery/writing off of salary debts, the administration of debt route forms and salary- and salary debt accounts, as well as salary fraud. Re-calculate tax and issue manual IRP5's. Prepare and finalise the closure of salary files. Recall irregular PERSAL Electronic Fund Transfers (EFT). Prepare submissions and reports related to the work field. Execute HR performance management.
<u>ENQUIRIES</u>	:	Mr R Masango Tel No: (013) 766 5450
<u>POST 08/463</u>	:	<u>STATE ACCOUNTANT: SYSTEM CONTROL REF NO: V2/176</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Competencies: Working knowledge of BAS and MS Office, as well as the specified work field. Sound knowledge and understanding of the financial accounting procedures, methods and principles established for the processing of specific salary/financial transactions. Knowledge of the set policies and legislation on which decisions and operations are based. Good numerical-, communication-, writing and problem solving skills. Sound interpersonal and management skills. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Manage and control the system aspects of BAS and the Entity Register, including capturing and maintenance of new segment details, parameters, rules, security profiles and entities. Monitor BAS network. Provide BAS training. Execute HR performance management.
<u>ENQUIRIES</u>	:	Ms NM Mbiba Tel No: (013) 766 5066
<u>POST 08/464</u>	:	<u>ADMIN OFFICER: OFFICE ADMINISTRATION REF NO: V2/177</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Nkangala District Office, KwaMhlanga
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Public Management/Accounting/Commerce or equivalent qualifications. Minimum of 2 years' relevant experience in an Office administration/Supply chain environment. Competencies: Good interpersonal, organisational, verbal and written communication skills. Ability to interpret directives. Proven computer literacy and user experience (Microsoft Office package). A valid driver's license will be an advantage.
<u>DUTIES</u>	:	Manage district accommodation and office administration services, including the maintenance of facilities and equipment, and the administration and control of payments for labour saving devices and diverse accounts. Execute HR performance management.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816

<u>POST 08/465</u>	:	<u>CHIEF ACCOUNTING CLERK: GENERAL EXPENDITURE REF NO: V2/178</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Accounting/Commerce or equivalent qualifications related to the field. Minimum of 2 years' relevant experience. Competencies: Sound working knowledge of BAS, Logis and the specified work field. Sound knowledge and understanding of the PFMA and Treasury Regulations. Computer literacy. Good numerical, interpersonal, supervisory, training and evaluation skills.
<u>DUTIES</u>	:	Supervise the administration of general expenditure and revenue collection matters, including the capturing and filing of general payments and credit notes, and the distribution of BAS cheques. Keep record of general accounts. Train and supervise staff. Execute HR Performance Management.
<u>ENQUIRIES</u>	:	Mr MP Nkosi Tel No: (017) 801 5077, Mr M Simelane Tel No: (017) 801 5242
<u>POST 08/466</u>	:	<u>CHIEF ACCOUNTING CLERK: GENERAL EXPENDITURE REF NO: V2/179</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Nkangala District Office, KwaMhlanga
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Accounting/Commerce or equivalent qualifications related to the field. Minimum of 2 years' relevant experience. Competencies: Sound working knowledge of BAS, Logis and the specified work field. Sound knowledge and understanding of the PFMA and Treasury Regulations. Computer literacy. Good numerical, interpersonal, supervisory, training and evaluation skills.
<u>DUTIES</u>	:	Supervise the administration of general expenditure and revenue collection matters, including the capturing and filing of general payments and credit notes, and the distribution of BAS cheques. Keep record of general accounts. Train and supervise staff. Execute HR Performance Management.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816
<u>POST 08/467</u>	:	<u>CHIEF ACCOUNTING CLERK: GENERAL EXPENDITURE REF NO: V2/180</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Ehlanzeni District Office, Kanyamazane
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Accounting/Commerce or equivalent qualifications related to the field. Minimum of 2 years' relevant experience. Competencies: Sound working knowledge of BAS, Logis and the specified work field. Sound knowledge and understanding of the PFMA and Treasury Regulations. Computer literacy. Good numerical, interpersonal, supervisory, training and evaluation skills.
<u>DUTIES</u>	:	Supervise the administration of general expenditure and revenue collection matters, including the capturing and filing of general payments and credit notes, and the distribution of BAS cheques. Keep record of general accounts. Train and supervise staff. Execute HR Performance Management.
<u>ENQUIRIES</u>	:	Ms JT Dlamini Tel No: (013) 766 0508
<u>POST 08/468</u>	:	<u>CHIEF ACCOUNTING CLERK: GENERAL EXPENDITURE REF NO: V2/181</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Bohlabela District Office, Bushbuckridge
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Accounting/Commerce or equivalent qualifications related to the field. Minimum of 2 years' relevant experience. Competencies: Sound working knowledge of BAS, Logis and the specified work field. Sound knowledge and understanding of the PFMA and Treasury Regulations. Computer literacy. Good numerical, interpersonal, supervisory, training and evaluation skills.
<u>DUTIES</u>	:	Supervise the administration of general expenditure and revenue collection matters, including the capturing and filing of general payments and credit notes, and the distribution of BAS cheques. Keep record of general accounts. Train and supervise staff. Execute HR Performance Management.
<u>ENQUIRIES</u>	:	Mr TZ Magoane Tel No: (013) 766 7410

<u>POST 08/469</u>	:	<u>CHIEF ADMIN CLERK: CIRCUIT OFFICE REF NO: V2/182</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Amsterdam Circuit Office, Amsterdam
<u>REQUIREMENTS</u>	:	Grade 12 certificate plus 2 years' appropriate experience. National Diploma (NQF6) in Public Management as recognised by SAQA will be an added advantage. Competencies: Proven ability i.r.o. the required functions. Good interpersonal, organisational, verbal & written communication skills. Ability to work independently. Computer literacy. Valid driver's license will be an advantage.
<u>DUTIES</u>	:	Ensure smooth running of the Circuit Office administration systems. Manage the dissemination of documents and information, filing systems and payroll control. Render HR-, financial and logistical support services. Train and supervise staff. Execute HR performance management.
<u>ENQUIRIES</u>	:	Mr MP Nkosi Tel No: (017) 801 5077, Mr M Simelane Tel No: (017) 801 5242
<u>POST 08/470</u>	:	<u>CHIEF ADMIN CLERK: CIRCUIT OFFICE REF NO: V2/183</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Volksrust Circuit Office, Volksrust
<u>REQUIREMENTS</u>	:	Grade 12 certificate plus 3 years' appropriate experience. National Diploma (NQF6) in Public Management as recognised by SAQA will be an added advantage. Competencies: Proven ability i.r.o. the required functions. Good interpersonal, organisational, verbal & written communication skills. Ability to work independently. Computer literacy. Valid driver's license will be an advantage.
<u>DUTIES</u>	:	Ensure smooth running of the Circuit Office administration systems. Manage the dissemination of documents and information, filing systems and payroll control. Render HR-, financial and logistical support services. Train and supervise staff. Execute HR performance management.
<u>ENQUIRIES</u>	:	Mr MP Nkosi Tel No: (017) 801 5077, Mr M Simelane Tel No: (017) 801 5242
<u>POST 08/471</u>	:	<u>CHIEF ADMIN CLERK: CIRCUIT OFFICE REF NO: V2/184</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Dipaliseng Circuit Office, Balfour
<u>REQUIREMENTS</u>	:	Grade 12 certificate plus 3 years' appropriate experience. National Diploma (NQF6) in Public Management as recognised by SAQA will be an added advantage. Competencies: Proven ability i.r.o. the required functions. Good interpersonal, organisational, verbal & written communication skills. Ability to work independently. Computer literacy. Valid driver's license will be an advantage.
<u>DUTIES</u>	:	Ensure smooth running of the Circuit Office administration systems. Manage the dissemination of documents and information, filing systems and payroll control. Render HR-, financial and logistical support services. Train and supervise staff. Execute HR performance management.
<u>ENQUIRIES</u>	:	Mr MP Nkosi Tel No: (017) 801 5077, Mr M Simelane Tel No: (017) 801 5242
<u>POST 08/472</u>	:	<u>CHIEF ADMIN CLERK: CIRCUIT OFFICE REF NO: V2/185</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Emalahleni 3 Circuit Office, Emalahleni
<u>REQUIREMENTS</u>	:	Grade 12 certificate plus 3 years' appropriate experience. National Diploma (NQF6) in Public Management as recognised by SAQA will be an added advantage. Competencies: Proven ability i.r.o. the required functions. Good interpersonal, organisational, verbal & written communication skills. Ability to work independently. Computer literacy. Valid driver's license will be an advantage.
<u>DUTIES</u>	:	Ensure smooth running of the Circuit Office administration systems. Manage the dissemination of documents and information, filing systems and payroll control. Render HR-, financial and logistical support services. Train and supervise staff. Execute HR performance management.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816
<u>POST 08/473</u>	:	<u>CHIEF ADMIN CLERK: CIRCUIT OFFICE REF NO: V2/186</u>
<u>SALARY</u>	:	R269 214 per annum

<u>CENTRE REQUIREMENTS</u>	:	Kwaggafontein West Circuit Office, Kwaggafontein
	:	Grade 12 certificate plus 3 years' appropriate experience. National Diploma (NQF6) in Public Management as recognised by SAQA will be an added advantage. Competencies: Proven ability i.r.o. the required functions. Good interpersonal, organisational, verbal & written communication skills. Ability to work independently. Computer literacy. Valid driver's license will be an advantage.
<u>DUTIES</u>	:	Ensure smooth running of the Circuit Office administration systems. Manage the dissemination of documents and information, filing systems and payroll control. Render HR-, financial and logistical support services. Train and supervise staff. Execute HR performance management.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816
<u>POST 08/474</u>	:	<u>CHIEF ADMIN CLERK: CIRCUIT OFFICE REF NO: V2/187</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Steve Tshwete 3 Circuit Office, Middelburg
<u>REQUIREMENTS</u>	:	Grade 12 certificate plus 3 years' appropriate experience. National Diploma (NQF6) in Public Management as recognised by SAQA will be an added advantage. Competencies: Proven ability i.r.o. the required functions. Good interpersonal, organisational, verbal & written communication skills. Ability to work independently. Computer literacy. Valid driver's license will be an advantage.
<u>DUTIES</u>	:	Ensure smooth running of the Circuit Office administration systems. Manage the dissemination of documents and information, filing systems and payroll control. Render HR-, financial and logistical support services. Train and supervise staff. Execute HR performance management.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816
<u>POST 08/475</u>	:	<u>CHIEF ADMIN CLERK: CIRCUIT OFFICE REF NO: V2/188</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Siyabuswa 2 Circuit Office, Siyabuswa
<u>REQUIREMENTS</u>	:	Grade 12 certificate plus 3 years' appropriate experience. National Diploma (NQF6) in Public Management as recognised by SAQA will be an added advantage. Competencies: Proven ability i.r.o. the required functions. Good interpersonal, organisational, verbal & written communication skills. Ability to work independently. Computer literacy. Valid driver's license will be an advantage.
<u>DUTIES</u>	:	Ensure smooth running of the Circuit Office administration systems. Manage the dissemination of documents and information, filing systems and payroll control. Render HR-, financial and logistical support services. Train and supervise staff. Execute HR performance management.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816
<u>POST 08/476</u>	:	<u>CHIEF ADMIN CLERK: SUBSIDISED TRANSPORT REF NO: V2/189</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Nkangala District Office, KwaMhlanga
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA or equivalent qualifications related to the field. Minimum of 2 years' relevant experience. Competencies: Working knowledge of the relevant policies and guidelines with regard to subsidised transport and proven ability i.r.o the administrative functions pertaining to subsidised transport. Good interpersonal, organisational and communication skills. Computer literacy. Valid driver's license.
<u>DUTIES</u>	:	Determine subsidised transport requirements and supply. Exercise control in regard of the maintenance and expenditure related to the utilisation of subsidised owned vehicles. Manage, co-ordinate and monitor monthly inspections of log sheets and vehicles, and the follow up of irregularities. Co-ordinate the administration of insurance and maintenance matters. Assist with the compilation of reports and the maintenance of transport data bases as required.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816
<u>POST 08/477</u>	:	<u>CHIEF PROVISIONING ADMIN CLERK: ASSET CONTROL REF NO: V2/190</u>
<u>SALARY</u>	:	R269 214 per annum

<u>CENTRE REQUIREMENTS</u>	:	Head Office, Mbombela
	:	National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management /Accounting/Commerce or equivalent qualifications related to the field. Minimum of 2 years' relevant experience. Competencies: Sound knowledge of the Supply Chain Management processes and Treasury regulations. Investigating and report writing skills. Supervisory and training skills. Sound knowledge and understanding of the LOGIS System and asset control processes. Computer literacy. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Supervise the rendering of administration and support services in regard to the planning, asset performance evaluation, maintenance, safeguarding and protection, valuation, movement and disposal of movable government assets and related matters. Maintain systems and registers, and provide information as required. Train and supervise staff. Execute HR Performance Management.
<u>ENQUIRIES</u>	:	Dr SM Thwala Tel No: (013) 766 5572
<u>POST 08/478</u>	:	<u>CHIEF PROVISIONING ADMIN CLERK: DEMAND MANAGEMENT REF NO: V2/191</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 214 per annum
	:	Head Office, Mbombela
	:	National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 2 years' relevant experience. Competencies: Sound interpersonal relations. Excellent communication skills. Supervisory and training skills. Computer literacy. A valid driver's license will be an added advantage. Excellent report writing skills.
<u>DUTIES</u>	:	Conduct needs assessment. Determination of specifications. Check needs against available budget. Do a market analysis. Deal with all centralized aspects of Demand Management.
<u>ENQUIRIES</u>	:	Mr DJ Mashaba Tel No: (013) 766 5117
<u>POST 08/479</u>	:	<u>CHIEF PROVISIONING ADMIN CLERK: LOGISTICAL MANAGEMENT REF NO: V2/192</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 214 per annum
	:	Head Office, Mbombela
	:	National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 2 years' relevant experience. Competencies: Sound knowledge of government procurement policy & procedures. Computer literacy. Supervisory and training skills. Valid driver's license. Sound knowledge and understanding of the LOGIS System. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Handle provisioning administration, including codification, transit management, receipt and issue of goods. Supervise stock control services, including postings, evidence registration and delivery obligations. Train and supervise staff.
<u>ENQUIRIES</u>	:	Mr DJ Mashaba Tel No: (013) 766 5117
<u>POST 08/480</u>	:	<u>CHIEF PROVISIONING ADMIN CLERK: LOGISTICAL MANAGEMENT REF NO: V2/193</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 214 per annum
	:	Nkangala District Office, KwaMhlanga
	:	National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 2 years relevant experience. Competencies: Sound knowledge of government procurement policy & procedures. Computer literacy. Supervisory and training skills. Sound knowledge and understanding of the LOGIS System. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Handle provisioning administration, including codification, transit management, receipt and issue of goods. Supervise stock control services, including postings, evidence registration and delivery obligations. Train and supervise staff.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816

<u>POST 08/481</u>	:	<u>CHIEF PROVISIONING ADMIN CLERK: LOGISTICAL MANAGEMENT REF NO: V2/194</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 214 per annum Bohlabela District Office, Bushbuckridge National Diploma (NQF6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce or equivalent qualifications related to the field. Minimum of 2 years relevant experience. Competencies: Sound knowledge of government procurement policy & procedures. Computer literacy. Supervisory and training skills. Sound knowledge and understanding of the LOGIS System. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Handle provisioning administration, including codification, transit management, receipt and issue of goods. Supervise stock control services, including postings, evidence registration and delivery obligations. Train and supervise staff.
<u>ENQUIRIES</u>	:	Mr TZ Magoane Tel No: (013) 766 7410
<u>POST 08/482</u>	:	<u>CHIEF REGISTRY CLERK: PERSAL REGISTRY REF NO: V2/195</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 214 per annum Gert Sibande District Office, Ermelo National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Good numerical-, organisational and communication skills. Sound interpersonal relations. Ability to execute physically strenuous work under pressure. Computer literacy.
<u>DUTIES</u>	:	Manage and render PERSAL registry services iro component-, personnel-, leave-, housing-, salary- and other related files in the district Office, in line with the prescribed policy, systems and practices. Execute HR performance management.
<u>ENQUIRIES</u>	:	Mr MP Nkosi Tel No: (017) 801 5077, Mr M Simelane Tel No: (017) 801 5242
<u>POST 08/483</u>	:	<u>CHIEF REGISTRY CLERK: PERSAL REGISTRY REF NO: V2/196</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 214 per annum Ehlanzeni District Office, Kanyamazane National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Good numerical-, organisational and communication skills. Sound interpersonal relations. Ability to execute physically strenuous work under pressure. Computer literacy.
<u>DUTIES</u>	:	Manage and render PERSAL registry services iro component-, personnel-, leave-, housing-, salary- and other related files in the district Office, in line with the prescribed policy, systems and practices. Execute HR performance management.
<u>ENQUIRIES</u>	:	Ms JT Dlamini Tel No: (013) 766 0508
<u>POST 08/484</u>	:	<u>CHIEF REGISTRY CLERK: PERSAL REGISTRY REF NO: V2/197</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 214 per annum Bohlabela District Office, Bushbuckridge National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Good numerical-, organisational and communication skills. Sound interpersonal relations. Ability to execute physically strenuous work under pressure. Computer literacy.
<u>DUTIES</u>	:	Manage and render PERSAL registry services iro component-, personnel-, leave-, housing-, salary- and other related files in the district Office, in line with the prescribed policy, systems and practices. Execute HR performance management.
<u>ENQUIRIES</u>	:	Mr TZ Magoane Tel No: (013) 766 7410

