



## **PUBLIC SERVICE VACANCY CIRCULAR**

**PUBLICATION NO 10 OF 2021  
DATE ISSUED 19 MARCH 2021**

### **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](http://www.thensg.gov.za).

### **AMENDMENTS**

**NORTH WEST: OFFICE OF THE PREMIER:** Kindly note that the position of Deputy Director: Recruitment and Selection with Ref No: NWP/OOP/2021/06, advertised in the Public Service Vacancy Circular 09 dated 12 March 2021 with the closing date of 01 April 2021 indicated an incorrect notch. The correct Salary per annum is R733 257 per annum (Level 11) (all-inclusive package) and closing date is extended to 09 April 2021. **NORTH WEST: DEPARTMENT**

**OF HUMAN SETTLEMENTS:** Kindly note that the post of Senior Admin Officer: HSS with Ref No: H/S 49/20-21 advertised in the Public Service Vacancy Circular 09 dated 12 March 2021 with the closing date of 26 March 2021 indicated an incorrect NQF Level. The correct NQF Level is 6 or 7 and also the post of Admin Clerk: DEEDS (X4 Posts) with Ref No: H/S 51/20-21 advertised in the Public Service Vacancy Circular 09 dated 12 March 2021 indicated an incorrect qualification, the correct qualification is Matric/Grade 12 or equivalent qualification in line with SAQA standards. Computer literacy. The closing date for the posts mentioned has been extended to 09 April 2021.

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## 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.*

- APPLICATIONS** : for application enquiries contact Asanda Mpelwana. Basadzi Media and Personnel PTY (LTD) has been appointed to the Response Handling for these COGTA vacant positions.
- CLOSING DATE** : 14 April 2021
- 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 [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by (1) a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience as compared to the Public Service, as well as at least 2 contactable references, (2) a copy of the applicant's South African ID Document, (3) a copy of the applicant's drivers' license, (4) a copy of Grade 12 Certificate as well as all qualifications mentioned in the CV, (5) a SAQA verification report for foreign qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. The successful candidate will be appointed subject to positive results of the security clearance process and the 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. Due to the large number of responses anticipated, 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

## OTHER POSTS

- POST 10/01** : **DEPUTY DIRECTOR: OFFICE OF THE DEPUTY DIRECTOR-GENERAL REF NO: COGTA21/01/DDG**
- SALARY CENTRE** : R733 257 per annum (Level 11) (An all-inclusive remuneration package)  
: Pretoria
- REQUIREMENTS** : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Public Administration or equivalent qualification with 3 to 5 years' experience in Office Management and Administration Environment. 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: Executive Office Management. Advanced computer proficiently. Knowledge of Cabinet/ Parliamentary functions. Local government, policies and systems. NB: Shortlisted candidates will be required to write a technical exercise as part of the selection process.
- DUTIES** : The successful candidate will perform the following duties: Quality assuring, assessing and summarizing content of incoming and outgoing submission and correspondences. Coordinate branch compliance matters. Consolidate branch contributions in preparation for quarterly review meeting, strategic plan, top management meeting and Ministerial executive committee. Coordinate the cabinet and Parliamentary matters related to the branch. Coordinate budget and monitor expenditure of the branch. Provide secretariat services of Branch meetings, forums and coordinate the implementation of decision taken.
- ENQUIRIES APPLICATIONS** : Dr M Tau Tel No: (012) 848 4601  
: cogta01@basadzi.co.za

**POST 10/02** : **DEPUTY DIRECTOR: LOGISTICS MANAGEMENT REF NO: COGTA21/02/DDLM**

**SALARY** : R733 257 per annum (Level 11) (An all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Public Administration/ Supply Chain Management/ Logistic Management or equivalent qualification with 3 to 5 years' experience in Supply Chain Management/ Procurement and Logistics. 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: Public Finance Management Act. Framework for Supply Chain Management. Transversal systems i.e. LOGIS and BAS. Tender and contract administration. Asset Management Framework. Preferential Procurement Policy Framework Act. BEE Framework and BBBEE Act.