<u>POST 08/485</u>	:	<u>COMMUNICATION OFFICER: MEDIA LIAISON & MONITORING REF NO: V2/198</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Journalism/ Communications/Public Relations/Marketing or equivalent qualifications. Minimum of 2 years' relevant management Competencies: Good interpersonal, organisational, verbal and written communication skills. Good understanding of Development Communications and computer literacy is essential. Ability to meet deadlines. Ability to work under pressure and adjust to irregular working hours. Valid driver's license. Adequate knowledge of Communications, government policy, media liaison, and research.
<u>DUTIES</u>	:	To develop and maintain good relations with the media. Develop, monitor and maintain a media communication policy and a policy on releasing official information (integrated with departmental communication policy). Develop and maintain a media liaison and monitoring strategy. Co-ordinate departmental media liaison activities. Plan and co-ordinate press conferences. Manage and co-ordinate departmental talk shows. Render a news-clipping service. Function as a rapid response unit. Participate in relevant and related activities.
<u>ENQUIRIES</u>	:	Mr JI Zwane Tel No: (013) 766 5514
<u>POST 08/486</u>	:	<u>JOB ANALYST: JOB DESIGN REF NO: V2/199</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Organisational Design and Development/Human Resource Management or equivalent qualifications. Minimum of 2 years' experience in the Organisational Design and Development environment. In depth knowledge of the legislations regulating the provisioning of public service posts, work study processes, job evaluation and related HR policies and practices. Planning and organising skills. Ability to work independently and under pressure. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing and presentation skills. Computer literacy is essential. Valid driver's license.
<u>DUTIES</u>	:	Research, analyse and co-ordinate the sound implementation and management of the job evaluation system, and equitable job design. Maintain related records and management information, and deal with filing. Develop generic job descriptions for department.
<u>ENQUIRIES</u>	:	Mr Z Motha Tel No: (013) 766 5510
<u>POST 08/487</u>	:	<u>JOB ANALYST: WORK STUDY AND JOB EVALUATION REF NO: V2/200</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Organisational Design and Development/Human Resource Management or equivalent qualifications related to the field. Minimum of 2 years' relevant experience in Organisational Design and Development environment. In depth knowledge of the legislations regulating the provisioning of public service posts, work study processes, job evaluation and related HR policies and practices. Planning and organising skills. Ability to work independently and under pressure. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing and presentation skills. Computer literacy is essential. Valid driver's license.
<u>DUTIES</u>	:	Provide support in regard of job analysis, job description and job design. Develop pro forma job descriptions for occupational groups with similar work content. Provide work study support services.
<u>ENQUIRIES</u>	:	Mr Z Motha Tel No: (013) 766 5510
<u>POST 08/488</u>	:	<u>PERSONAL ASSISTANT: BRANCH MANAGER'S OFFICE (OFFICE OF THE CFO) REF NO: V2/201</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Public Management/Business Management or equivalent qualification related to the

		field. Minimum of 2 years' relevant experience. Competencies: Excellent computer skills. Good typing skills. Administrative and organisational skills. Sound interpersonal relations. Language proficiency (both verbal and written). Ability to work independently.
<u>DUTIES</u>	:	Ensure the smooth running of the Senior Manager's office. Keep the Senior Manager's diary and deal with phone calls. Provide administrative and logistical support to the Senior Manager in question. Provide support in the management of the budget and monthly cash flow statements. Provide general office support, including creating and managing a register of incoming and outgoing documents, creating and managing a filing and tracking system, convening and providing support at meetings and workshops, drafting letters, minutes and memos as required, ordering equipment and stationery, and arranging travel and accommodation whenever required. Ensure office and documents security in terms of the Minimum Information Security Standards (MISS). Deal with queries on different aspects of the work of the Senior Manager's office. Understand applicable prescripts, policies and procedures of the work environment to ensure efficient and effective support to the Senior Manager.
<u>ENQUIRIES</u>	:	Ms TF Ntuli Tel No: (013) 766 5438
<u>POST 08/489</u>	:	<u>PRINCIPAL HR OFFICER: HR BENEFITS ADMINISTRATION REF NO: V2/202</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 2 years' relevant experience in an HR environment. Knowledge of Human Resource Benefits concepts, principles, policies and procedures. In depth knowledge and experience of the PERSAL System. Knowledge of the legislation regulating the planning of the provisioning and employment of educators and officials and related HR policies and practices, as well as HR Benefits. Well-developed written and verbal communication skills. Ability to work under pressure. Ability to function independently. Client-orientation/customer focus. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint). Proven experience at supervisory level. Valid driver's license.
<u>DUTIES</u>	:	Supervise all non-decentralised matters related to HR remuneration, including salaries and hourly remuneration, benefits, allowances and compensation. Supervise maintenance of detailed personnel records on files and on PERSAL. Train and supervise staff.
<u>ENQUIRIES</u>	:	Ms F Khoza Tel No: (013) 766 5501
<u>POST 08/490</u>	:	<u>PRINCIPAL HR OFFICER: HR CAREER MATTERS REF NO: V2/203</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTR</u>	:	Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.
<u>DUTIES</u>	:	Supervise all decentralised HR Career Matters, including routine aspects of the HR Performance management- and incentive systems, probation, salary adjustment, payment of cash bonuses and maintain valid employment records on files and on PERSAL. Train and supervise staff.
<u>ENQUIRIES</u>	:	Mr MP Nkosi Tel No: (017) 801 5077, Mr M Simelane Tel No: (017) 801 5242
<u>POST 08/491</u>	:	<u>PRINCIPAL HR OFFICER: HR CAREER MATTERS REF NO: V2/204</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Nkangala District Office, KwaMhlanga
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field. Good

		organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.
<u>DUTIES</u>	:	Supervise all decentralised HR Career Matters, including routine aspects of the HR Performance management- and incentive systems, probation, salary adjustment, payment of cash bonuses and maintain valid employment records on files and on PERSAL. Train and supervise staff.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816
<u>POST 08/492</u>	:	<u>PRINCIPAL HR OFFICER: HR CAREER MATTERS REF NO: V2/205</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Ehlanzeni District Office, Kanyamazane
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.
<u>DUTIES</u>	:	Supervise all decentralised HR Career Matters, including routine aspects of the HR Performance management- and incentive systems, probation, salary adjustment, payment of cash bonuses and maintain valid employment records on files and on PERSAL. Train and supervise staff.
<u>ENQUIRIES</u>	:	Ms JT Dlamini Tel No: (013) 766 0508
<u>POST 08/493</u>	:	<u>PRINCIPAL HR OFFICER: HR CAREER MATTERS REF NO: V2/206</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Bohlabela District Office, Bushbuckridge
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.
<u>DUTIES</u>	:	Supervise all decentralised HR Career Matters, including routine aspects of the HR Performance management- and incentive systems, probation, salary adjustment, payment of cash bonuses and maintain valid employment records on files and on PERSAL. Train and supervise staff.
<u>ENQUIRIES</u>	:	Mr TZ Magoane Tel No: (013) 766 7410
<u>POST 08/494</u>	:	<u>PRINCIPAL HR OFFICER: HR EMPLOYMENT REF NO: V2/207</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Nkangala District Office, KwaMhlanga
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field, with specific reference to employment administration. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.
<u>DUTIES</u>	:	Manage, co-ordinate and monitor the administration of all new employment matters including re-instatement of salaries, all promotions, transfers and rank translations. Manage, co-ordinate and monitor the administration of all acting appointments as well as the administration of all freezing of salaries and vacating of posts. Create valid employment records on files and on PERSAL. Supervise staff. Deal with all enquiries with regard to the above.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816
<u>POST 08/495</u>	:	<u>PRINCIPAL HR OFFICER: HR EMPLOYMENT REF NO: V2/208</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Ehlanzeni District Office, Kanyamazane
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field, with specific

		reference to employment administration. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.
<u>DUTIES</u>	:	Manage, co-ordinate and monitor the administration of all new employment matters including re-instatement of salaries, all promotions, transfers and rank translations. Manage, co-ordinate and monitor the administration of all acting appointments as well as the administration of all freezing of salaries and vacating of posts. Create valid employment records on files and on PERSAL. Supervise staff. Deal with all enquiries with regard to the above.
<u>ENQUIRIES</u>	:	Ms JT Dlamini Tel No: (013) 766 0508
<u>POST 08/496</u>	:	<u>PRINCIPAL HR OFFICER: HR ESTABLISHMENT CONTROL REF NO: V2/209</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Knowledge of Human Resource Provisioning concepts, principles, policies and procedures. In depth knowledge and experience of the PERSAL System. Knowledge of the legislation regulating the planning of the provisioning and employment of educators and officials and related HR policies and practices, as well as Establishment Administration. Well-developed written and verbal communication skills. Ability to work under pressure. Ability to function independently. Client-orientation/ customer focus. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint). Valid driver's license.
<u>DUTIES</u>	:	Monitor and co-ordinate the maintenance of the departmental establishment as well as the maintenance of the approved departmental organisational structure. Co-ordinate and monitor the maintenance of the approved institutional structure and the post establishment of institutions in line with the EMIS and PPM database. Oversee the implementation of the annual grading of all principal posts on PERSAL. Manage the provision of administrative support with the consolidation of information for provincial vacancy lists, advertisements and all other related HR establishment projects. Supervise the administration of all related non-decentralised matters. Execute HR performance management.
<u>ENQUIRIES</u>	:	Ms A Ueckermann Tel No: (013) 766 5532
<u>POST 08/497</u>	:	<u>PRINCIPAL HR OFFICER: HR HOUSING & LEAVE REF NO: V2/210</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	NNational Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.
<u>DUTIES</u>	:	Supervise housing matters eg. the Guarantee Scheme, bond deductions, home owner allowances and official housing. Administer leave matters eg. leave gratuities, leave discounting and the maintenance of valid leave records. Train and supervise staff.
<u>ENQUIRIES</u>	:	Mr MP Nkosi Tel No: (017) 801 5077, Mr M Simelane Tel No: (017) 801 5242
<u>POST 08/498</u>	:	<u>PRINCIPAL HR OFFICER: HR HOUSING & LEAVE REF NO: V2/211</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Nkangala District Office, KwaMhlanga
<u>REQUIREMENTS</u>	:	NNational Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.
<u>DUTIES</u>	:	Supervise housing matters eg. the Guarantee Scheme, bond deductions, home owner allowances and official housing. Administer leave matters eg.

		leave gratuities, leave discounting and the maintenance of valid leave records. Train and supervise staff.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816
<u>POST 08/499</u>	:	<u>PRINCIPAL HR OFFICER: HR HOUSING & LEAVE REF NO: V2/212</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Ehlanzeni District Office, Kanyamazane
<u>REQUIREMENTS</u>	:	NNational Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.
<u>DUTIES</u>	:	Supervise housing matters eg. the Guarantee Scheme, bond deductions, home owner allowances and official housing. Administer leave matters eg. leave gratuities, leave discounting and the maintenance of valid leave records. Train and supervise staff.
<u>ENQUIRIES</u>	:	Ms JT Dlamini Tel No: (013) 766 0508
<u>POST 08/500</u>	:	<u>PRINCIPAL HR OFFICER: HR HOUSING & LEAVE REF NO: V2/213</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Bohlabela District Office, Bushbuckridge
<u>REQUIREMENTS</u>	:	NNational Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.
<u>DUTIES</u>	:	Supervise housing matters eg. the Guarantee Scheme, bond deductions, home owner allowances and official housing. Administer leave matters eg. leave gratuities, leave discounting and the maintenance of valid leave records. Train and supervise staff.
<u>ENQUIRIES</u>	:	Mr TZ Magoane Tel No: (013) 766 7410
<u>POST 08/501</u>	:	<u>PRINCIPAL HR OFFICER: HR PENSIONS & COMPENSATION REF NO: V2/214</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.
<u>DUTIES</u>	:	Supervise pension matters including withdrawals, ill health/retirement, debt route forms, and maintenance of correct membership records. Supervise compensation matters eg. remunerated overtime, injury on duty and resettlement. Train and supervise staff.
<u>ENQUIRIES</u>	:	Mr MP Nkosi Tel No: (017) 801 5077, Mr M Simelane Tel No: (017) 801 5242
<u>POST 08/502</u>	:	<u>PRINCIPAL HR OFFICER: HR PENSIONS & COMPENSATION REF NO: V2/215</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Nkangala District Office, KwaMhlanga
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.
<u>DUTIES</u>	:	Supervise pension matters including withdrawals, ill health/retirement, debt route forms, and maintenance of correct membership records. Supervise

		compensation matters eg. remunerated overtime, injury on duty and resettlement. Train and supervise staff.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816
<u>POST 08/503</u>	:	<u>PRINCIPAL HR OFFICER: HR PENSIONS & COMPENSATION REF NO: V2/216</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Ehlanzeni District Office, Kanyamazane
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.
<u>DUTIES</u>	:	Supervise pension matters including withdrawals, ill health/retirement, debt route forms, and maintenance of correct membership records. Supervise compensation matters eg. remunerated overtime, injury on duty and resettlement. Train and supervise staff.
<u>ENQUIRIES</u>	:	Ms JT Dlamini Tel No: (013) 766 0508
<u>POST 08/504</u>	:	<u>PRINCIPAL HR OFFICER: HR PENSIONS & COMPENSATION REF NO: V2/217</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Bohlabela District Office, Bushbuckridge
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.
<u>DUTIES</u>	:	Supervise pension matters including withdrawals, ill health/retirement, debt route forms, and maintenance of correct membership records. Supervise compensation matters eg. remunerated overtime, injury on duty and resettlement. Train and supervise staff.
<u>ENQUIRIES</u>	:	Mr TZ Magoane Tel No: (013) 766 7410
<u>POST 08/505</u>	:	<u>PRINCIPAL HR OFFICER: HR PROVISIONING REF NO: V2/218</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field, with specific reference to establishment administration. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy. Valid driver's license will be an advantage.
<u>DUTIES</u>	:	Supervise the maintenance of post establishments. Implement departmental recruitment-, selection- and placement plans. Implement HR deployment and/or transfer strategies. Supervise all new employment matters, termination of service and the maintenance of employment records on files and on PERSAL. Provide related management information services. Train and supervise staff.
<u>ENQUIRIES</u>	:	Mr MP Nkosi Tel No: (017) 801 5077, Mr M Simelane Tel No: (017) 801 5242
<u>POST 08/506</u>	:	<u>PRINCIPAL HR OFFICER: HR PROVISIONING REF NO: V2/219</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Nkangala District Office, KwaMhlanga
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field, with specific reference to establishment administration. Good organisational, interpersonal,

		supervisory, training and evaluation skills. Computer literacy. Valid driver's license will be an advantage.
<u>DUTIES</u>	:	Supervise the maintenance of post establishments. Implement departmental recruitment-, selection- and placement plans. Implement HR deployment and/or transfer strategies. Supervise all new employment matters, termination of service and the maintenance of employment records records on files and on PERSAL. Provide related management information services. Train and supervise staff.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816
<u>POST 08/507</u>	:	<u>PRINCIPAL HR OFFICER: HR PROVISIONING REF NO: V2/220</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Ehlanzeni District Office, Kanyamazane
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field, with specific reference to establishment administration. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy. Valid driver's license will be an advantage.
<u>DUTIES</u>	:	Supervise the maintenance of post establishments. Implement departmental recruitment-, selection- and placement plans. Implement HR deployment and/or transfer strategies. Supervise all new employment matters, termination of service and the maintenance of employment records records on files and on PERSAL. Provide related management information services. Train and supervise staff.
<u>ENQUIRIES</u>	:	Ms JT Dlamini Tel No: (013) 766 0508
<u>POST 08/508</u>	:	<u>PRINCIPAL HR OFFICER: HR PROVISIONING REF NO: V2/221</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Bohlabela District Office, Bushbuckridge
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field, with specific reference to establishment administration. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy. Valid driver's license will be an advantage.
<u>DUTIES</u>	:	Supervise the maintenance of post establishments. Implement departmental recruitment-, selection- and placement plans. Implement HR deployment and/or transfer strategies. Supervise all new employment matters, termination of service and the maintenance of employment records records on files and on PERSAL. Provide related management information services. Train and supervise staff.
<u>ENQUIRIES</u>	:	Mr TZ Magoane Tel No: (013) 766 7410
<u>POST 08/509</u>	:	<u>PRINCIPAL HR OFFICER: HR RECRUITMENT REF NO: V2/222</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Knowledge of Human Resource Provisioning concepts, principles, policies and procedures. In depth knowledge and experience of the PERSAL System. Knowledge of the legislation regulating the planning of the provisioning and employment of educators and officials and related HR policies and practices, as well as Establishment Administration. Well-developed written and verbal communication skills. Ability to work under pressure. Ability to function independently. Client-orientation/ customer focus. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint). Valid driver's license.
<u>DUTIES</u>	:	This role is responsible to supervise the provisioning of human resources in line with strategic HR plans. Verify applications. Co-ordinate resignation

		<p>matters. Ensure processing of data and maintaining of database. Process relocation of staff. Co-ordinate appointments.</p> <p>Mr G Mathebula Tel No: (013) 766 5378</p>
<u>ENQUIRIES</u>	:	
<u>POST 08/510</u>	:	<u>PRINCIPAL HR OFFICER: PERSAL SYSTEM- & HR PROJECT MNGT REF NO: V2/223</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Nkangala District Office, KwaMhlanga
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field, with specific reference to establishment administration. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.
<u>DUTIES</u>	:	Monitor audits on establishment related matters. Manage the monitoring of PERSAL utilities to ensure that it are effectively applied. Serve on the departmental PERSAL User Forum and ensure the dissemination of information, the effective application of the PERSAL System and the meeting of National Minimum Information Requirements (NMIR). Supervise the orientation of users and the provision of user support. Monitor the providing of PERSAL information. Maintain district HR database control. Co-ordinate the implementation of all district HR Projects. Manage the capturing of statistical data on HR related matters. Supervise staff. Deal with all related enquiries.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816
<u>POST 08/511</u>	:	<u>PRINCIPAL HR OFFICER: PERSAL SYSTEM- & HR PROJECT MNGT REF NO: V2/224</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Bohlabela District Office, Bushbuckridge
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field, with specific reference to establishment administration. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy.
<u>DUTIES</u>	:	Monitor audits on establishment related matters. Manage the monitoring of PERSAL utilities to ensure that it are effectively applied. Serve on the departmental PERSAL User Forum and ensure the dissemination of information, the effective application of the PERSAL System and the meeting of National Minimum Information Requirements (NMIR). Supervise the orientation of users and the provision of user support. Monitor the providing of PERSAL information. Maintain district HR database control. Co-ordinate the implementation of all district HR Projects. Manage the capturing of statistical data on HR related matters. Supervise staff. Deal with all related enquiries.
<u>ENQUIRIES</u>	:	Mr TZ Magoane Tel No: (013) 766 7410
<u>POST 08/512</u>	:	<u>PROVISIONING ADMIN OFFICER: ASSET CONTROL REF NO: V2/225</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in the field or equivalent qualifications. Minimum of 2 years relevant experience in an Asset control environment. Competencies: Sound knowledge of Supply Chain Management processes. Investigating and report writing skills. Computer literacy. Valid driver's license. Note: Shortlisted candidates will be required to complete a short written exercise in addition to participating in an interview.
<u>DUTIES</u>	:	Deal with all aspects of stocktaking including the execution of stocktaking, submission of stocktaking reports per sub-inventory, and compilation and updating of stock inventories. Deal with loss control including the disposal of redundant stock/property and equipment, dealing with losses (TIW) and sponsorships, donations, grants and petty cash. Execute asset control inspections. Maintain related management information.
<u>ENQUIRIES</u>	:	Mr MP Nkosi Tel No: (017) 801 5077, Mr M Simelane Tel No: (017) 801 5242

<u>POST 08/513</u>	:	<u>PROVISIONING ADMIN OFFICER: ASSET CONTROL REF NO: V2/226</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Nkangala District Office, KwaMhlanga
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in the field or equivalent qualifications. Minimum of 2 years relevant experience in an Asset control environment. Competencies: Sound knowledge of Supply Chain Management processes. Investigating and report writing skills. Computer literacy. Valid driver's license. Note: Shortlisted candidates will be required to complete a short written exercise in addition to participating in an interview.
<u>DUTIES</u>	:	Deal with all aspects of stocktaking including the execution of stocktaking, submission of stocktaking reports per sub-inventory, and compilation and updating of stock inventories. Deal with loss control including the disposal of redundant stock/property and equipment, dealing with losses (TIW) and sponsorships, donations, grants and petty cash. Execute asset control inspections. Maintain related management information.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816
<u>POST 08/514</u>	:	<u>PROVISIONING ADMIN OFFICER: ASSET CONTROL REF NO: V2/227</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Ehlanzeni District Office, Kanyamazane
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in the field or equivalent qualifications. Minimum of 2 years relevant experience in an Asset control environment. Competencies: Sound knowledge of Supply Chain Management processes. Investigating and report writing skills. Computer literacy. Valid driver's license. Note: Shortlisted candidates will be required to complete a short written exercise in addition to participating in an interview.
<u>DUTIES</u>	:	Deal with all aspects of stocktaking including the execution of stocktaking, submission of stocktaking reports per sub-inventory, and compilation and updating of stock inventories. Deal with loss control including the disposal of redundant stock/property and equipment, dealing with losses (TIW) and sponsorships, donations, grants and petty cash. Execute asset control inspections. Maintain related management information.
<u>ENQUIRIES</u>	:	Ms JT Dlamini Tel No: (013) 766 0508
<u>POST 08/515</u>	:	<u>PROVISIONING ADMIN OFFICER: ASSET CONTROL REF NO: V2/228</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Bohlabela District Office, Bushbuckridge
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in the field or equivalent qualifications. Minimum of 2 years relevant experience in an Asset control environment. Competencies: Sound knowledge of Supply Chain Management processes. Investigating and report writing skills. Computer literacy. Valid driver's license. Note: Shortlisted candidates will be required to complete a short written exercise in addition to participating in an interview.
<u>DUTIES</u>	:	Deal with all aspects of stocktaking including the execution of stocktaking, submission of stocktaking reports per sub-inventory, and compilation and updating of stock inventories. Deal with loss control including the disposal of redundant stock/property and equipment, dealing with losses (TIW) and sponsorships, donations, grants and petty cash. Execute asset control inspections. Maintain related management information.
<u>ENQUIRIES</u>	:	Mr TZ Magoane Tel No: (013) 766 7410
<u>POST 08/516</u>	:	<u>SPECIAL PROGRAMMES OFFICER: EMPLOYEE ASSISTANCE (EAP) REF NO: V2/229</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Ehlanzeni District Office, Kanyamazane
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Occupational Health and Safety or SAMTRAC as recognised by South African Institute of Occupational Safety and Health. Minimum of 2 years' experience in the SHERQ environment. Competencies: Knowledge of the set policies, legislation and operations related to employee assistance programmes. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counselling with maturity, patience and sensitivity. Well-developed written and verbal communication skills. Strong presentation- and

		report writing skills. Good problem solving skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential.
<u>DUTIES</u>	:	Enhance employee and workplace effectiveness through prevention, identification and resolution of personal and productivity issues. Psychologically, emotionally, socially and spiritually counsel employees on alcoholism and drug abuse, absenteeism, stress and tardiness, as well as personal matters such as abuse, violence, divorce and bereavement. Identify individual employees' behavioral problems based on work performance. Refer employees for diagnosis, treatment and rehabilitation. Scrutinise progress and medical reports and take corrective action.
<u>ENQUIRIES</u>	:	Ms JT Dlamini, Tel No: (013) 766 0508
<u>POST 08/517</u>	:	<u>SPECIAL PROGRAMMES OFFICER: EMPLOYEE ASSISTANCE (EAP)</u> <u>REF NO: V2/230</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Bohlabela District Office, Bushbuckridge
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Occupational Health and Safety or SAMTRAC as recognised by South African Institute of Occupational Safety and Health. Minimum of 2 years' experience in the SHERQ environment. Competencies: Knowledge of the set policies, legislation and operations related to employee assistance programmes. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counselling with maturity, patience and sensitivity. Well-developed written and verbal communication skills. Strong presentation- and report writing skills. Good problem solving skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential.
<u>DUTIES</u>	:	Enhance employee and workplace effectiveness through prevention, identification and resolution of personal and productivity issues. Psychologically, emotionally, socially and spiritually counsel employees on alcoholism and drug abuse, absenteeism, stress and tardiness, as well as personal matters such as abuse, violence, divorce and bereavement. Identify individual employees' behavioral problems based on work performance. Refer employees for diagnosis, treatment and rehabilitation. Scrutinise progress and medical reports and take corrective action.
<u>ENQUIRIES</u>	:	Mr TZ Magoane Tel No: (013) 766 7410
<u>POST 08/518</u>	:	<u>SPECIAL PROGRAMMES OFFICER: HIV/AIDS IN THE WORKPLACE REF</u> <u>NO: V2/232</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Ehlanzeni District Office, Kanyamazane
<u>REQUIREMENTS</u>	:	An appropriate 3-year qualification as recognised by SAQA. Minimum of 2 years' appropriate experience. Competencies: Sound knowledge of the set policies, legislation and operations related to HIV/AIDS prevention and -care programmes. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counselling with maturity, patience and sensitivity. Well-developed written and verbal communication skills. Strong presentation- and report writing skills. Good problem solving skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential.
<u>DUTIES</u>	:	Provide care and support to employees infected with and affected by HIV/AIDS. Prevent stigmatization, victimisation and discrimination. Create and promote a healthy and supportive working environment. Encourage voluntary testing, counseling, diagnosis and treatment. Implement strategies and interventions to promote condom distribution and use. Promote awareness amongst employees to prevent new infections.
<u>ENQUIRIES</u>	:	Ms JT Dlamini Tel No: (013) 766 0508
<u>POST 08/519</u>	:	<u>SPECIAL PROGRAMMES OFFICER: HIV/AIDS IN THE WORKPLACE REF</u> <u>NO: V2/233</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Bohlabela District Office, Bushbuckridge
<u>REQUIREMENTS</u>	:	An appropriate 3-year qualification as recognised by SAQA. Minimum of 2 years' appropriate experience. Competencies: Sound knowledge of the set policies, legislation and operations related to HIV/AIDS prevention and -care

		programmes. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counselling with maturity, patience and sensitivity. Well-developed written and verbal communication skills. Strong presentation- and report writing skills. Good problem solving skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential.
<u>DUTIES</u>	:	Provide care and support to employees infected with and affected by HIV/AIDS. Prevent stigmatization, victimisation and discrimination. Create and promote a healthy and supportive working environment. Encourage voluntary testing, counseling, diagnosis and treatment. Implement strategies and interventions to promote condom distribution and use. Promote awareness amongst employees to prevent new infections.
<u>ENQUIRIES</u>	:	Mr TZ Magoane Tel No: (013) 766 7410
<u>POST 08/520</u>	:	<u>TRAINING OFFICER: PUBLIC SERVICE STAFF DEVELOPMENT REF NO: V2/235</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Bohlabela District Office, Bushbuckridge
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in the Human Resource Development/Management/Public Management or equivalent qualifications. Minimum of 2 years' experience in the Human Resource Development environment. Competencies: Sound knowledge of Skills Development legislation, SAQA, departmental legislation and other related policies. Sound understanding of how SETAS operate, and what a learner-ship entails. Must be well conversant with the HRDS and the NSDS. Sound understanding of RPL processes. Strong analytical skills. Ability to function independently. Ability to act as a change agent in accordance with the strategic objectives and the vision of the department. Progressive, committed and results-driven individual. Good understanding of project management. Planning and organising skills. Excellent interpersonal-, written and verbal communication skills. Report writing skills. Basic budgeting skills. Ability to meet deadlines. Willingness to travel and work long hours. Good computer user knowledge and experience is essential. Valid driver's license.
<u>DUTIES</u>	:	Develop district public service staff capacity through training. Analyse training needs. Determine present and future competencies required. Develop, facilitate and present courses. Evaluate training. Render bursary support. Maintain training database.
<u>ENQUIRIES</u>	:	Mr TZ Magoane Tel No: (013) 766 7410

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.

<u>CLOSING DATE</u>	:	17 March 2023
<u>NOTE</u>	:	NB. 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 Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. Those who have previously applied for the re-advertised posts may re-apply. 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 08/521 : **HEAD: CLINICAL DEPARTMENT (MEDICAL) GRADE 1: OBSTETRICS AND GYNAECOLOGY REF NO: MPDOH/MAR/23/01**

SALARY : R2 259 651 - R2 398 305 per annum, (Depending of years of experience in terms of OSD)

CENTRE : Witbank Hospital (Nkangala District)

REQUIREMENTS : Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as a medical specialist in Obstetrics & Gynaecology, must be registered with HPCSA. A minimum of seven (7) years appropriate experience as Medical Specialist after registration with HPCSA as a Medical Specialist in Obstetrics & Gynaecology of which at least three years were in academic setting will be an added advantage. Management skills, good written and verbal communication skills, leadership and decision-making skills. Knowledge of public service legislation, regulations and policies including medical ethics, epidemiology and statistics. Demonstration of the ability to work as part of a multidisciplinary team.

DUTIES : Clinical management of the Obstetrics and Gynaecology department, supervision and training of clinical staff, teaching of clinical staff, Assessment and immediate care of all Obstetrics and Gynaecology patients. Provide support for other clinical departments, ensure departmental administration is in order. Participate in clinical governance. Ensure that there is clinical improvement plan to reduce maternal and neonatal mortality and morbidity. Develop clinical protocols for the department. Provide leadership and promote effective working environmental clinical audits, sign performance management contract with the Clinical Manager and subordinates, ensure continuous professional development. Establish research programme to facilitate generation of new knowledge.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makoropo 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 and IT related queries: Help desk: Tel No: (013) 766 3018.

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

POST 08/522 : **HEAD: CLINICAL DEPARTMENT (MEDICAL) GRADE 1: PAEDIATRIC REF NO: MPDOH/MAR/23/02**

SALARY : R2 259 651 - R2 398 305 per annum, (Depending of years of experience in terms of OSD)

CENTRE : Witbank Hospital (Nkangala District)

REQUIREMENTS : Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as a medical specialist in Paediatric, must be registered with HPCSA. A minimum of seven (7) year appropriate experience as Medical Specialist after registration with HPCSA as a Medical Specialist in Paediatric of which at least three years were in academic setting will be an added advantage. Management skills, good written and verbal communication

	skills, leadership and decision-making skills. Knowledge of public service legislation, regulations and policies including medical ethics, epidemiology and statistics. Demonstration or the ability to work as part of a multidisciplinary team.
<u>DUTIES</u>	: Clinical management of the Paediatric department, supervision and training of clinical staff, teaching of clinical staff, Assessment and immediate care of all Neonatal patients. Provide support for other clinical departments, ensure departmental administration is in order. Participate in clinical governance. Ensure that there is clinical improvement plan. Develop clinical protocols for the department. Provide leadership and promote effective working environmental clinical audits, sign performance management contract with the Clinical Manager and subordinates, ensure continuous professional development. Establish research programme to facilitate generation of new knowledge.
<u>ENQUIRIES</u>	: Mr. Michael Mlangeni Tel No: (013) 766 3753 / 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 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	: Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 08/523</u>	: <u>HEAD: CLINICAL DEPARTMENT (MEDICAL) GRADE 1: GENERAL SURGERY REF NO: MPDOH/MAR/23/03</u>
<u>SALARY</u>	: R2 259 651 - R2 398 305 per annum, (Depending of years of experience in terms of OSD)
<u>CENTRE REQUIREMENTS</u>	: Witbank Hospital (Nkangala District) : Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as a medical specialist in General Surgery, must be registered with HPCSA. A minimum of seven (7) year appropriate experience as Medical Specialist after registration with HPCSA as a Medical Specialist in General Surgery of which at least three years were in academic setting will be an added advantage. Management skills, good written and verbal communication skills, leadership and decision-making skills. Knowledge of public service legislation, regulations and policies including medical ethics, epidemiology and statistics. Demonstration or the ability to work as part of a multidisciplinary team.
<u>DUTIES</u>	: Clinical management of the General Surgery department, supervision and training of clinical staff, teaching of clinical staff, Assessment and immediate care of all General Surgery patients. Provide support for other clinical departments, ensure departmental administration is in order. Participate in clinical governance. Ensure that there is clinical improvement plan. Develop clinical protocols for the department. Provide leadership and promote effective working environmental clinical audits, sign performance management contract with the Clinical Manager and subordinates, ensure continuous professional development. Establish research programme to facilitate generation of new knowledge.
<u>ENQUIRIES</u>	: Mr. Michael Mlangeni Tel No: (013) 766 3753 / 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 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	: Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 08/524</u>	: <u>HEAD: CLINICAL UNIT (MEDICAL) GRADE 1: PSYCHIATRY REF NO: MPDOH/MAR/23/04</u>
<u>SALARY</u>	: R1 807 380 - R1 918 284 per annum, (Depending of years of experience in terms of OSD)
<u>CENTRE REQUIREMENT</u>	: Witbank Hospital (Nkangala District) : Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as a medical specialist in Psychiatry, must be registered with HPCSA. A minimum of five (5) year appropriate experience as Medical Specialist after registration with HPCSA as a medical specialist in Psychiatry of which at least three years were in academic setting will be an added advantage. Management skills, good written and verbal communication skills, leadership and decision-making skills. Knowledge of public service legislation, regulations and policies including medical ethics, epidemiology and

		statistics. Demonstration or the ability to work as part of a multidisciplinary team.
<u>DUTIES</u>	:	Clinical management of the Psychiatry department, supervision and training of clinical staff, teaching of clinical staff, Assessment and immediate care of all Mental Health patients. Provide support for other clinical departments, ensure departmental administration is in order. Participate in clinical governance. Ensure that there is clinical improvement plan. Develop clinical protocols for the department. Provide leadership and promote effective working environmental clinical audits, sign performance management contract with the Clinical Manager and subordinates, ensure continuous professional development. Establish research programme to facilitate generation of new knowledge.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / 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 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 08/525</u>	:	<u>HEAD: CLINICAL UNIT (MEDICAL) GRADE 1: INTERNAL MEDICINE REF NO: MPDOH/MAR/23/05</u>
<u>SALARY</u>	:	R1 807 380 - R1 918 284 per annum, (Depending of years of experience in terms of OSD)
<u>CENTRE</u>	:	Witbank Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as a medical specialist in Internal Medicine, must be registered with HPCSA. A minimum of five (5) year appropriate experience as Medical Specialist after registration with HPCSA as a medical specialist in Internal Medicine of which at least three years were in academic setting will be an added advantage. Management skills, good written and verbal communication skills, leadership and decision-making skills. Knowledge of public service legislation, regulations and policies including medical ethics, epidemiology and statistics. Demonstration or the ability to work as part of a multidisciplinary team.
<u>DUTIES</u>	:	Clinical management of the Internal Medicine department, supervision and training of clinical staff, teaching of clinical staff, Assessment and immediate care of all Internal Medicine patients. Provide support for other clinical departments, ensure departmental administration is in order. Participate in clinical governance. Ensure that there is clinical improvement plan. Develop clinical protocols for the department. Provide leadership and promote effective working environmental clinical audits, sign performance management contract with the Clinical Manager and subordinates, ensure continuous professional development. Establish research programme to facilitate generation of new knowledge.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / 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 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 08/526</u>	:	<u>HEAD: CLINICAL UNIT (MEDICAL) GRADE 1: CRITICAL CARE REF NO: MPDOH/MAR/23/06</u>
<u>SALARY</u>	:	R1 807 380 - R1 918 284 per annum, (Depending of years of experience in terms of OSD)
<u>CENTRE</u>	:	Witbank Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as a medical specialist in Critical Care, must be registered with HPCSA. A minimum of five (5) year appropriate experience as Medical Specialist after registration with HPCSA as a medical specialist in Critical Care of which at least three years were in academic setting will be an added advantage. Management skills, good written and verbal communication skills, leadership and decision-making skills. Knowledge of public service legislation, regulations and policies including medical ethics, epidemiology and statistics. Demonstration or the ability to work as part of a multidisciplinary team.