**DUTIES** : The successful candidate will perform the following duties: Manage, maintain and exercise control over logistic management functions and operations. Manage the payments of suppliers within 30 as prescribed by Treasury Regulation 8.2.3. Manage the process of recording the issued orders, received and paid invoices. Manage and maintain the LOGIS Information System (Transversal System).

**ENQUIRIES** : Ms S Motshwanedi Tel No: (012) 334 0822  
**APPLICATIONS** : cogta02@basadzi.co.za

**POST 10/03** : **DEPUTY DIRECTOR: GOVERNANCE SUPPORT REF NO: COGTA21/03/DDGS**

**SALARY** : R733 257 per annum (Level 11) (An all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Public Administration/ Development Studies or equivalent qualification with 3 to 5 years' experience in a related field. A valid driver's licence. The successful candidate is expected 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: Local Government Legislation (especially the Municipal Structures Act.) Monitoring and support techniques. Interpretation and analysis techniques.

**DUTIES** : The successful candidate will perform the following duties: Administer and implement selected provisions in the Local Government: Municipal Structures Act relating to governance, including the following: Monitor the election of Speakers, Mayors/ Executive Mayors, EXCOs, MAYCOs, Chairpersons of Sub-Councils, Whips (and the removal from office of these municipal office-bearers) Monitor the functionality of Municipal Public Account Committees (MPACs) and other identified Committees of Council through data collection and convening of engagements with stakeholders. Support stakeholders (Municipalities, Provinces, SALGA, National Treasury) with capacity building programmes aimed at strengthening governance in municipalities. Provide secretarial support to the National Association of MPACs (NAMPAAC). Monitor compliance with the Code of Conduct for Councillors.

**ENQUIRIES** : Dr K Naidoo Tel No: (012) 395 4616  
**APPLICATIONS** : cogta03@basadzi.co.za

**POST 10/04** : **ASSISTANT DIRECTOR: DISASTER RESPONSE COORDINATION REF NO: COGTA21/04/ADDRC**

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Development Studies, Environmental, Social Science, Disaster Management or equivalent qualifications. A minimum of 3 to 5 years' experience in Disaster Risk Management field or related field. A valid driver's licence. The successful candidate is expected to travel extensively. Generic competencies: Planning and organising. Coordination. Problem solving & decision making. Project Management. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written).

**DUTIES**

Technical competencies: Policy and legislation relevant to the disaster risk management function in South Africa, the region and internationally. Provincial and Local Government environment. Intergovernmental Relations.

: The successful candidate will perform the following duties: Coordination of disaster response process: Coordinate the mobilization of resources across sectors before, during and after the disaster occurrences. Conduct disaster damage assessments and facilitate disaster classification process. Maintain the disaster incident reporting system. Update and maintain the database on disaster classifications and declarations. Monitor and report on the disaster grant-funding to organs of state. Assist in the review and updating of guidelines on classification and declaration processes. Facilitate the development, review and assessment of the disaster response and contingency plans of organs of state. Participate in the task teams on disaster planning and response. Coordination of disaster recovery process: Analyse and assess the progress of implementation of reconstruction and rehabilitation projects. Monitor the professional service providers for damage assessments and cost verification. Review and update the PSP standard operating procedures. Inculcate good practices on disaster recovery particularly on the building back better principle. Monitor and evaluate the implementation of disaster intervention measures: Facilitate the establishment of the integrated institutional structures to enable effective disaster response. Monitor and report on the implementation of immediate integrated and appropriate response and relief measures. Capture and populate data in the M&E system. Assist in ensuring compliance with regards to the Division of Revenue Act (DORa) and related frameworks on grants expenditure reporting, transfer of grants, annual review of grant frameworks and DORa. Render support and technical guidance to organs of state, stakeholders and structures on disaster response: Prepare and update reports, represent the department and present reports to relevant structures. Facilitate and coordinate participation of stakeholders in the existing structures for disaster response. Provide technical guidance to stakeholders on the implementation of Disaster Management Act. Assist in the coordination of stakeholders and facilitation of engagements on disaster response matters. Provide secretariat services to relevant structures and engagements within the directorate and the NDMC.

**ENQUIRIES  
APPLICATIONS**

: Ms M Pitso Tel No: (012) 848 4606  
: cogta04@basadzi.co.za

**POST 10/05**

: **ASSISTANT DIRECTOR: POLICY DEVELOPMENT AND REGULATORY  
FRAMEWORKS REF NO: COGTA21/05/ADPDRF**

**SALARY  
CENTRE  
REQUIREMENTS**

: R376 596 per annum (Level 09)  
: Pretoria  
: A Grade 12 Certificate, a three-year Bachelor's degree or a National diploma in Development Studies, Environmental, Social Science, Disaster Management or equivalent qualifications. A minimum of 3 to 5 years' experience in Disaster Risk Management or a risk related field. A valid driver's licence. The successful candidate is expected to travel extensively. Generic competencies: Planning and organising. Coordination. Problem solving & decision making. Project Management. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical competencies: Research. Policy analysis and development. Monitoring and Evaluation techniques and skills.

**DUTIES**

: The successful candidate will perform the following duties: Provide the secretariat function of the Legislated Disaster Management Structure (ie. ICDM and NDMAF). Coordinate the development, amendment and implementation of National Disaster Management policy. Develop a system to measure the overall impact of the implementation of Disaster Management. Coordinate the process of developing the annual Disaster Management report as indicated in the Section 24 of Disaster Management Act, 2002

**ENQUIRIES  
APPLICATIONS**

: Mr J Dyssel Tel. No: (012) 848 4608  
: cogta05@basadzi.co.za

**POST 10/06**

: **ASSISTANT DIRECTOR: MUNICIPAL INFRASTRUCTURE GRANT  
ADMINISTRATION (NC, WC AND LP) REF NO: COGTA21/06/ADMIGA**

**SALARY  
CENTRE  
REQUIREMENTS**

: R376 596 per annum (Level 09)  
: Pretoria  
: A three-year Bachelor's degree or a three-year National Diploma in Economic Sciences/Development Studies/Humanities or equivalent qualifications. A minimum of 3 to 5 years' experience in a related field. A valid driver's licence.

The successful candidate is expected to travel extensively. Generic competencies: Planning and organising. Coordination. Problem solving & decision making. Project Management. People Management and Empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical competencies: Service delivery through grant administration. Administration of a grant to municipalities in terms of a policy and legislation. Application of technical norms and standards. Poverty eradication and job creation.

**DUTIES** : The successful candidate will perform the following duties: Maintain the MIG fund administration system and implementation thereof, including: scheduling, transferring, monthly expenditure reporting and analysis, withholding, stopping and reallocation. Consolidate the financial and non-financial reports by municipalities as per legislative requirements through the utilization of MIG-MIS. Coordinate projects site visits and assist with the evaluation of site visit reports. Assess the project management unit business plans in line with the funding criteria of MIG and monitor the functionality of the unit. Assess the project business plans of municipalities to meet the general and specific sector requirements.

**ENQUIRIES** : Mr S Mahlangu Tel No: (012) 334 5833  
**APPLICATIONS** : cogta06@basadzi.co.za

**POST 10/07** : **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING SERVICES**  
**REF NO: COGTA21/07/SSAFAS**

**SALARY** : R316 791 per annum (Level 08)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Finance Management or equivalent qualifications. A minimum of 3 years' relevant experience in the Finance Expenditure. Generic competencies: Quality of work. Reliability. Communication. Interpersonal Relations. Teamwork. Technical competencies: Public Finance Management Act, 1999 (Act no. 1 of 1999) and Treasury Regulations. General ledger reconciliation and analysis. Basic Accounting System (BAS), LOGIS and Safety Web. Computer literacy.

**DUTIES** : The successful candidate will perform the following duties: Authorisation of BAS journals and payments. Authorisation of LOGIS payments. Reconciliation of creditor's payments. Clearing of suspense accounts.