<u>DUTIES</u>	:	Clinical management of Critical Care department, supervision and training of clinical staff, teaching of clinical staff, Assessment and immediate care of all Critical Care patients. Provide support for other clinical departments, ensure departmental administration is in order. Participate in clinical governance. Ensure that there is clinical improvement plan to manage critical patients at Witbank Hospital and Nkangala District. Develop clinical protocols for the department. Provide leadership and promote effective working environmental clinical audits, sign performance management contract with the Clinical Manager and subordinates, ensure continuous professional development. Establish research programme to facilitate generation of new knowledge.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / 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 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 08/527</u>	:	<u>HEAD: CLINICAL UNIT (MEDICAL) GRADE 1: EMERGENCY MEDICINE</u> <u>REF NO: MPDOH/MAR/23/07</u>
<u>SALARY</u>	:	R1 807 380 - R1 918 284 per annum, (Depending of years of experience in terms of OSD)
<u>CENTRE</u>	:	Witbank Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as a medical specialist in Emergency Medicine, must be registered with HPCSA. A minimum of three (3) year appropriate experience as Medical Specialist after registration with HPCSA as a medical specialist in Emergency Medicine of which at least three years were in academic setting will be an added advantage. Management skills, good written and verbal communication skills, leadership and decision-making skills. Knowledge of public service legislation, regulations and policies including medical ethics, epidemiology and statistics. Demonstration or the ability to work as part of a multidisciplinary team.
<u>DUTIES</u>	:	Clinical management of the Emergency Medicine department, supervision and training of clinical staff, teaching of clinical staff, Assessment and immediate care of all Emergency Medicine patients. Provide support for other clinical departments, ensure departmental administration is in order. Participate in clinical governance. Ensure that there is clinical improvement plan. Develop clinical protocols for the department. Provide leadership and promote effective working environmental clinical audits, sign performance management contract with the Clinical Manager and subordinates, ensure continuous professional development. Establish research programme to facilitate generation of new knowledge.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / 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 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 08/528</u>	:	<u>OPERATIONAL MANAGER NURSING (PN-B3): PHC (REPLACEMENT)</u> <u>REF NO: MPDOH/MAR/23/08</u>
<u>SALARY</u>	:	R588 378 – R662 220 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Daggakraal CHC (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Primary Health Care. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in Primary Health Care after obtaining the 1 year post basic PHC Nursing Science qualification. Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts

		on service delivery. Demonstrate a basic understanding of HR and financial and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.
<u>DUTIES</u>	:	Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance to the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / 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 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 08/529</u>	:	<u>OPERATIONAL MANAGER (PN-B3): MEDICAL (REPLACEMENT) REF NO: MPDOH/MAR/23/09</u>
<u>SALARY</u>	:	R588 378 – R662 220 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Lydenburg Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Nursing. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in theatre after obtaining the 1 year post basic qualification. A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership skills, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.
<u>DUTIES</u>	:	The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal, specialized Nursing Services as an Operational Manager in Medical Unit. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter-Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identity develop and control Risk Management Systems within the unit. Provide safe therapeutic

		environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / 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 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 08/530</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): PSYCHIATRIC (REPLACEMENT) REF NO: MPDOH/MAR/23/10</u>
<u>SALARY</u>	:	R400 644 – R464 466 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Ermelo Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2023), a post-basic Psychiatric qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Psychiatric Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Psychiatric Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / 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 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 08/531</u>	:	<u>ARTISAN (PRODUCTION) GRADE A: CARPENTRY (REPLACEMENT) REF NO: MPDOH/MAR/23/11</u>
<u>SALARY</u>	:	R199 317 – R221 214 per annum (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Standerton Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Minimum of Grade 10-12 or equivalent qualifications plus an appropriate completed apprenticeship and trade test certificate in in Carpentry. One year relevant experience in building maintenance. Must have basic computer knowledge for time entry, preventative maintenance and work orders. A valid driver's licence. Willingness to work irregular hours and attend to emergencies when required.
<u>DUTIES</u>	:	Perform activities/tasks associated with the maintenance, carpentry and painting works according to standards and procedures on Council property by using the most effective working methods and safety aspects.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa

APPLICATIONS

: Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
Departmental Online Application System: www.mpuhealth.gov.za.

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

APPLICATIONS

: quoting the relevant reference, should be forwarded as follows: The Directorates - Dr Ruth Segomotsi Mompoti District : The District Director, Dr Ruth Segomotsi Mompoti District Services, P.O.Box 112, Vryburg, 8600, for attention of Ms K Mmolawa

The Directorate - Structured Agricultural Education & Training (Taung Agricultural College): The District Director, Dr Ruth Segomotsi Mompoti District Services, P.O.Box 112, Vryburg, 8600, for attention of Ms K Mmolawa

The Directorate - Structured Agricultural Education & Training (Potchefstroom Agricultural College): The District Director, Dr Kenneth Kaunda District Services, P.O.Box 804, Potchefstroom, 2520, for attention of Ms C Hilderbrand

All other posts for Mahikeng - Head Office and State Veterinarians, The Director Human Resource Management, Department of Rural, Environment and Agricultural Development, Directorate: Human Resource Management, Private Bag X2039, Mmabatho 2735, for the attention Mr. I.O. Molale or delivered at the AgriCentre Building, corner Dr James Moroka and Stadium Road, Mmabatho.

CLOSING DATE

: 23 March 2023

NOTE

: This Department is an equal opportunity and affirmative action employer. It is our intention to promote representatively (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. A recently updated, comprehensive CV as well as three contactable referees should accompany the completed and signed form Z83. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, copied or e-mailed application will be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the Head of Department particulars of all registrable financial interests, sign a performance agreement and employment contract with the Head of Department within three months from the date of assumption of duty and obtain a top secret security clearance. All appointments are subject subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The Department reserves the right not to make appointment for the above advertised posts. The successful candidates will enter into an employment contract with the Department that will be reviewed based on performance NB: It is mandatory for candidates to attach Public Service SMS Pre-Entry certificate. 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. Candidates who have previously applied for the positions are encouraged to re-apply.

MANAGEMENT ECHELON**POST 08/532**

: **CHIEF DIRECTOR: AGRICULTURAL DEVELOPMENT SERVICES REF NO: NWDARD 01/02/23**

**SALARY
CENTRE
REQUIREMENTS**

: R1 308 051 per annum (Level 14), (all-inclusive remuneration package)
: Mahikeng - Head Office
: National Senior Certificate (Grade 12) An appropriate undergraduate qualification in Agriculture and a post graduate qualification (NQF level 8) in Agriculture and/or Developmental or Public Management/Administration Studies as recognised by SAQA. A minimum of 8 year's management experience at a senior management level preferably in the Public Service

Advance knowledge of global, regional, local, political, economic and social agricultural issues that impact on the North West Province Knowledge of Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations, Public Service Regulations, and all related Public Service legislation Financial Management skills Programme and Project Management skills Research, monitoring and evaluation skills Communication (written and verbal) skills Knowledge of writing high-level correspondence Computer skills Strategic planning and reporting procedure skills Policy analysis, interpretation and implementation skills Dynamic strategic capability and leadership In-depth knowledge of the operational environment of the Agricultural Sector and its service delivery imperatives Ability to communicate across all sectors Willingness to travel and work irregular hours A valid and unendorsed driver's licence.

DUTIES

: Direct, manage and provide support to farmers through the implementation of Agricultural Development Programmes/Initiatives through the Comprehensive Agriculture Support Programme (CASP), Ilima-Letsema, etc. in relation to, inter alia: Livestock, Crop, Aquaculture, Horticulture production, Post Settlement Land Reform and Irrigation process Develop, promote and implement policy frameworks, norms and standards to support sustainable Livestock, Crop, Aquaculture, Horticulture production, Post Settlement Land Reform and Irrigation systems Ensure effective monitoring, evaluation and impact assessment of Livestock and Crop production, Aquaculture, Irrigation and Horticulture systems and trends Directing and managing the provision of Extension and Advisory Services and Producer Support services to farmers with regards to Livestock, Crop, Aquaculture, Horticulture production, Post Settlement Land Reform and Irrigation in Province Managing and providing support to smallholder and commercial producers for sustainable agricultural development in relation to production, finance and marketing Support, advise and coordinate the implementation of pillar one of the Integrated Food Security Strategy of South Africa and manage the provision of Food Security Services *Provide inputs into Strategic and Annual Performance Plans of the Department. Compile a credible budget for the Chief Directorate and monitor and control expenditure trends of the Chief Directorate Contribute towards unqualified audit reports Manage the human, financial and other resources of the Chief Directorate.

ENQUIRIES

: Ms Y Modubu Tel No: (018) 389 - 5638/5775

NOTE

: The remuneration package for the above - mentioned post consist of a basic salary (70%) and employer's contribution to the Government Employees Pension Fund and a flexible portion. The flexible portion of the package can be structured according to the Senior Management Service guidelines. Candidates shortlisted for the above - mentioned post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Furthermore, the person appointed to this position will be subjected to a security clearance and vetting, the signing of performance agreement and employment contract with the Head of Department. The successful candidate must disclose to the Head of Department particulars of all registrable financial interests within three months from the date of assumption of duty and obtain a top-secret security clearance. All appointments are subjected to personnel suitability checks (criminal record check, citizenship verification, financial/ asset record checks, qualification/study verification and previous employment verification/reference checks and security vetting. The Department reserves the right not to make appointment for the above advertised post. The successful candidates will sign a performance agreement with the Department that will be reviewed based on performance NB: It is mandatory for candidates to attach Public Service SMS Pre-Entry certificate. For further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za

OTHER POSTS

POST 08/533 : **DEPUTY DIRECTOR: AGRO-PROCESSING SUPPORT REF NO: NWDARD 11/02/23**

SALARY : R908 502 per annum (Level 12), (all-inclusive remuneration package)
CENTRE : Mafikeng
REQUIREMENTS : Grade 12 certificate plus a 4 year BSc. Agricultural Economics or recognized qualification A postgraduate degree in the same field will be an added advantage Minimum of five (5) years experience in the Agricultural economics environment of which three (3) years should be at Assistant Director level in the agricultural economics environment Sound knowledge of the provincial Agro-Processing strategy Sound understanding of project management Understanding of Division of Revenue Act(DORA), Public finance Management Act, Treasury regulations and or other government related prescripts Knowledge and understanding of the North West Agricultural Sector, Economy and priority economic sectors Computer literacy Quantitative capacity Research management, Presentation skills Strategic capability and problem solving Human Resource Management Communication Skills A valid Driver's license.

DUTIES : Manage and coordinate policy and strategies development and implementation thereof Manage the development of agro-processing and investment promotion instruments, including digital and online instruments Implementation and popularization of the AGRIBEE sector code Rendering specialized advisory service on agro-processing enterprise Facilitate capacity building for agro-processors Facilitate the registration of agricultural cooperatives Establish partnerships to support Agro-Processing and investment promotion programmes and projects Management of cooperatives data base Develop Sub-Directorate budget plan Manage Sub-Directorate budget Manage subordinates.

ENQUIRIES : Mr M Setlhabi Tel No: (018) 389 5647

POST 08/534 : **DEPUTY DIRECTOR: ANIMAL HEALTH DKK DISTRICT REF NO: NWDARD 04/02/23**

SALARY : R908 502 per annum (Level 12), (all-inclusive remuneration package)
CENTRE : Potchefstroom
REQUIREMENTS : An appropriate BVMCh or BVSc and registration with the South African Veterinary Council An understanding of the of the application of the Animal Diseases Act (Act 35 of 1984 An understanding of the Meat Safety Act (Act 40 of 2000) A good understanding of import and export facilitation protocols An understanding of the Animal Eradication Schemes of South Africa (TB and CA Schemes) Good knowledge and understanding of departmental Flagship Projects and action support needed thereof Computer literacy A valid driver's license.

DUTIES : Coordination of the provision of risk assessment of potentially hazardous situation in the area that involve animal health The incumbent will therefore be responsible for: Coordinating the Brucellosis Scheme in the District Coordinating the assessment of the prevalence of TB in the area and instituting the necessary control measures Facilitating participation in the departmental Primary Animal Healthcare (PAHC) programme through necessary secondary intervention Coordinating the conducting of risk assessment on all commodities that are destined for export Ensuring compliance of all imported commodities arriving in the District Coordinating inspection and registration of all facilities that intend to export commodities out of South Africa Preparing the District Office's operational budget requirements and inputs into the Regional MTEF budgets Preparing work statistics and data management Participating in the compilation of personnel work plans and evaluation of personnel performance in a State Veterinary Office (PMDS) Reporting to the Director: Veterinary Services.

ENQUIRIES : Dr L S Madyibi Tel No: (018) 389 5102/5057

POST 08/535 : **DEPUTY DIRECTOR: VETERINARY TRADE FACILITATION REF NO: NWDARD 05/02/23**

SALARY : R908 502 per annum (Level 12), (all-inclusive remuneration package)
CENTRE : Mafikeng

<u>REQUIREMENTS</u>	:	An appropriate BVMCh or BVSc and registration with South African Veterinary Council Understanding of the application of the Animal Diseases Act (Act 35 of 1984) understanding of the Meat Safety Act (Act 40 of 2000) A good understanding of the Import and Export facilitation protocols A good understanding of Veterinary Procedural Notices (VPN) A good knowledge and understanding of the Departmental flagship Projects and action support needed thereof. Computer literacy. A Valid Drivers' license.
<u>DUTIES</u>	:	Manage the facilitation of export and import functions Regulate and monitor compliance of export facilities in the province and enforce their compliance to the relevant Act Co-ordinating the auditing of export facilities in the province Co-ordinating the assessment of compliance of border export office Facilitating the export commodities through ensuring compliance with import requirements of foreign countries Co-ordinate conduction of risk assessment on all commodities that are destined for export Ensure compliance of all import commodities arriving in the district Co-ordinating inspection and registration of all facilities that intend to export commodities out of South Africa and maintain their database To compile a quarterly performance report according to the APP and provide accompanying portfolio of evidence Preparing the district office operational budget requirements and inputs into the Regional MTEF budget Preparing the work statistics and data management Participating in the compilation of personnel work plans and evaluation of personnel performance in a State Veterinary office (PMDS) Reporting to the Director Veterinary Service.
<u>ENQUIRIES</u>	:	Dr. L. Madyibi Tel No: (018) 3895102/5057
<u>POST 08/536</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: NWDARDO 02/02/23</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R766 584 per annum (Level 11), (all-inclusive package) Head office – Mahikeng A 3 year Degree/National Diploma in Financial Management (NQF level 7) with Financial Accounting as one of the major subjects A minimum of five (5) years' experience in Financial Management Environment of which three (3) should be at Assistant Director in Financial Accounting Environment within the Public Service Good verbal and written communication skills In-depth knowledge and understanding of applicable legislation, policies, practices and procedures governing government finances Good command of Excel, PowerPoint and Word packages Ability to deal with tight deadlines Have creative and innovative skills ability to plan and coordinate activities within the component Problem solving and decision making skills. Project management skills Understanding of government financial reporting framework Thorough knowledge Governmental financial systems A valid Driver's license. Ability to write reports and submissions as well as to compiling presentations.
<u>DUTIES</u>	:	Ensure compliance to financial policies and prescripts by implementation of Internal Controls and Safeguarding of financial records Ensure that creditors are paid within 30 days Manage salary and tax administration including third party payments Identify possible financial risks within the component and mitigate Prepare and analyse monthly and quarterly financial reports (external/internal) Ensure debts are recovered in line with applicable prescripts Resolve BAS and PERSAL Exceptions on daily basis Develop systems to prevent incurrance of fruitless expenditure Coordinate the review of Trial Balance on monthly basis Liaise and clear all bank related issues with departmental banker, provincial treasury and departmental clientele on regular basis Compile Quarterly and Annual Financial statements as well as accompanying audit file Review monthly reconciliations of payments (salaries & creditors) and control accounts. Monitor ageing transactions for Debtors and Creditors and resolve long outstanding issues accounts Manage and resolve all audit related issues Provide support to the districts offices Manage and direct the financial accounting staff.
<u>ENQUIRIES</u>	:	Mr G.K Duiker Tel No: (018) 389 5662
<u>POST 08/537</u>	:	<u>DEPUTY DIRECTOR: SYSTEM CONTROL (BAS) REF NO: NWDARD 03/02/23</u>
<u>SALARY CENTRE</u>	:	R766 584 per annum (Level 11), (all-inclusive package) Head Office - Mahikeng

<u>REQUIREMENTS</u>	:	A 3 year Degree/National Diploma in Financial Management (NQF level 7) with Financial Accounting as one of the major subjects A minimum of five (5) years' experience in Financial Management Environment of which three (3) should be at Assistant Director in Financial Accounting Environment within the Public Service Extensive knowledge of BAS system. Good verbal and written communication skills In-depth knowledge and understanding of applicable legislation, policies, practices and procedures governing government finances Good command of Excel, PowerPoint and Word packages Ability to deal with tight deadlines Have creative and innovative skills ability to plan and coordinate activities within the component Problem solving and decision-making skills. Project management skills Understanding of government financial reporting framework A valid Driver's license. Ability to write reports and submissions as well as to compiling presentations.
<u>DUTIES</u>	:	Implement, assess and maintain BAS, Implement and maintain security measures, Maintain department code structure in accordance to SCoA and monitor changes thereof, Liaise with National Treasury on new updates and facilitate BAS system release Maintain departmental parameters and advising users on existing measures, Monitor and report performance of inter-linked systems (BAS, Walker, PERSAL, bankserv), Monitor interface processes between systems and clearing of exceptions, Provide user support and coordinate training for the department BAS and Walker users, Reporting, monitoring and attending to audit queries, Resolve all the risks associated to the systems, *Provide quarterly and annual financial statements schedules and reports and facilitate monthly Trial Balance Review.
<u>ENQUIRIES</u>	:	Mr M.D Mompei, tel: (018) 389 5094
<u>POST 08/538</u>	:	<u>STATE VETERINARIAN REF NO: NWDARD 06/02/23 (8 POSTS)</u>
<u>SALARY CENTRE</u>	:	R766 584 per annum (Level 11), (all-inclusive remuneration package)
	:	Mafikeng, Tswaing, Lekwa-Taemane Molopo/Bray Mamusa Madibeng Kgetleng Matlosana State Veterinary Offices
<u>REQUIREMENTS</u>	:	An appropriate BVSc/BVMCh or equivalent qualification and registration with the South African Veterinary Council Understanding of the application of the Animal Diseases Act (Act 35 of 1984) An understanding of the Meat Safety Act (Act 40 of 2000) A good understanding of the Import and Export facilitation protocols Understanding of the Animal Disease Eradication Schemes of South Africa (TB and CA Schemes) A good knowledge and understanding of the Departmental Flagship Projects and action support needed thereof Computer literacy Valid driver's license.
<u>DUTIES</u>	:	To provide risk assessment of potential hazardous situations in area that involve Animal Health Managing and Co-ordinating the Brucellosis Scheme in the State Veterinary area Assessing the prevalence of TB in the area and instituting the necessary control measures Participating in the Departmental Primary Animal Health Care (PAHC) project through providing necessary secondary intervention function Conducting risk assessment on all commodities that are destined for export Ensure compliance of all imported commodities arriving in the State Veterinary area Inspecting and registering all facilities that intend to export commodities out of South Africa Preparing the State Veterinary office operational budget requirements and inputs into the Regional MTEF budgets Preparing the work statistics and data management Participating in the compilation of personnel work plans and evaluation of personnel performance in a State Veterinary office (PMDS) Reporting to line function manager.
<u>ENQUIRIES</u>	:	Dr LS Madyibi Tel No: (018) 389 - 5102/5057
<u>POST 08/539</u>	:	<u>STATE VETERINARIAN CLINICAL REF NO: NWDARD 07/02/23 (X1 POST)</u>
<u>SALARY CENTRE</u>	:	R766 584 per annum (Level 11), (all-inclusive remuneration package)
<u>REQUIREMENTS</u>	:	Bojanala Clinical Veterinarian An appropriate BVSc/BVMCh or equivalent qualification and registration with the South African Veterinary Council Understanding of the application of the Animal Diseases Act (Act 35 of 1984) An understanding of the Meat Safety Act