**ENQUIRIES** : Mr V Mthembu Tel No: (012) 334 0594  
**APPLICATIONS** : cogta07@basadzi.co.za

## 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.*

**CLOSING DATE**

: 09 April 2021 at 16:00

**NOTE**

: 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](http://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 duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. The fully completed and signed new form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic transcripts including a Senior Certificate, ID-document and a Driver's license where applicable. The certification must be not older than six (6) months from the date of the advert. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. 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 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. 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 of Labour 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****POST 10/08**: **DIRECTOR: BENEFICIARY SERVICES (X5 POSTS)****SALARY CENTRE**

: R1 057 326 per annum (all inclusive package)  
 : Free State -Ref No: HR 4/4/3/3DBS/FS/UIF (X1 Post)  
 : North West -Ref No: HR 4/4/3/3DBS/NW/UIF (X1 Post)  
 : Northern Cape- Ref No: HR 4/4/3/3DBS/NC/UIF (X1 Post)  
 : Kwa-Zulu Natal -Ref No: HR 4/4/3/3DBS/KZN/UIF (X1 Post)  
 : Mpumalanga - Ref No: HR 4/4/3/3DBS/MP/UIF (X1 Post)

**REQUIREMENTS**

: Undergraduate qualification (NQF level 7) as recognized by SAQA in Operations Management/Operational Research/Public Management/Business Administration/Finance/Business Process Re-engineering. Five (5) years of experience at a middle/senior managerial level. Knowledge: Public Finance Management Act (PFMA). Basic Conditions of Employment Act. Public Financial Management Act. Conflict Management. Public Service Regulations (PSR). Public Service Act (PSA). Treasury Regulations. Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Skills: Computer literacy. Policy formulation. Proficient Communication. Plan and Organizing. Knowledge Management. Interpersonal. Report Writing. Analytical.



- DUTIES** : Provide leadership and develop strategies for capturing of registrations, declarations and maintenance of the database in accordance with Unemployment Insurance Act (UIA). Provide leadership and develop strategies for the effective management of claim processes. Oversee the implementation of employer audit services. Manage the implementation of risk management strategies. Manage all resources (Human, Financial, Equipment / Assets).
- ENQUIRIES** : Mr S Segalo Tel No: (051) 505 6206  
Mr H Basson Tel No: (018) 384 1631  
Ms M Musa Tel No: (053) 838 1500  
Mr J Anand Tel No: (031) 366 2000  
Mr M Matjeke Tel No: (013) 665 8700
- APPLICATIONS** : Free State, E-Mail: [Jobs-FS@labour.gov.za](mailto:Jobs-FS@labour.gov.za)  
North West, E-Mail: [Jobs-NW@labour.gov.za](mailto:Jobs-NW@labour.gov.za)  
Northern Cape, E-mail: [Jobs-NC@labour.gov.za](mailto:Jobs-NC@labour.gov.za)  
Kwa-Zulu Natal, E-mail: [Jobs-KZN@labour.gov.za](mailto:Jobs-KZN@labour.gov.za)  
Mpumalanga, E-mail: [Jobs-MP@labour.gov.za](mailto:Jobs-MP@labour.gov.za)
- FOR ATTENTION** : Sub-directorate: Human Resource Management

#### **OTHER POSTS**

- POST 10/09** : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS (X2 POSTS)**
- SALARY CENTRE** : R869 007 per annum (All inclusive)  
Labour Centre: Brits -Ref No: HR4/4/10/16 (X1 Post)  
Labour Centre: Klerksdorp- Ref No: HR4/4/10/17 (X1 Post)
- REQUIREMENTS** : Three-year relevant tertiary qualification in Business/Public Administration / Public /Business Management/ Operations Management/Project Management. Two (2) years management experience. Three (3) years functional experience in business/organisational operations/services. A valid driver's Licence. Knowledge: Public Finance Management Act, Treasury regulations, Supply Chain Management processes, Asset Management, All Labour Legislations, Departmental Policies and procedures, Public Service Regulations, Batho Pele principles. Skills: Management, Communication (both verbal and written), Computer literacy, Conflict Management, Presentation, Interpersonal, Report writing, Leadership, Project management.
- DUTIES** : 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.
- ENQUIRIES APPLICATIONS** : Mr S Mogakane Tel No: (018) 387 8100  
Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2<sup>nd</sup> Floor, Provident House, University Drive, Mmabatho
- FOR ATTENTION** : Sub-directorate: Human Resources Management Email: [Jobs-NW@labour.gov.za](mailto:Jobs-NW@labour.gov.za)
- POST 10/10** : **DEPUTY DIRECTOR: PROJECTS MANAGEMENT REF NO: HR 4/4/3/2DDPM/UIF**
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (All inclusive)  
Unemployment Insurance Fund: Head Office  
Three (3) year tertiary qualification in Project Management/Information Technology/ BSC Computer Science. Certificate in Project Management will be an added advantage. Five (5) years' experience of which three (3) years must be functional experience in the field of ICT project management and two (2) years' experience at supervisory level. SAP Project experience will be added advantage. Experience in management of Enterprise Resource Planning Projects will be an added advantage. Knowledge: Public Service Regulations (PSR), Public Service Act (PSA), Public Financial Management Act (PFMA) Promotion of Access to Information Act (PAIA), Protected Disclosure Act Basic Conditions of Employment (BCEA), Labour Relations Act (LRA), Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA). Skills: People Management, Conflict Management, Analytical, Problem Solving, Presentation, Planning and Organizing, Communication, Computer Literacy, Report Writing. Creativity.
- DUTIES** : Manage the successful delivery of priority projects for the UIF. Manage project deliverables in line with the Fund quality standards and business expectations. Implement best practice project management methodologies across all