		(Act 40 of 2000) A good understanding and knowledge of the clinical and surgical procedures. Understanding of the Animal Disease Eradication Schemes of South Africa (TB and CA Schemes) A good knowledge and understanding of the Departmental Flagship Projects and action support needed thereof Computer literacy Valid driver's license.
<u>DUTIES</u>	:	Manage the implementation of Compulsory Community Service (CCS) for Veterinarians Monitor and maintain the registration and compliance of CCS clinics in the North West. Manage procurement and inventory of CCS clinic drugs stores. Draw up a budget and drug specifications for CCS Vets clinics. Manage procurement and re-stocking of CCS clinics instruments and equipment. Managing the mentoring of CCS Veterinarians program. Manage resolution of shortcomings emanating from CCS clinics report and address them. Design a mentoring schedule/ program for a particular year for North West. Visit CCS clinics and hold meetings with them. Manage reporting of CCS Vets activities to DALRRD and for North West. Organise welcoming and farewell of incoming and exiting CCS cohorts. Ensure smooth absorption and orientation of CCS cohort with DALRRD. Report to the provincial co-ordinator of CCS program.
<u>ENQUIRIES</u>	:	Dr LS Madyibi Tel No: (018) 389 - 5102/5057
<u>POST 08/540</u>	:	<u>STATE VETERINARIAN LABORATORY REF NO: NWDARD 08/02/23 (X1 POST)</u>
<u>SALARY</u>	:	R766 584 per annum (Level 11), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Vryburg Laboratory
<u>REQUIREMENTS</u>	:	An appropriate BVSc/BVMCh or equivalent qualification and registration with the South African Veterinary Council Understanding of the application of the Animal Diseases Act (Act 35 of 1984) An understanding of the Meat Safety Act (Act 40 of 2000) A good understanding of the ISO 17025 principles Understanding of the Animal Disease Eradication Schemes of South Africa (TB and CA Schemes) A good knowledge and understanding of the Departmental Flagship Projects and action support needed thereof Computer literacy Valid driver' s license.
<u>DUTIES</u>	:	Managing Sampling coordination for Controlled and Non-controlled diseases at a laboratory and production of test results Implementation of the ISO 17025 standard in Vryburg laboratory Implement policies for diagnostic and conducting epidemiological studies for the various diseases and districts according to required standards. Implement protocols for different test procedures according to ISO 17025 standards Managing the laboratory component of risk management of controlled/notifiable and non-controlled animal diseases (mastitis, zoonosis and food-borne illnesses included) for the benefit of State Veterinary component. Implementing and co-ordinating the development of epidemiological studies of emerging and prevalent diseases of the province for the benefit of NW Veterinary Services and the farming community. Write proposals to other sub-directorates for such studies Implement principles of the laboratory in maintaining and initiating accreditations and running of the laboratories Initiate research projects in areas of common disease interest and prevalent diseases. Preparing the laboratory operational budget requirements and inputs into the district MTEF budgets Preparing the work statistics and data management. Participating in the compilation of personnel work plans and evaluation of personnel performance in a laboratory (PMDS) Reporting to line function manager.
<u>ENQUIRIES</u>	:	Dr LS Madyibi Tel No: (018) 389 - 5102/5057
<u>POST 08/541</u>	:	<u>DEPUTY DIRECTOR: RURAL ENTERPRISES AND INDUSTRY DEVELOPMENT REF NO: NWDARD 09/02/23</u>
<u>SALARY</u>	:	R766 584 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Mahikeng (Head Office)
<u>REQUIREMENTS</u>	:	An appropriate four - year degree in Agriculture/Economics/Business Economics/Development Economics plus at least 5 years experience in rural enterprise and industry development working environment of which three years should be at Assistant Director level Working knowledge of the Public Sector Regulatory Framework Report writing, editing and analyzing skills Knowledge of agricultural and rural development sectors. Highly motivated and have ability to work independently A creative, teamwork, client focused, solution oriented,

		assertive and confident approach Demonstrate integrity, dedication, output and quality driven. Valid drivers license.
<u>DUTIES</u>	:	Coordinating and provisioning of economic marketing and value adding services regarding rural development Providing of business continuity support and advisory services regarding rural development Providing of social organisation, facilitation and/or support participatory process Facilitating of access to funding opportunities and professional advice Coordinating and support of the establishment and maintenance of relevant forums. Ensure effective planning, coordination and reporting of EPWP Environment and Culture Sector and Technical Implementation Forum. Monitoring and evaluation of the implementation of policy instruments, programmes and projects against predetermined objectives. Manage the resources in the sub-directorate.
<u>ENQUIRIES</u>	:	Mr Malakia Mathabe Tel No: (018) 389 - 5157
<u>POST 08/542</u>	:	<u>DEPUTY DIRECTOR: DESIGNATED GROUPS REF NO: 10/02/23</u>
<u>SALARY</u>	:	R766 584 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Mahikeng (Head Office)
<u>REQUIREMENTS</u>	:	A recognized three (3) year's appropriate degree in Development Studies, social work, political science, economics or communication studies. A post graduate qualification in any of these fields will be an added advantage. Applicants must have a minimum of five years experience in facilitating and coordinating designated groups development programmes, including at least three years experience at a supervisory level. Sound knowledge and experience in Women, Youth, People with Disability Empowerment Legislative Frameworks, Public Finance Management Act (PFMA) and Project Management knowledge and skills. Computer skills. Good Communication, interpersonal relations and facilitation skills. Stakeholder networking and organizational skills. Ability to work independently as well as in a team under extreme pressure. A valid drivers license.
<u>DUTIES</u>	:	Coordinating departmental youth development programmes and promoting rights of children in line with national and provincial policies Coordinating departmental women development and empowerment programmes in line with national and provincial policies Coordinate departmental projects for the elderly in line with national and provincial policies Coordinating departmental development programmes for people living with disability and promoting their rights in line with national and provincial policies Coordinating empowerment programmes and promoting rights of farmworkers and farm dwellers in line with national and provincial policies Monitoring and evaluation of the implementation of policy instruments, programmes and projects against predetermined objectives. Manage the resources in the sub-directorate.
<u>ENQUIRIES</u>	:	Mr Malakia Mathabe Tel No: (018) 389 - 5157
<u>POST 08/543</u>	:	<u>DEPUTY DIRECTOR: ORGANISATIONAL DESIGN, HR PLANNING AND SYSTEMS REF NO: NWDARD 12/02/23</u>
<u>SALARY</u>	:	R766 584 per annum (Level 11), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Mahikeng - Head Office
<u>REQUIREMENTS</u>	:	A Bachelor's degree in Human Resource Management Certificates in Job Evaluation and PERSAL staff establishment training in the public service and Org-plus training A minimum of six (6) years' experience in organizational development/ design environment and human resource planning of which three (3) years must be at in junior management (Assistant Director) level Computer literacy in MS Office packages Valid Driver's license Knowledge of organizational development, organizational design, job evaluation system, procedure and methods and human resource planning specifically in the public service Sound knowledge and understanding of human resource legislation in the public service. Good communication skills (verbal and written) Presentation, facilitation, report writing, planning and organizing skills Problem solving and project management skills.
<u>DUTIES</u>	:	Management of organisational design and development services Management of the business process mapping and improvement processes Development and facilitation of the organization structure processes Development of service delivery model Development and implementation of human resource plan Development and management of human resource delegation delegations and register Management of PERSAL control services and staff establishment

		Facilitate the development and management of job descriptions and job description database Management and facilitation of job evaluation processes Manage the provision of operations management services and employee satisfaction survey Management of staff and development of policies Coordinate and consolidate the human resource management monthly, quarterly and annual reports.
<u>ENQUIRIES</u>	:	Y Modubu Tel No: (018) 389 – 5638
<u>POST 08/544</u>	:	<u>LECTURER - SYSTEM ADMINISTRATOR REF NO: NWDARD 13/02/23</u> (Re-advert)
<u>SALARY</u>	:	R331 188 per annum (Level 08)
<u>CENTRE</u>	:	Taung Agricultural College
<u>REQUIREMENTS</u>	:	National Diploma/ Degree (NQF 7) in Information Technology Information Systems/ Computer Science Minimum of 2 year's working experience in an administration environment Sound knowledge of administrative and clerical procedures and systems, e.g. managing files, data and records Good organising and interpersonal skills Good verbal and written communication skills.
<u>DUTIES</u>	:	Process enrolment and admission of student on the IT System Registration of relevant subjects per semester Generate proof of registration letters and proof of residence Print student cards Generate class lists per subject Process assessment outcomes on the IT system Create predicates and publish on the notice boards Generate and issue student progress reports Generate academic records /or transcripts Print certificates for graduates Prepare reports for council committees and management meetings.
<u>ENQUIRIES</u>	:	Ms OU Sebitloane Tel No: (018) 285 0700/10
<u>POST 08/545</u>	:	<u>ARTISAN INSTRUCTOR (MECHANICS) REF NO: NWDARD 14/02/23</u> (Re-advert)
<u>SALARY</u>	:	R269 214 per annum (Level 07)
<u>CENTRE</u>	:	Potchefstroom Agricultural College
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate National Diploma or N6 qualification in Mechanical Engineering specializing in Diesel motor mechanics A valid and appropriate Trade Test Certificate as Diesel a Mechanics Minimum of three (3) years' relevant experience in artisan preferable in mechanics Extensive knowledge of agricultural farm implements and machinery Experience as a facilitator will be an added advantage Computer Literacy Good communication skills Good interpersonal relations Ability to transfer skills and knowledge A valid Driver's License.
<u>DUTIES</u>	:	Provide quality education and training to learners on trade skills programmes Facilitation of practical and theory lessons in both formal and non-formal programmes Carry out repairs and maintenance of college farm machinery and implements Manage college mechanical workshop and supervision of subordinates Fault diagnosing in tractors and machinery Facilitating tractor operation skills course Control assets and consumables Manage staff members Calibration and adjustment of implements prior to planting.
<u>ENQUIRIES</u>	:	Mr. T Aphanhe Tel No: (018) 299 0700/ 0713

DEPARTMENT OF HEALTH

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.

<u>APPLICATIONS</u>	:	Applications quoting relevant reference, should be forwarded as follows: Provincial Office , Private Bag X 2068, Mmabatho, 2735, Mafikeng Provincial Hospital Private Bag X2031, Mafikeng 2745 Joe Morolong Memorial Hospital , Private Bag X 4, Vryburg, 8600 Klerksdorp/Tshepong Hospital Complex Private Bag XA14, Klerksdorp 2570 Job Shimankana Tabane Hospital Private Bag x 82079, Rustenburg, 0300 Dr Ruth Segomotsi Mompoti District Office Private Bag x 24, Vryburg, 8600 Ngaka Modiri Molema District Office Private Bag X 116, Mmabatho, 2735 Witrand Hospital , Private Bag x 253, Potchefstroom, 2520 Dr Kenneth Kaunda District Office Private bag A 2, Klerksdorp, 2570 Bojanala District Office , Private Bag X 82090, Rustenburg, 0300 Potchefstroom Hospital Private Bag x 938, Potchefstroom, 2531
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FOR ATTENTION : Ms T.D Dithipe, Provincial Office.
Mr G.N Maibi, Dr Ruth Segomotsi Mompoti District Office
Mr. E Mmusi, Bojanala District Office
Mr S Mathoma, Potchefstroom Hospital
Mr J Lolwane, Mafikeng Provincial Hospital
Mr M.S Montshiwagae, Joe Morolong Memorial Hospital
Mr A Mlambo, Klerksdorp/Tshepong Hospital Complex
Ms G Tlhapi, Job Shimankana Tabane Hospital
Ms N Motlhabane, Ngaka Modiri Molema District Office
Ms K Ngakane, Witrand Hospital
Mr P Kolokoto, Dr Kenneth Kaunda District Office

CLOSING DATE : 17 March 2023

OTHER POSTS

POST 08/546 : **DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: 01/2023/02**

SALARY : R766 584 per annum, (all-inclusive MMS package)
CENTRE : Job Shimankana Tabane Hospital
REQUIREMENTS : National Diploma/Bachelor's Degree in Health Sciences. Five (5) years' relevant experience in Quality Assurance of which 3 years should be at Assistant Director Level. Experience in the quality improvement of clinical services and quality assurance. A valid driver's license. Computer literacy. Knowledge of the National Health Act, OHSA, COIDA and PFMA. Innovative and self-driven. Excellent report-writing skills. Good interpersonal and organizational skills.

DUTIES : Ensure quality in the Hospital, including undertaking quality improvement activities. Develop strategies/plans and provide leadership in the development of quality improvement plans. Plan, manage, monitor and evaluate specific quality improvement in the Hospital. Identify gaps and draw action plan. Develop quality improvement policies and ensure implementation. Organize and participate in quality assurance structures of the institution.

ENQUIRIES : Ms G.T Tlhapi Tel No: 014 590 5500

POST 08/547 : **DEPUTY DIRECTOR: GOVERNANCE & TRADITIONAL HEALTH PRACTITIONERS REF NO: 02/2023/02**

SALARY : R766 584 per annum, (all-inclusive MMS package)
CENTRE : Provincial Office, Mafikeng
REQUIREMENTS : National Diploma /Bachelor's Degree in Business Management/ Public Administration/Management/Communications/Social Sciences. Five (5) years relevant experience of which 3 years must be at Assistant Director level. Proven planning, organizing, co-ordination, research, monitoring and evaluation, networking and problem solving skills. Knowledge and in-depth understanding of relevant legislations and prescripts in relation with Health Governance and Traditional Health Practitioners issues. Computer literacy. Knowledge of budgeting processes in the Public Service, PFMA, Treasury Regulations and Supply Chain Management Prescripts. Management and Leadership skills. Analytical and innovative skills. Good communication (both written and verbal) and interpersonal skills. Able to work independently and meet tight deadlines. Presentation and advanced report writing skills. A valid driver's license.

DUTIES : Coordinate Health Governance and Traditional Health Practitioners' (THP) programmes in the province and liaise with the national, district, sub-district and other Stakeholders. Develop plans, initiate projects and provide guidance to the Health Governance and Traditional Health Practitioners' Structures at all levels. Support the districts with the co-ordination and implementation of health governance and THP programmes and the relevant legislations. Compile monthly, quarterly and annual reports on departmental performance on the Health Governance and THP programmes. Compile the Strategic and Operational Plans in accordance with national and provincial goals and objectives. Assist with monitoring and evaluation to ensure the functionality and sustainability of the Health Governance and THP programmes in the department. Awareness raising and Capacity building of members of the health governance Structures at the districts, hospitals, sub-districts and other health institutions. Effective management of departmental assets and finances in accordance with the PFMA. Overall supervision and management of personnel

		in the Governance and Traditional Health Practitioners Unit. Willingness to travel extensively.
<u>ENQUIRIES</u>	:	Ms M Lerumo Tel No: 018 391 4183
<u>POST 08/548</u>	:	<u>ASSISTANT MANAGER NURSING: SPECIALTY (OPERATING THEATER & CSSD AND HIGH CARE) REF NO: 03/2023/02</u>
<u>SALARY</u>	:	R642 942 per annum, (plus benefits)
<u>CENTRE</u>	:	Joe Morolong Memorial Hospital
<u>REQUIREMENTS</u>	:	Basic Qualification accredited with the SANC in terms of Government Notice 425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post basic nursing qualification with duration of at least 1 year accredited with SANC in terms of government notice no R212 in the relevant specialty. Shortlisted candidates will be required to submit current proof of registration with the South African Nursing Council as a Professional Nurse. A minimum of 10 years appropriate / recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period reflected to the above must be appropriate / recognizable experience after obtaining 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must appropriate/ recognizable experience at management level. A valid driver's license. Computer literacy. Good Communication, leadership qualities, organizing and planning and report writing skills. Be conversant with the ministerial priorities, ideal hospitals. Knowledge of Performance Management and Development System (PMDS).
<u>DUTIES</u>	:	Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the health facility. Demonstrate understanding of HRM, HRD, Labour Relations, Finance, Supply Chain Management components. Manage the KRA of subordinates. Adhere to the legislative frameworks governing the Public Service and the Department of Health. Co-ordinate the nursing related duties. Assist Management in decision making.
<u>ENQUIRIES</u>	:	Mr M Montshiwagae Tel No: 053 928 0500
<u>POST 08/549</u>	:	<u>ASSISTANT MANAGER NURSING: GENERAL REF NO: 04/2023/02</u>
<u>SALARY</u>	:	R588 378 per annum, (plus benefits)
<u>CENTRE</u>	:	Joe Morolong Memorial Hospital
<u>REQUIREMENTS</u>	:	Basic Qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 8 years appropriate / recognizable experience in Nursing after registration as professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level. Shortlisted candidates will be required to submit current proof of registration with the South African Nursing Council as a Professional Nurse. A valid driver's license. Computer literacy. Good Communication, leadership qualities, organizing and planning and report writing skills.
<u>DUTIES</u>	:	Effective management and control of health programmes in line National and Provincial Policies, Standard Operating Procedures and Guidelines. Monitor, evaluate and adjust quality of service delivery through utilization of resources. Ensure provision of effective support to nursing services and implementation of National and Provincial Policies. Enhance performance through relevant capacity building activities. Maintain professional growth and ethical standards and self-development.
<u>ENQUIRIES</u>	:	Mr M Montshiwagae Tel No: 053 928 0500
<u>POST 08/550</u>	:	<u>OPERATIONAL MANAGER: SPECIALITY (OBSTETRICS AND GYNAECOLOGY) REF NO: 05/2023/02</u>
<u>SALARY</u>	:	R538 378 per annum, (plus benefits)
<u>CENTRE</u>	:	Klerksdorp/Tshepong Hospital Complex
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as

		a Professional Nurse, plus post-basic nursing qualification with duration of at least 1-year, accredited with the South African Nursing Council in terms of Government Notice No R212 in the relevant speciality. Shortlisted candidates will be required to submit current proof of registration with the South African Nursing Council as a Professional Nurse. A valid driver's license. Computer literacy. A minimum of 9 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 5 years' of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post basic qualification in the relevant speciality. Sound knowledge of Policies, Strategies and Legislations applicable to Health. Ability to work extended hours.
<u>DUTIES</u>	:	Demonstrate an in-depth understanding of the nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of Human resource and Financial Policies and Practices. Ensure Clinical Nursing practice by the nursing team (Unit) in accordance with the scope of practice and standards as determined by the relevant health facility. Communicate effectively with patient's supervisors, other health professionals and junior colleagues. Ensure provision of quality health services. Work effectively and amicably, at the supervisory level with persons of intellectual, cultural, racial or religious differences. Ensure that the environment complies with the Health and Safety Act and infection control and prevention control policies.
<u>ENQUIRIES</u>	:	Mr A Mlambo Tel No: 018 406 4600
<u>POST 08/551</u>	:	<u>OPERATIONAL MANAGER: GENERAL REF NO: 06/2023/02</u>
<u>SALARY CENTRE</u>	:	R464 466 per annum, (plus benefits)
	:	Mahikeng Provincial Hospital (X4 Posts)
	:	Potchefstroom Hospital (X1 Post)
	:	Witrand Hospital (X2 Posts)
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Shortlisted candidate will be required to submit current proof of registration with the South African Nursing Council as a Professional Nurse. A valid driver's license. Computer literacy. A minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Sound knowledge of Policies, Strategies and Legislations applicable to Health. Ability to work extended hours.
<u>DUTIES</u>	:	Perform clinical nursing practices in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional nursing practices and standard as determined by the relevant health facility. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial and basic care including awareness and willingness to respond to patient needs, requirements and expectation of the Batho Pele Principles.
<u>ENQUIRIES</u>	:	Mr J Lolwane Tel No: 018 383 6700 (Mahikeng Provincial Hospital) Mr K Molatudi Tel No: 018 293 4417 (Potchefstroom Hospital) Ms K.P.J Ngakane Tel No: 018 294 9100 (Witrand Hospital)
<u>POST 08/552</u>	:	<u>CLINICAL PROGRAMME COORDINATOR: MCWH REF NO: 07/2023/02</u>
<u>SALARY CENTRE</u>	:	R464 466 per annum, (plus benefits)
	:	Dr Ruth Segomotsi Mompoti District Office
	:	Ngaka Modiri Molema District Office (X3 Posts)
	:	Bojanala District Office (X2 Posts)
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of government notice 425 (i.e. diploma /degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Shortlisted candidates will be required to submit current proof of registration with the SANC as a Professional nurse. A valid driver's license. A Minimum of 7 years appropriate/ recognisable experience in nursing after registration as a professional Nurse with the South African Nursing Council in General Nursing. Knowledge, Skills, Training and Competencies Required: Strong interpersonal, communication, writing and presentation skills.

		Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with time frames. Ability to take initiative, make independent decisions and acquire new knowledge swiftly. Project management skills. Basic Financial Management. An understanding of the challenges facing the Public Health Sector.
<u>DUTIES</u>	:	Coordinate integrated implementation of MCWH plan in line with the District Health Plan at all levels. Monitor implementation of strategies contained in the District health programme plan. Evaluate MCWH programme performance in line with the set targets. Coordinate and promote strategies to ensure achievement of set targets. Liaise with other government sectors and NGOs on issues relating to MCWH. Ensure good working relations with all role players and relevant stakeholders. Analyse emerging health practices and trends and introduce remedial action in conjunction with health care specialists. Plan, organise and conduct community events, campaigns and surveillances that convey health messages and practices which support MCWH, PMTCT and Nutrition programme strategies. Coordinate maternal health services, mentorship, support ESMOE drills, contraception and fertility across the District. Coordinate and facilitate MCWH in-service trainings and workshops. Ensure that clinical audits are conducted in line with clinical governance.
<u>ENQUIRIES</u>	:	Mr N Maibi Tel No: 053 928 0500 (Dr Ruth Segomotsi Mompoti District) Mr A Bogatsu Tel No: 018 384 0240 (Ngaka Modiri Molema District) Mr E Mmusi Tel No: 014 592 8906 (Bojanala District)
<u>POST 08/553</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 08/2023/02</u>
<u>SALARY</u>	:	R393 711 per annum, (plus benefits)
<u>CENTRE</u>	:	Mmabatho Medical Stores
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's Degree/ in Public Administration/ Management/Human Resource Management. Five (5) years relevant experience of which 3 years should be at supervisory level. A valid driver's license. Computer literacy. Comprehensive knowledge of all aspects of Public Service Administration. Change management, People Management and empowerment. Effective conflict resolution and negotiation skills. Programme and project management.
<u>DUTIES</u>	:	Overall supervision and management of administration functions. Supervision of KPA's of supervisees. Manage administration support services within the Depot which include: Human Resource Management and Auxiliary Services (i.e. transport and facilities management). Responsible for project management, strategic and operational planning. Interpret and apply directives and policies. Effectively and assertively implement applicable legislative provisions. Communicate with stakeholders within and outside the Depot and within the framework prescribed by applicable legislation and established procedures. Give feedback to management with regard to administrative functions.
<u>ENQUIRIES</u>	:	Mr K.J Maleme Tel No: 018 384 4838
<u>POST 08/554</u>	:	<u>ASSISTANT DIRECTOR: SAFETY, HEALTH, ENVIRONMENT & RISK QUALITY (SHERQ) REF NO: 09/2023/02</u>
<u>SALARY</u>	:	R393 711 per annum, (plus benefits)
<u>CENTRE</u>	:	Provincial Office, Mafikeng
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's Degree in Safety Management/ Environmental Health. Five (5) year's relevant experience of which 3 years should be at supervisory level in Health and Safety environment. A valid driver's license. Experience in healthcare setting will be an added advantage. The following will serve as strong recommendation: General knowledge of a health and safety environment. Good knowledge of the Occupational Health and Safety Act, its regulations and safety national standards and codes. Knowledge of the Public Service Regulations 2016 and ability to interpret and apply all applicable regulatory prescripts. Co-ordination and organising skills. Good communication and interpersonal skills. Project Management skills. Analytical thinking, decision making and motivational abilities. Analytical report writing, presentation, planning and coordination skills. Computer literacy.
<u>DUTIES</u>	:	Manage sectional budget and ensure proper procurement of services. Develop, implement and monitor compliance with Safety, Health, Environment and Risk Quality. Establish policy guidelines that will regulate the functions, responsibilities and administrative aspects of Occupational Health and Safety

		committee. Coordinate Occupational Health and Safety related training and continuous educational programs. Setup, manage and maintain database of occupational health and safety records. Compile regulatory reports on injuries on duty for Department of Labour and HOD and also advocate with the compensation commissioner on outcomes of employees IODs. Manage injury on duty records and ensure payment of service providers. Co-ordinate and integrate a disaster management contingency plan for the Department. Identify hazards and risks at the workplace and initiate appropriate actions. Organise occupational Health and Safety compliance audits by appropriate authorities (Department of Labour etc on an annual basis). Develop, implement and monitor Safety, Health, Environment, Risk Quality management system. Evaluate and analyse possible risk factors that may impact on the departmental compliance, in terms of environmental, health, safety and risk.
<u>ENQUIRIES</u>	:	Ms C Ratseane Tel No: 018 391 4372
<u>POST 08/555</u>	:	<u>ASSISTANT DIRECTOR: SUBSIDIZED MOTOR TRANSPORT REF NO: 10/2023/02</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R393 711 per annum, (plus benefits) Provincial Office, Mafikeng National Diploma/ Bachelor's Degree in Transport Economics/ Transport Management/ Administration/ Logistics Management/ Public Administration/ Management. Five (5) years' experience in Government Subsidized Motor Transport of which 3 years should be in supervisory level. A valid driver's license. Computer literacy. Quality driven, ability to work independently and willing to work extensive hours. General knowledge in government subsidized motor transport, Transport policies, office Administration and filing systems. Planning skills, Organizing skills, time management, good communication and interpersonal relations. Report writing skills.
<u>DUTIES</u>	:	Ensure administration of government subsidized motor transport. Ensure analysis of subsidized motor transport utilization report, PERSAL Report and RT62 maintenance service provider report. Manage fleet operations budget and procurement of subsidized motor transport through the RT57 contract. Assist to organize and participate in Sectional meetings, Operational plan reporting meetings, Risk register update meetings, and Transport Officer's Forums. Conduct district support visits and provide technical expertise, training of the transport officers, drivers and users of Government Subsidized Motor Transport. Ensure proper district asset and inventory management as well as records management.
<u>ENQUIRIES</u>	:	Mr J.G Pule Tel No: 018 391 4304
<u>POST 08/556</u>	:	<u>ASSISTANT DIRECTOR: PROGRAMME IMPLEMENTATION REF NO: 11/2023/02</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R393 711 per annum, (plus benefits) Dr Ruth Segomotsi Mompoti District Office Dr Kenneth Kaunda District Office Ngaka Modiri Molema District Office National Diploma/ Bachelor's Degree in Health Sciences. Registered with the South African Nursing Council. Five (5) years' experience in the field of HIV, AIDS, TB and/or MCWH of which 3 years should be at supervisory level. A valid driver's license. Computer literacy. Project and financial management skills.
<u>DUTIES</u>	:	Manage the District's HIV, AIDS, TB, MCWH and Nutrition clinical components. Develop and design relevant programme intervention and operational plans. Disseminate programme-specific guidelines. Capacitate health and non-health providers on all programme management clinical guidelines. Ensure adherence to the implementation of different programme guidelines. Participate in District Management Meetings. Provide support to the Sub-district and facilities on various programme interventions.
<u>ENQUIRIES</u>	:	Mr N Maibi Tel No: 053 928 0500 (Dr Ruth Segomotsi Mompoti District) Mr M.P Kolokoto Tel No: 018 462 5744 (Dr Kenneth Kaunda District) Mr A Bogatsu Tel No: 018 384 0240 (Ngaka Modiri Molema District)
<u>POST 08/557</u>	:	<u>ASSISTANT DIRECTOR: SPECIAL PROGRAMMES REF NO: 12/2023/02</u>
<u>SALARY</u>	:	R393 711 per annum, (plus benefits)

<u>CENTRE REQUIREMENTS</u>	:	Dr Ruth Segomotsi Mompoti District Office
	:	National Diploma/ Bachelor's Degree in Public Administration/Management/Social Sciences. Five (5) years' relevant experience in the co-ordination of Special Programmes of which 3 years' should be at supervisory level. A valid driver's license. Computer literacy. Knowledge and understanding of Departmental processes, Special Programmes environment and relevant legislative/policy frameworks. Good communication and interpersonal relations. Report writing, presentation and facilitation skills and proactive problem solving skills. Good planning and coordination of activities/events. Ability to independently and meet deadlines. Knowledge and understanding of Budgeting processes in the Public Service, Public Finance Management Act, Treasury Regulations, Supply Chain Management and other related prescripts. Willingness to travel extensively.
<u>DUTIES</u>	:	Develop plans, initiate projects and support the implementation of the Special Programmes (Gender, Disability, Youth, Traditional Health Practitioners and Health Governance) in the department. Co-ordinate the activities/events and liaise with the departmental stakeholders at various levels. Provide support and assist with monitoring the functionality of the various Forums and Structures as well as ensuring effective implementation of all related policies and other relevant legislations at provincial and district level. Co-ordinate the workshops/training and capacity building programmes for various Forums and Structures of the Department. Compile monthly, quarterly and annual reports on the Departmental Performance of the Special Programmes activities. Ensure effective management of departmental assets and finances in accordance with the PFMA. Overall supervision and management of staff.
<u>ENQUIRIES</u>	:	Ms M Lerumo Tel No: 018 391 4183
<u>POST 08/558</u>	:	<u>ASSISTANT DIRECTOR: ADVOCACY, COMMUNICATION AND SOCIAL MOBILISATION REF NO: 13/2023/02</u>
<u>SALARY CENTRE</u>	:	R393 711 per annum, (plus benefits)
	:	DR Kenneth Kaunda District Office
	:	Ngaka Modiri Molema District Office
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree in Marketing/ Public Relations/ Advertising/ Events Management/ Public Health/ Health Promotions. Five (5) year experience in the fields of communications and Social mobilization or Health Promotion of which 3 years should be at supervisory level in HIV/AIDS, TB and/or MCWH/Nutrition. A valid driver's license. Computer literacy. Good communication skills (verbal and written). Project and financial management skills.
<u>DUTIES</u>	:	Manage and coordinate all the Districts advocacy, communications and social mobilization activities. Coordinate hosting of outreach programme within the entire District. Work closely with community mobiliser in encouraging communities to take active participation in health related matters. Coordinate and commemorate all programme calendar events and campaign. Market the programme within the communities. Distribute IEC material. Monitor programme performance.
<u>ENQUIRIES</u>	:	Mr M.P Kolokoto Tel No: 018 462 5744 (Dr Kenneth Kaunda District) Mr A Bogatsu Tel No: 018 384 0240 (Ngaka Modiri Molema District)
<u>POST 08/559</u>	:	<u>IT PROJECT COORDINATOR REF NO: 14/2023/02</u>
<u>SALARY CENTRE</u>	:	R331 188 per annum, (plus benefits)
	:	Provincial Office, Mafikeng
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree in Information Technology. Five (5) years' experience in an ICT environment of which 2 years should be at supervisory level in ICT project management. A valid driver's license. Willingness to travel. Knowledge: Project management, problem solving, teamwork, presentation, written and verbal communication skills, time management.
<u>DUTIES</u>	:	Provide technical support and administration support to projects. Assist with the compilation of project documentation to support project processes. Participate in negotiating service Level Agreements. Keep accurate records of the project activities. Monitor performance and provide reports against the SLAs. Ensure implementation and compliance of IT policies. Track, monitor and implement audit findings related to IT. Compile specification and procure ICT equipment and services. Make preparations for meetings and workshops.

		Compile minutes of project meetings, attend to other activities assigned by supervisor.
<u>ENQUIRIES</u>	:	MR H Metsileng Tel No: 018 391 4011
<u>POST 08/560</u>	:	<u>SENIOR STATE ACCOUNTANT (REVENUE AND DEBT MANAGEMENT)</u> <u>REF NO: 15/2023/02</u>
<u>SALARY</u>	:	R331 188 per annum, (plus benefits)
<u>CENTRE</u>	:	Provincial Office, Mafikeng
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree in Commerce in Accounting / Economics / Financial Management. Five (5) years working experience within the Revenue and Debt Management environment of which 2 years should be at supervisory level. A valid driver's licence. Computer literacy. Skills: Ability to operate computer system, accounting skills, Communication Interpersonal relationships, Leadership qualities, meeting deadlines and targets assigned to adhering to policies. Knowledge of the following: BAS and PAAB Systems. Mathematical and Financial Accounting, Knowledge of revenue policy and procedures. Personal Attributes. Exceed all normal expectation, encourages and promoting flexibility. Supportive and proactive to team members Prioritizes work accordingly and do follow-ups.
<u>DUTIES</u>	:	Monitor BAS deposits capturing at various hospitals and perform a reconciliation of all the deposits. Process all necessary documents for transfer of revenue to Public Works and Provincial Treasury on a monthly basis. Monitor and supervise the preparation of EBT list and clear the unallocated deposits promptly. Perform age analysis of the departmental debt book and make follow ups on all the outstanding debt. Monitor and supervise the sales of tender documents in the Revenue office. Ensure that all procedures and processes are being adhered to in terms of cash collections and banking thereof. Facilitate the meetings with the external funders to resolve the outstanding debts.
<u>ENQUIRIES</u>	:	Mr. T Mere Tel No: 018 391 4362
<u>POST 08/561</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: 16/2023/02</u> (Security Management Directorate)
<u>SALARY</u>	:	R331 188 per annum, (plus benefits)
<u>CENTRE</u>	:	Provincial Office, Mafikeng
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree in Finance/ Financial Accounting/Cost and Management Accounting. Five (5) years relevant finance experience of which 2 years should be at supervisory level. A valid driver's licence. Computer literacy. Knowledge of basic Accounting Systems, Revenue Management processes, Financial Prescripts, Public Finance Management Act and Treasury Regulations. Understanding of PMDS and Sound Labour Relations, Computer literacy.
<u>DUTIES</u>	:	Management of the financial procedures of the organizational units including accounts, financial planning and budget. Report on the budget deviations, cost control and cost analysis programmes, ensuring compliance with the Finance Management Act in terms of MTEF budget process. Control all accounts payable with the relevant supporting documents, including reconciliation and confirmation of Walker/Bas payments reports. Monitor the financial transactions and pass the necessary journals. Audit expenditure of the institution. Prepare monthly and annual reports and report on shortcomings. Manage the KPA's of the subordinates. Respond to all the audit queries.
<u>ENQUIRIES</u>	:	Mr L.R Mtsabe Tel No: 018 391 4033
<u>POST 08/562</u>	:	<u>CHIEF NETWORK CONTROLLER: INFORMATION TECHNOLOGY REF NO: 17/2023/02 (X2 POSTS)</u>
<u>SALARY</u>	:	R331 188 per annum, (plus benefits)
<u>CENTRE</u>	:	Provincial Office, Mafikeng
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree in Information Technology. Five (5) years relevant experience in Desktop and Network Support Area of which 2 years should be at supervisory level. Certificate in A+ and N+ will serve as an added advantage. A valid driver's license. Knowledge of various operating systems e.g. Linux, Windows, Mac OS as well as a basic understating Office Productivity software such as Microsoft package and Novell applications. Certification in Network Engineer, Wireless Engineer, VoIP Fundamentals and

		ITL will be an added advantage. Good communication and interpersonal skills. Willingness to travel extensively.
<u>DUTIES</u>	:	Assist in cabling and network connectivity of facilities. Configuration and setup of network equipment. Participate in Information systems security and disaster recovery management. Assist in maintaining servers and network related infrastructure systems. Support VoIP systems. Provide on-site and remote technical IT support and maintain records of daily tasks. Install configure, upgrade, maintain and support desktop and network systems based on requests. Plan and coordinate major software and hardware deployment. Develop preventative maintenance procedures to avoid system failures and ensure maximum network uptime. Provide on the job training to new appointees and staff as needed. Oversee inventory management of software and hardware components.
<u>ENQUIRIES</u>	:	Mr H Metsileng Tel No: 018 391 4011
<u>POST 08/563</u>	:	<u>SENIOR ADMINISTRATION OFFICER: PROJECT COORDINATOR (ICT CONTRACT AND PROJECTS MANAGEMENT) REF NO: 18/2023/02</u>
<u>SALARY</u>	:	R331 188 per annum, (plus benefits)
<u>CENTRE</u>	:	Provincial Office, Mafikeng
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree in Information Technology. Five (5) years' experience in ICT environment of which 2 years should be in systems development. A valid driver's license. Experience in programme forms and implement script; project management. Willingness to travel extensively.
<u>DUTIES</u>	:	Develop and maintain departmental internet and intranet sites website, systems, create enhancements and modifications to the website, organise and maintain the site. Provide technical support and administration support to projects. Assist with the compilation of project documentation to support project processes. Compile systems requirement specification. Participate in negotiating and developing service Level Agreements and contracts. Keep accurate records of the project activities. Monitor performance and provide reports against the SLA's. Ensure implementation and compliance of IT policies. Develop and review standard operating procedures of systems. Track, monitor and implement audit findings related to IT systems and governance. Compile specification and procure ICT equipment and services. Ensure payments are processed for service rendered. Compile minutes of project meetings attend to other activities assigned by supervisor.
<u>ENQUIRIES</u>	:	Mr H Metsileng Tel No: 018 391 4011
<u>POST 08/564</u>	:	<u>SENIOR STATE ACCOUNTANT: RISK MANAGEMENT REF NO: 19/2023/02</u>
<u>SALARY</u>	:	R331 188 per annum, (plus benefits)
<u>CENTRE</u>	:	Provincial Office, Mafikeng
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree in Finance/Commerce/Risk Management. Five (5) years relevant experience in Risk Management of which 2 years should be at supervisory level. A valid driver's license. Computer literacy. Ability to interpret and apply policies. Job knowledge: Working knowledge of Prescripts and process applicable in Public Service i.e PFMA and Treasury Regulations, Labour Relations Act, Public Service Regulations 2016, Public Sector Risk Management Framework. Problem solving, written and verbal communication skills, interpersonal relationships, client orientation and customer focus. Ability to work in a team.
<u>DUTIES</u>	:	Implementation of Risk Management processes and strategies. Providing administration support within Sub-Directorate. Monitoring and evaluation of risk implementation progress. Conduct Operational Risk Assessments. Review and provide feedback on Risk Registers.
<u>ENQUIRIES</u>	:	Ms K Rankokwadi Tel No: 018 391 4262
<u>POST 08/565</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION OFFICER: FACILITY MANAGEMENT REF NO: 20/2023/02</u>
<u>SALARY</u>	:	R331 188 per annum, (plus benefits)
<u>CENTRE</u>	:	Provincial Office, Mafikeng
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelors' Degree in Commerce/ Financial Management/ Supply Chain Management/ Logistics Management. Five (5) years relevant experience in Facilities Management of which 2 years should be at supervisory

		level. A Valid driver's license. Computer literacy. Vast knowledge and experience in Facility Management prescripts and understanding of legislative framework of procedures within Facility Management, Public Finance Management Act /Treasury regulations, Departmental policies, Government Immovable Asset Management Act (GIAMA), Occupational Health and Safety (OHSA), Public Management accounting principles, Knowledge of financial system. Competencies: Financial management, People, Client orientation and customer focus and communication.
<u>DUTIES</u>	:	Procure and manage leased fixed properties to be utilised by internal clients. Keep track of the property market and its trends. View tendered or identified properties. Manage signing of lease agreements. Do site inspections to ensure optimal utilisation of leased buildings. Manage lease renewals to ensure that leases are renewed in time. Attend to both clients and landlords complaints in leased buildings. Ensure proper management of the departmental office automation. Facilitate and conduct physical verification throughout the province on leased office automation. Ensure compliance to GIAMA and the implementation of RT3-Transversal Contract for office automation. Prepare monthly reconciliations on monthly leased payments and utilities. Perform general administrative duties within the office.
<u>ENQUIRIES</u>	:	Ms M Shekh Tel No: 018 391 4091
<u>POST 08/566</u>	:	<u>CHIEF COMMUNITY LIAISON OFFICER REF NO: 21/2023/02</u>
<u>SALARY</u>	:	R331 188 per annum, (plus benefits)
<u>CENTRE</u>	:	DR. Ruth Segomotsi Mompati District Office
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree in Health Sciences/ Social Science. Five (5) years relevant experience in HIV and AIDS related field of which 2 years should be at supervisory level. A valid driver's license. Computer literacy. Knowledge and experience in working with NGOs, CBOs, and FBOs in the field of HIV& AIDS, Care and Support, Communication skills, ability to coordinate community initiatives, project management, Knowledge in Public Finance Management Act and Division of Revenue Act.
<u>DUTIES</u>	:	Oversee the implementation of the Care and Support programmes within the district. Provide supervision on Sub-district Project officers in terms of Care and Support programme implementation. Monitor and update caregiver's data base. Oversee the management and payment of stipend. Assist NGOs with NPO registration. Facilitate linkages of NGOs to Primary Health Care facilities and accredited ART sites. Coordinate community initiatives in the implementation of Care and Support. Check and ensure that all organisations have submitted their reports i.e. monthly, quarterly and annually. Monitor the implementation of the Care and Support programmes at district and sub district levels.
<u>ENQUIRIES</u>	:	Mr N Maibi Tel No: 053 928 0500
<u>POST 08/567</u>	:	<u>STATE ACCOUNTANT REF NO: 22/2023/02</u>
<u>SALARY</u>	:	R269 214 per annum, (plus benefits)
<u>CENTRE</u>	:	Bojanala District Office Ngaka Modiri Molema District Office
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree in Accounting/Financial Management. Two (2) years' relevant experience in Finance. A valid driver's license. Computer literacy. Knowledge of Basic Accounting Systems (Walker and BAS), Financial Prescripts, Public Finance Management Act and Treasury Regulations. Understanding of PMDS. Good Communication, interpersonal and analytical skills.
<u>DUTIES</u>	:	Manage the Key Performance Areas of subordinates. Responsible for the submission of monthly expenditure reports. Responsible for budget compilation, submit adjustment estimates and develop MTEF budget. Attend to Audit queries. Compile monthly reports. Reconciliation of accounts. Ensure that suppliers are paid on time. Perform all duties related to Financial Management.
<u>ENQUIRIES</u>	:	Mr E Mmusi Tel No: 014 592 8906 (Bojanala District) Mr A Bogatsu Tel No: 018 384 0240 (Ngaka Modiri Molema District)
<u>POST 08/568</u>	:	<u>PERSONAL ASSISTANT REF NO: 23/2023/02</u>
<u>SALARY</u>	:	R269 214 per annum, (plus benefits)

<u>CENTRE</u>	:	Provincial Office, Mafikeng: Chief Directorate: Strategy and Systems Chief Directorate: Corporate Services, Human Resource Planning/ Organizational Development Human Resource Systems Directorate Information Management Directorate, Asset Inventory Management Directorate Risk and Ethics Management Services Directorate Security Management Directorate Labour Relations Directorate, Policy Planning Directorate
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's Degree in Office Management and Technology/ Public Management/Administration/Management Assistant. Two (2) years relevant experience in Office Administration/Management. Computer literacy. Knowledge and experience in document tracking, photocopying, faxing and filing. Practical experience in administrative processes and procedures including the arrangement of conferences, meetings, travel arrangements and processing of claims. Typing and effective office administrative skills, including diary management. Sound communication (verbal and written) skills as well as good interpersonal relations. Ability to work independently as well as within a team. Good organizational, co-ordination and planning skills. Analytical and innovative thinking abilities. Ability to work well and after normal working hours.
<u>DUTIES</u>	:	Serve as the office manager and assume full responsibility for the corporate image of the office of the Director/ Chief Director. Provide secretarial services and administrative support to the office of the Director/ Chief Director. Organize and manage the Director/ Chief Director's daily and weekly schedules. Receive, analyse and interpret correspondence for channelling to appropriate offices as required by Director/ Chief Director. Establish and maintain a proper filing system and record management procedures. Manage the budget and perform procurement procedures within the office of the Director/Chief Director. Organize meetings, workshops and travelling for the Director/Chief Director. Assist in the compilation of the written reports and power point presentations. Serve as the official link between the Directorate and other Stakeholders.
<u>ENQUIRIES</u>	:	Ms B.G Gauta Tel No: 018 391 4278
<u>POST 08/569</u>	:	<u>ADMINISTRATION OFFICER: HEALTH INFORMATION DATABASE MANAGEMENT REF NO: 24/2023/02</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 214 per annum, (plus benefits) Provincial Office, Mafikeng National Diploma/ Bachelor's Degree in Statistics/Information Systems Management/ Mathematics/ Computer Science. Two (2) years relevant experience in Health Information Management environment. Certificate in WebDHIS foundation will be added as advantage. A valid driver's licence. Knowledge of Information Management Policies and other relevant prescripts. Job Related skills/Competencies: advanced MS Excel Skills (Computer literacy) including data analysis, pivot tables, numeracy, graphical presentation of data and problem solving skills. Team Leadership, Customer Service Orientation, Personal Commitment, Planning and Organising and problem analysis.
<u>DUTIES</u>	:	Ensure all Health Facility data is collected using standard data element definitions and data collection tools. Support district and/or facility staff to ensure that they report accurate and valid data. Manage and coordinate District Health Information System (DHIS) data handling process to ensure quality and timely data generation and reporting. Prepare and update graphs on key indicators for the departmental report. Knowledge in conducting public health research, analysis and Interpretation of Information Policies. Analyse local data through calculation of essential indicators in relation to provincial strategic plans as well as sub directorate operational plans, disease profiles and policy developments. Provide feedback to all staff involved in data collection and provision of data in the Province. Manage the Audit of reported Performance against Pre-determined Objectives within the province.
<u>ENQUIRIES</u>	:	Mr T Marumo Tel No: 018 391 4003
<u>POST 08/570</u>	:	<u>INFORMATION OFFICER: DATA INTEGRITY MANAGEMENT REF NO: 25/2023/02</u>
<u>SALARY CENTRE</u>	:	R269 214 per annum, (plus benefits) Provincial Office, Mafikeng

<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree in Statistics/Information Systems Management/ Mathematics/ Computer Science. Two (2) years relevant experience in Health Information Management environment. Certificate in WebDHIS foundation will be added as advantage. A valid driver's licence. Knowledge of Information Management Policies and other relevant prescripts. Job Related skills / Competencies: Advanced MS Excel Skills (Computer literacy) including data analysis, pivot tables, numeracy, graphical presentation of data and problem solving skills. Team Leadership, Customer Service Orientation, Personal Commitment, Planning and Organising and problem analysis.
<u>DUTIES</u>	:	Ensure all Health Facility data is collected using standard data element definitions and data collection tools. Support district and/or facility staff to ensure that they report accurate and valid data. Manage and coordinate District Health Information System (DHIS) data handling process to ensure quality and timely data generation and reporting. Prepare and update graphs on key indicators for the departmental report. Knowledge in conducting public health research, analysis and Interpretation of Information Policies. Analyse local data through calculation of essential indicators in relation to provincial strategic plans as well as sub directorate operational plans, disease profiles and policy developments. Provide feedback to all staff involved in data collection and provision of data in the Province. Manage the Audit of reported Performance against Pre-determined Objectives within the Province.
<u>ENQUIRIES</u>	:	Mr T Marumo Tel No: 018 391 4003
<u>POST 08/571</u>	:	<u>STATE ACCOUNTANT: REVENUE AND DEBT MANAGEMENT REF NO: 26/2023/02</u>
<u>SALARY</u>	:	R269 214 per annum, (plus benefits)
<u>CENTRE</u>	:	Provincial Office, Mafikeng
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's Degree in Financial Management/ Cost and Management Accounting. Two (2) years' relevant experience in the field of Revenue and Debt Management. A valid driver's license. Knowledge and understanding of PFMA, Treasury Regulations, and Financial Policies. Knowledge of PAAB, BAS as operating systems used in the Department. SKILLS: Good Financial Management, Report writing, Presentation, Planning and organizing skills.
<u>DUTIES</u>	:	Conduct scheduled and surprise support visits to the revenue collecting centres. Obtain, analyze and clear the bank exceptions for all the deposits. Facilitate billing, submission of the private accounts. Ensure accuracy, completeness of revenue collection. Support monitoring of compliance with policies/directives and legislation. Compile and submit all the reports needed for the effective functionality of the component. Ensure PAAB System's regular proper update. Support BAS System regular update, Exception report and making follow-ups on non-capturing. Facilitate the completion and distribution of the Electronic Bank Transfer schedule.
<u>ENQUIRIES</u>	:	Mr T.J Mere Tel No: 018 391 4362
<u>POST 08/572</u>	:	<u>ADMINISTRATION OFFICER: SECURITY MANAGEMENT REF NO: 27/2023/02</u>
<u>SALARY</u>	:	R269 214 per annum, (plus benefits)
<u>CENTRE</u>	:	Provincial Office, Mafikeng
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree in Security Management. Two (2) years practical experience in security management. A valid driver license. Computer Literacy. Knowledge of the MISS policy framework. Knowledge of ICT, Document and Personnel security policy frameworks within public services. Problem solving skills. Planning and organizing skills. Time Management. Record Management.
<u>DUTIES</u>	:	Assist with planning and budgeting of departmental MISS programme. Implementation of the departmental MISS programme at facility and Head Office. Ensure compliance to MISS in the Department of Health. Development and implementation of PSC compliance framework and the implementation thereof.
<u>ENQUIRIES</u>	:	Mr L.R Mtsabe Tel No: 018 391 4033
<u>POST 08/573</u>	:	<u>ADMINISTRATION OFFICER: POOL VEHICLE REF NO: 28/2023/02</u>

<u>SALARY</u>	:	R269 214 per annum, (plus benefits)
<u>CENTRE</u>	:	Provincial Office, Mafikeng
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree in Transport Economics/ Transport Management/ Logistics Management. Two (2) years' relevant experience in Government Motor Transport. A valid driving license. Computer literacy. Quality driven, ability to work independently and willing to work extensive hours. General knowledge in government pool vehicles, Transport policies, office Administration and filing systems. Planning skills, Organizing skills, time management, good communication and interpersonal relations. Report writing skills.
<u>DUTIES</u>	:	Ensure administration of government white and red fleet log sheet submission. Ensure analysis, reconciliation of transport expenditure reports Vehicle Management System (VMS), Interface report, early warning reports and Transaction reports. Manage fleet operations budget. Assist to organize and participate in Sectional meetings, Operational plan reporting meetings, Risk register update meetings, and Transport Officer's Forums. Conduct district support visits and technical expertise, training of the transport officers, drivers and users of Government Motor Transport. Ensure proper district asset and inventory management as well as records management.
<u>ENQUIRIES</u>	:	Mr J.G Pule Tel No: 018 391 4304
<u>POST 08/574</u>	:	<u>TRANSPORT OFFICER: TRANSPORT MANAGEMENT SERVICES REF NO: 30/2023/02</u>
<u>SALARY</u>	:	R269 214 per annum, (plus benefits)
<u>CENTRE</u>	:	Provincial Office, Mafikeng
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree in Transport Economics/ Transport Management/ Logistics Management. Two (2) years' relevant experience in Government Motor Transport. A valid driver's license. Computer literacy. Quality driven, ability to work independently and willing to work extensive hours. General knowledge in government pool vehicles, Transport policies, office Administration and filing systems. Planning skills, Organizing skills, time management, good communication and interpersonal relations. Report writing skills.
<u>DUTIES</u>	:	Ensure administration of government white and red fleet log sheet submission. Ensure analysis, reconciliation of transport expenditure reports Vehicle Management System (VMS), Interface report, early warning reports and Transaction reports. Manage fleet operations budget. Assist to organize and participate in Sectional meetings, Operational plan reporting meetings, Risk register update meetings, and Transport Officer's Forums. Conduct district support visits and technical expertise, training of the transport officers, drivers and users of Government Motor Transport. Ensure proper district asset and inventory management as well as records management.
<u>ENQUIRIES</u>	:	Mr J.G Pule Tel No: 018 391 4304
<u>POST 08/575</u>	:	<u>CLINICAL ENGINEERING TECHNICIAN REF NO: 31/2023/02</u>
<u>SALARY</u>	:	R269 214 per annum, (plus benefits)
<u>CENTRE</u>	:	Mafikeng Provincial Hospital
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree in Clinical Engineering/ Electrical Engineering (Light Current)/ Mechanical Engineering/ Electronics Engineering. Two (2) years' relevant experience in the maintenance and management of medical equipment in the hospital environment. A valid driver's license. Able to manage repairs and maintenance of medical equipment.
<u>DUTIES</u>	:	Provide maintenance service of medical equipment in respects to its functional, electrical and mechanical aspects to a standard of safety, accuracy, and reliability consistent with its functions and which professional standards. Assist with coordination and implementation of preventive/ scheduled maintenance and safety assessment of new equipment and services. Support nursing, medical, and other allied health personnel in the implementation of patient care involving technology. Render Technical services and support on medical equipment maintenance at different Health Facilities in the province. Contribute as required to the development of the Department policies and services, through participation in the work of the appropriate departmental teams or working groups.
<u>ENQUIRIES</u>	:	Mr K Tshetho Tel No: 018 391 4120

<u>POST 08/576</u>	:	<u>ADMINISTRATION OFFICER: OCCUPATIONAL HEALTH AND SAFETY AND EMPLOYEE HEALTH & WELLNESS REF NO: 32/2023/02</u>
<u>SALARY</u>	:	R269 214 per annum, (plus benefits)
<u>CENTRE</u>	:	Provincial Office, Mafikeng
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's Degree in Public Management/ Administration. Two (2) years relevant experience in Employee Health and Wellness. A valid driver's license. Computer literacy. Good analytical skills and communication (written and verbal) skills. Be willing to work extended hours to meet deadline. Experience in COID management will serve as an added advantage.
<u>DUTIES</u>	:	Manage directorate's budget and ensure proper procurement of services. Evaluate the effectiveness of programmes and programme delivery. Obtain inputs, and collate and compile reports such as progress, monthly, quarterly and management reports. Ensure implementation and control of the records in compliance with the archives act and registry prescripts. Perform quality control over incoming and outgoing tasks daily. Process confidential matters and maintain confidentiality at all times. Register circulars and policies. Take minutes at all OHS & EW committees' meetings. Keep records (minutes of meetings, registers of circulars and policies, leave register, subsistence and travel claims) Control the flow of information to and from the director's office. Follow-up on tasks and reports from the directorates and Office of the Premier. Advise supervisor on areas of risks within the directorate. Keep registers of all committees within the OHS and EW directorate.
<u>ENQUIRIES</u>	:	Ms C Ratseane Tel No: 018 391 4372
<u>POST 08/577</u>	:	<u>STAFF NURSE REF NO: 33/2023/02</u>
<u>SALARY</u>	:	R179 172 – R311 361 per annum, (plus benefits)
<u>CENTRE</u>	:	Klerksdorp/ Tshepong Hospital Complex
<u>REQUIREMENTS</u>	:	Qualification that allows registration with the South African Nursing Council as a Staff Nurse (Enrolled Nurse). Shortlisted candidates will be required to submit current proof of registration with SANC as an Enrolled Staff Nurse. Appropriate/recognizable experience in nursing after registration with the South African Nursing Council as Staff Nurse. Good communication and interpersonal skills. Sound knowledge of nursing procedures. Report writing skills, planning and organizing.
<u>DUTIES</u>	:	Provide elementary assistance to the medical and nursing professions. Provide health promotion through health education. Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic communication with patients and supervisors. Work as part of a multi-disciplinary team to ensure good nursing care. Work effectively, cooperatively and amicably with person of diverse intellectual, cultural racial or religious difference. Display a concern for patients, promoting and advocating basic care, including awareness and willingness to respond to patient's needs, requirements and expectations. Adhere to Batho Pele Principles and Patient's Rights.
<u>ENQUIRIES</u>	:	Mr A Mlambo Tel No: 018 406 4600
<u>NOTE</u>	:	Final salary will be determined by appropriate/recognizable experience in Nursing after registration with the South African Nursing Council as Enrolled Staff Nurse
<u>POST 08/578</u>	:	<u>NURSING ASSISTANT REF NO: 34/2023/02</u>
<u>SALARY</u>	:	R138 549 – R240 777 per annum, (plus benefits)
<u>CENTRE</u>	:	Witrand Hospital (X5 Posts) Klerksdorp/ Tshepong Hospital Complex
<u>REQUIREMENTS</u>	:	Qualification that allows registration with the South African Nursing Council as a Nursing Assistant (Enrolled Nursing Assistant). Shortlisted candidates are required to submit current proof of registration with South African Nursing Council as a Nursing Assistant. Appropriate/ recognizable experience in nursing after registration with the South African Nursing Council as a Nursing Assistant.
<u>DUTIES</u>	:	Perform basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice

and standards as determined by the relevant health facility. Demonstrate basic communication with patients and supervisors. Work as part of a multi-disciplinary team to ensure good nursing care. Work effectively, cooperatively and amicably with person of diverse intellectual, cultural racial or religious difference. Display a concern for patients, promoting and advocating basic care, including awareness and willingness to respond to patient's needs, requirements and expectations. Adhere to Batho Pele Principles and Patient's rights.