		projects. Manage the resources (Human, Financial, Equipment/Assets) in the Sub- Directorate.
<b><u>ENQUIRIES</u></b>	:	Mr X Monakali Tel No: (012) 337 1482/1422
<b><u>APPLICATIONS</u></b>	:	E-mail: <a href="mailto:Jobs-UIF1@labour.gov.za">Jobs-UIF1@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resource Management, UIF
<b><u>POST 10/11</u></b>	:	<b><u>DEPUTY DIRECTOR: ANTI-FRAUD AND ANTI-CORRUPTION REF NO: HR 4/4/3/2DDAFAC/UIF</u></b>
<b><u>SALARY</u></b>	:	R733 257 per annum (All inclusive)
<b><u>CENTRE</u></b>	:	Unemployment Insurance Fund: Head Office
<b><u>REQUIREMENTS</u></b>	:	Three (3) year tertiary qualification in Forensic Audit / Forensic Accounting / Commerce/ Risk Management. Association of Certified Fraud Examiners (ACFE) certification. Five (5) years' experience of which three (3) years must be functional experience in the Risk /Fraud and Anti-corruption environment and two (2) years at managerial level. Knowledge: Unemployment Insurance Act and Regulations(UIAR), Unemployment Insurance Contributions Act (UIA), Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Batho Pele Principles, Risk Management, Investigation Procedures and Processes, Criminal Procedure Act, The Protected Disclosures Act, The prevention and combating of Corrupt Activities Act, The prevention of Organised Crime Act, The Public Finance Management Act and National Treasury regulations. Promotion of Access to information Act (PAIA), Promotion of Administrative Justice Act (PAJA), The Constitution Act 108 of 1996 (as amended). Skills: Communication, Investigating, People Management, Listening, Computer Literacy, Time Management, Analytical, Interpersonal, Report writing, Planning and Organizing.
<b><u>DUTIES</u></b>	:	Monitor the implementation of the departmental anti-fraud and anti-corruption strategies. Monitor the deterring of fraud and corruption irregularities/risks. Manage the investigation of fraud and corruption irregularities. Manage the fraud and corruption awareness campaigns. Manage resources (Human, Finance, Equipment, Assets) in the Sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Mr TI Maphatane Tel No: (012) 337 1827/1551
<b><u>APPLICATIONS</u></b>	:	E-mail: <a href="mailto:Jobs-UIF2@labour.gov.za">Jobs-UIF2@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resource Management, UIF
<b><u>POST 10/12</u></b>	:	<b><u>DEPUTY DIRECTOR: OPERATIONS SYSTEMS SUPPORT SERVICES REF NO: HR 4/4/3/2/DDOSSS/UIF</u></b>
<b><u>SALARY</u></b>	:	R733 257 per annum (All inclusive)
<b><u>CENTRE</u></b>	:	Unemployment Insurance Fund: Head Office
<b><u>REQUIREMENTS</u></b>	:	Three-year tertiary qualification in Information Technology / Computer Science /Informatics. Three (3) years functional experience in the IT Service Management / System Support Management environment and two (2) years' experience at management level. Knowledge: Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contributions Act (UICA), Public Financial Management Act (PFMA), National Archives and Records Services of South Africa Act, Electronic Document Management System, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Act (PSA), Operations Systems. State Information Technology Agency Processes, Information Technology, SITA MIS and Database and Database Management, Project Management Systems, System Development and Database Management, SAP Business Intelligence including SAP BI Design and universe creation from SAP BW. Skills: Communication, People Management, Listening, Computer Literacy, Time Management, Analytical, Numeracy, Interpersonal, Report Writing, Planning and Organising.
<b><u>DUTIES</u></b>	:	Monitor Operations Applications and ensures that systems are accessible effective and efficient. Manage service providers and suppliers contract management. Manage all the Applications within Business Operations. Manage resources (Human, Finance, Equipment/Assets) in the Sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Mr A Ravagaloo Tel No: (012) 337 1882
<b><u>APPLICATIONS</u></b>	:	Email: <a href="mailto:Jobs-UIF3@labour.gov.za">Jobs-UIF3@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resource Management, UIF
<b><u>POST 10/13</u></b>	:	<b><u>DEPUTY DIRECTOR: CALL CENTRE REF NO: HR 4/4/3/2/DDCC/UIF</u></b>
<b><u>SALARY</u></b>	:	R733 257 per annum (All inclusive)
<b><u>CENTRE</u></b>	:	Unemployment Insurance Fund: Head Office