ENQUIRIES

: Ms K.P.J Ngakane Tel No: 018 294 9100 (Witrand Hospital)

Mr A Mlambo Tel No: 018 406 4600 (Klerksdorp/Tshepong Hospital Complex)

NOTE

: Final salary will be determined by appropriate/recognizable experience in Nursing after registration with the South African Nursing Council as a Nursing Assistant.

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

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 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 08/579 : **DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITALS)**
Cape Winelands District

SALARY : R881 961 per annum, (plus a non-pensionable rural allowance of 8% of basic annual salary) (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Oudtshoorn Hospital, Oudtshoorn & Kannaland Sub-district
REQUIREMENTS : Minimum educational qualification: An appropriate tertiary degree/diploma or equivalent qualification that allows registration with the South African Nursing Council (SANC). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: A valid driver's license (Code B/EB) and willingness to travel. Willingness to deal with after-hours calls. Ability to communicate effectively (both written and verbal) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook, Internet). Good organisational, interpersonal, creative problem solving and research skills. Basic knowledge and experience in office administration, financial and procurement administration.

DUTIES : Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Ensure efficient financial planning, control, and the effective use of all resources. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures, and standards pertaining to nursing care. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery: Establish, maintain, and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care.

ENQUIRIES : Dr CA Dreyer Tel No: (044) 203-7204
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.
CLOSING DATE : 24 March 2023

POST 08/580 : **OPERATIONAL MANAGER NURSING (SPECIALTY: MATERNITY)**

SALARY : R588 378 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 and Midwife. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the

		period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Must be willing to perform after-hour and weekend duties and deputies for Assistant Manager: Nursing. Competencies (knowledge/skills): Extensive knowledge in General Nursing and the relevant Nursing Specialty. Human Resources and Financial Management, including computer literacy (MS Word, Excel, PowerPoint and Outlook). Knowledge of relevant legislation pertaining to: Labour Relations, Nursing Legislation, related Legal and Ethical Nursing Practices and Framework and relevant Public Sector Policies and Protocols. Principles of Management: leadership, supervisory, problem solving, conflict resolution, interpersonal, and communication skills.
<u>DUTIES</u>	:	Collect, provide and use relevant information for the enhancement of service delivery. Manage staff performance, training and personal development of self and sub-ordinates, including management of under-performance and grievances. Participate in and encourage nursing research. Participate in formulating, 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. Responsible for the coordination and delivery of quality nursing care within the allocated Obstetric department.
<u>ENQUIRIES</u>	:	Mr A Mohamed Tel No: (021) 404-2072
<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.
<u>CLOSING DATE</u>	:	24 March 2023
<u>POST 08/581</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2: SPECIALTY (MATERNITY) (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R400 644 per annum, (PN-B1) Grade 2: R492 756 per annum (PN-B2)
<u>CENTRE</u>	:	Hanover Park Community Health Centre (X2 Posts) Gugulethu Community Health Centre (X1 Post)
<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 Professional Nurse and Midwife. A Post basic nursing qualification, with duration of at least 1 year, accredited with SANC in Advanced Midwifery and Neonatal Nursing Sciences. Experience: Grade 1: A Minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of 14 years appropriate/recognisable 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/recognisable experience after obtaining the 1year post-basic qualifications in the relevant speciality as mentioned above. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Inherent requirement of the job: Willing to work shifts, day- night duty, and public holidays. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Good interpersonal, planning and organisational skills. Computer literacy (MS Office).
<u>DUTIES</u>	:	Render an effective and comprehensive antenatal, intrapartum and post-partum nursing care to patients. Provide continuous holistic and comprehensive nursing care. Assist with managing human resources, financial resources and administration duties. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Perform duties in accordance with the post basic speciality mentioned above. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
<u>ENQUIRIES</u>	:	Sr. L. Abrahams Tel No: (021) 684-1317
<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. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: with duration of at least 1 year, accredited with SANC in Advanced Midwifery and Neonatal Nursing Sciences.
<u>CLOSING DATE</u>	:	24 March 2023
<u>POST 08/582</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R400 644 per annum (PN-B1) Grade 2: R492 756 per annum (PN-B2)
<u>CENTRE</u>	:	Valkenberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. 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 psychiatry, after obtaining the 1-year post-basic qualification in Advanced Psychiatric Nursing Science. Inherent requirement of the job: The ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Work shifts on day/night duty when required to satisfy operational needs. Competencies (knowledge/skills): Basic financial management skills. Computer literacy. Good leadership and people management skills, maintain constructive relationships with members of the multi-disciplinary team. Knowledge of legal framework and regulations regarding nursing practice.
<u>DUTIES</u>	:	Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures. Effective utilization of human, financial and physical resources (equipment and consumables). Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Participation in appropriate personal /professional development activities: Self, students, other categories of staff. Provide optimal, holistic specialized psychiatric nursing care within set standards and professional/legal framework.
<u>ENQUIRIES APPLICATIONS</u>	:	Thandeka Rongwana Tel No: (021) 826 5863 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. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Psychiatric Nursing Science with the South African Nursing Council.
<u>CLOSING DATE</u>	:	24 March 2023

<u>POST 08/583</u>	:	<u>CONTROL INDUSTRIAL TECHNICIAN: ELECTRONICS (IN CHARGE OF UNIT)</u> Directorate: Health Technology (Clinical Engineering-Goodwood)
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: National Diploma for Technicians (T, S or N stream) – Electronics, Electrical-Light Current, Mechatronics or registration with the Engineering Council of South Africa (ECSA) as a professional Engineering Technician. Experience: Appropriate proven experience with repairs, maintenance and installation of electronic and related medical equipment. Inherent requirements of the job: A valid (Code B/EB) drivers' license. Willing to work overtime, and travel throughout the Western Cape Province. Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. 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. Ability to manage and train staff.
<u>DUTIES</u>	:	Manage and Supervise all activities of the Electronic Unit, ensure that all tasks are completed within time limits. Liaise with clients regarding information and work progress. Ensure compliance with Occupational Health and Safety Act. Ensure continuity of service by assisting other sections, prioritising work and consideration of operational requirements. Monitor staff performance, training, mentor and discipline. Request parts and service via Logis system. Maintain maintenance management and internal records, also develop preventative maintenance schedules and maintain service routes. Write reports and assist with specifications. Carry out and manage maintenance, repairs and installation of electronic and related medical equipment.
<u>ENQUIRIES</u>	:	Mr K Lutchman Tel No: (021) 590-5005
<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 this post.
<u>CLOSING DATE</u>	:	24 March 2023
<u>POST 08/584</u>	:	<u>CONTROL INDUSTRIAL TECHNICIAN: MEDICAL IMAGING (XRAY AND RELATED) (IN-CHARGE OF UNIT)</u> Directorate: Health Technology
<u>SALARY</u>	:	R393 11 per annum
<u>CENTRE</u>	:	Head Office, (Clinical Engineering-Goodwood)
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: National Diploma for Technicians (T, S or N stream) – Electronics, Electrical Light Current, Mechatronics or registration with the Engineering Council of South Africa (ECSA) as a professional Engineering Technician. Experience: Appropriate proven experience with repairs, maintenance and installation of Medical Imaging- Xray and related medical equipment. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willing to work overtime, and travel throughout the Western Cape Province. Good written and verbal communication in two of the three official languages of the Western Cape Government. Competencies (knowledge/skills): Excellent ability to fault find and repair down to component level. Competent with hands-on practical work. Computer literate. Ability to manage and train staff.
<u>DUTIES</u>	:	Transport of official passengers, post, packages, medicine and equipment. Conduct routine maintenance, inspection of vehicles and timeously reporting of defects. Adhere to departmental codes, procedures and Road Traffic Act. Ensure accurate completion of logbooks and routine administration. Ensure all vehicles are kept clean and tidy. Effective delivery and collection of all blood products and specimens. Upload, unload and delivery of medication, goods, packages and equipment within the Hessequa Sub-District and PGWC. Support and relief duties to supervisor when required. Perform routine administrative duties when required and respond to emergencies when necessary.
<u>ENQUIRIES</u>	:	Mr L Lutchman Tel No: (021) 590-5005
<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.
<u>CLOSING DATE</u>	:	24 March 2023

<u>POST 08/585</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCE (DICU) (X5 POSTS)</u> Directorate: Financial Accounting (Head Office, Cape Town) Based on the premises of Stikland Hospital
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year National Diploma/Degree in Finance, Accounting or Auditing with experience in the key performance areas of the job. Experience: Appropriate experience in Finance and Supply Chain Management environment. Inherent requirement of the job: Valid (Code B/EB) manual drivers license. Willingness to travel. Competencies (knowledge/skills): Knowledge of the compilation of financial statements and disclosure notes, in-year monitoring and reporting, Supply Chain Management and Financial Accounting. The ability to interpret and apply financial policies, procedures and prescripts. Ability to compile reports on non-compliance and presentation thereof to management. Knowledge of contract management policies, prescripts and procedures. Knowledge of inventory, assets, irregular expenditure, commitments and accruals. Knowledge of payments and transfer payments. Computer literacy (Microsoft Excel, Word, Power Point).
<u>DUTIES</u>	:	Evaluate data of finance and SCM systems of the institutions to ensure credibility thereof by using the internal and compliance assessment tools. Evaluate Accounting and Supply Chain transactions for correctness and compliance with the legislative framework and financial prescripts. Report any discrepancies found and assist Institutional management to implement corrective measures. Evaluate the use and management of all assets in the institution and ensure that all assets are correctly accounted for on the accounting systems of the department.
<u>ENQUIRIES</u>	:	Mr DM Pick Tel No: (021) 940-8725
<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.
<u>CLOSING DATE</u>	:	24 March 2023
<u>POST 08/586</u>	:	<u>ADMINISTRATION CLERK: HUMAN RESOURCE DEVELOPMENT (EPWP)</u> Directorate: Human Resource Management, People Development (12-Month Contract)
<u>SALARY</u>	:	R181 599 per annum, (annual salary plus 37% in lieu of service benefits)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: National Senior Certificate (or equivalent). Experience: Appropriate proven relevant experience of SSIG. Appropriate proven knowledge and understanding of SSIG. Inherent requirement of the job: A valid (Code B/EB) drivers License and willingness to travel extensively in the province. Competencies (knowledge/skills): Knowledge and understanding of EPWPRS. Experience in the implementation of SSIG. Experience in coordinating Inductions. Communication skills and telephone etiquette.
<u>DUTIES</u>	:	Engage with all relevant stakeholders and provide support where needed. Conduct Inductions and orientation of new intake. Capture all SSIG projects and its participants on EPWPRS. Collect and certify all supporting documents. Provide admin support for SSIG project manager. Monitor expenditure of SSIG via IYM and provide feedback to manager. Prepare all compliance reports including business plan and quarterly reports Monitor and provide constant update on SSIG expenditure. Conduct One on one visits with interns. Assist with the coordination of Career Expos.
<u>ENQUIRIES</u>	:	Mr W Peters Tel No: (021) 483-3785
<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. Applicants may be subjected to a competences assessment test.
<u>CLOSING DATE</u>	:	24 March 2023
<u>POST 08/587</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u> Overberg District
<u>SALARY</u>	:	R181 599 per annum
<u>CENTRE</u>	:	Overberg District Office (stationed at Caledon)

<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 focus on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain Management and, or LOGIS System. Appropriate experience in Contract Management. Experience in the management of Asset Management. Experience in Compliance Management and Reporting. Inherent requirements of the job: Valid (Code B/EB) drivers' license. Willingness to work overtime. Willingness to rotate between institutions within District (relief) when necessary. Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Appropriate knowledge and practical experience in Logis and Electronic Procurement Solutions (EPS) as well as good organisational, managerial, leadership skills and an aptitude for working with financial figures. Appropriate knowledge of relevant financial prescripts, departmental policies, delegations and procedures and Strong people management skills, ability to work in a team context and motivate team members. Computer literacy and thorough knowledge of computer systems (Excel LOGIS, BAS, EPS and ESL). Knowledge of the Public Financial Management Act (PFMA), National and Provincial Treasury Regulations.
<u>DUTIES</u>	:	Transport operational management, monitoring and support. Demand & Acquisition management, monitoring and support. Inventory management, monitoring and support. Asset management, monitoring and support. Compliance control and monthly reporting. Contract management, monitoring and reporting.
<u>ENQUIRIES</u>	:	Ms J Honeyball Tel No: (028) 214-5855
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>CLOSING DATE</u>	:	24 March 2023
<u>POST 08/588</u>	:	<u>ADMINISTRATION CLERK: SUPPORT</u> Garden Route District
<u>SALARY</u>	:	R181 599 per annum
<u>CENTRE</u>	:	Still Bay/Melkhoutfontein CC (Satellite Clinic's)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 12/ Senior Certificate plus competencies. Experience: Appropriate administration experience in Reception. Appropriate experience in Patient Registration, Records Management and Archive policies. Appropriate experiences in Information Management Systems (PHCIS, Tier.net, SINJANI, Ideal Clinic). Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to rotate between Reception and Information Management. Willingness to relieve in other facilities in Hessequa. Proficient in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge and experience in departmental systems, i.e Health Information Systems (PHCIS, SINJANI, Tier.Net, Ideal Clinic). Knowledge of Registry, Reception Services, Medical Records, Disposal and Record Management Policies. Microsoft Package (MS Excel, Word, Power Point).
<u>DUTIES</u>	:	Leadership and governance by ensuring implementation of DOH policies, guidelines and SOP's. Effective and efficient management of Reception Services and Registry functions. Client service and support. Data management. SCM and Equipment management.
<u>ENQUIRIES</u>	:	Mr L Lutchman Tel No: (021) 590-5005
<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.
<u>CLOSING DATE</u>	:	24 March 2023
<u>POST 08/589</u>	:	<u>DRIVER (HEAVY DUTY VEHICLE)</u> Garden Route District (George Sub-district)
<u>SALARY</u>	:	R128 166 per annum
<u>CENTRE</u>	:	PHC Support and Outreach, George
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy (ability to read, write and basic numeracy skills). Experience: Appropriate experience in transportation of personnel and goods. Inherent requirement of the job: Valid code (C1) (Code 10) driver's licence. Valid Public Driving Permit (PDP). Willingness to work overtime and to

		perform standby duties. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills) Knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of Transport Circular 4 of 2000 and good knowledge of road networks in the Garden Route District Region.
<u>DUTIES</u>	:	Driving of a heavy-duty vehicle. Daily transporting of official passengers, patients, post, packages, medication, goods and equipment as well as completion of logbooks. Deliver and collect blood products. Conduct routine maintenance and cleaning of Government vehicles. Conduct routine inspection of vehicles and report defects. Perform routine administrative duties when required and respond to emergencies when necessary. Relief staff within the component when required.
<u>ENQUIRIES</u>	:	Mr A Muller Tel No: (044) 814-1123
<u>APPLICATIONS</u>	:	The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.
<u>FOR ATTENTION</u>	:	Ms S Pienaar
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
<u>CLOSING DATE</u>	:	24 March 2023
<u>POST 08/590</u>	:	<u>SECURITY OFFICER</u>
<u>SALARY</u>	:	R128 166 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC) /Grade 9 (Std 7). Registration with a professional council: Candidates have to be registered as a Security Officer Grade C or higher with the Security Board in terms of the Security Industry Regulatory Authority Act PSIRA. Experience: Appropriate experience as a Security Officer. Inherent requirement of the job: Must be physically fit. Must have a valid driver's license. Proficiency in English (both written and verbal) as well as one of the two official languages of the Western Cape. Willingness to work shifts and be available on a 24-hour basis. Competencies (knowledge/skills): Ability to work in a team as well as independently. Knowledge of security related prescripts, regulations and procedures.
<u>DUTIES</u>	:	Ensure access/egress and controlling of all hospital keys. Giving of evidence at Court or disciplinary inquiries. Investigation of incidents, writing reports and statements. Patrolling of buildings, parking areas and perimeter fencing. Supervise outsourced security officers.
<u>ENQUIRIES</u>	:	Mr S Ndzuzo Tel No: (021) 404-3111
<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.
<u>CLOSING DATE</u>	:	24 March 2023