<b><u>REQUIREMENTS</u></b>	:	Three (3) year relevant tertiary qualification in Contact Centre/Public Management / Business Administration/ Management/ Public Administration/ Financial Management. Three (3) years functional experience in Call Centre/ Operations Management environment. Two (2) years' experience at a management level. Knowledge: Public Finance Management Act (PFMA), Public Service Regulation (PSR), Public Service Act (PSA), Labour Relations Act (LRA), Employment Equity Act (EEA), Basic Condition of Employment Act (BCEA), Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA). Skills: Communication, People Management, Listening, Computer Literacy, Time Management, Analytical, Numeracy, Interpersonal, Report Writing, Planning and Organising, Diversity Management.
<b><u>DUTIES</u></b>	:	Manage the handling of incoming calls. Develop and review call centre policies and procedures and manage implementation thereof. Monitor quality assurance services and manage maintenance of call centre systems. Manage resources (Human, Finance, Equipment, Assets) within the Sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Ms S Naicker Tel No: (012) 337 1983 / 1654
<b><u>APPLICATIONS</u></b>	:	Email: <a href="mailto:Jobs-UIF4@labour.gov.za">Jobs-UIF4@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resource Management, UIF
<b><u>POST 10/14</u></b>	:	<b><u>DEPUTY DIRECTOR: LABOUR ACTIVATION PROGRAMMES (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R733 257 per annum (All inclusive)
<b><u>CENTRE</u></b>	:	Mpumalanga -Ref No: HR 4/4/3/2DDLAP/MP/UIF (X1 Post) Eastern Cape- Ref No: HR 4/4/3/2DDLAP/EC/UIF (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Three (3) year relevant tertiary qualification in Public Administration/ Business Administration/ Development Studies. Certificate in Project Management will be an added advantage. Certificate in Financial Management will be an added advantage. Certificate in Contract Management will be an added advantage. Three (3) years' experience in Project Administration. Two (2) years management experience. Knowledge: Departmental and the Fund's Policies and Procedures. Public Finance Management Act (PFMA). Unemployment Insurance Contributions Act (UICA), All Labour Legislations, Project Management, Batho Pele Principles. Skills: Planning and Organising, People Management, Conflict Management, Analytical, Problem Solving, Communication and ability to think strategically, Computer Literacy.
<b><u>DUTIES</u></b>	:	Engage with relevant stakeholders on training / skills programmes that will benefit UIF Beneficiaries. Identify beneficiaries and institutions to be funded for Labour Activation purposes. Monitor the activities of institutions receiving funding and report constraints including corrective actions. Participate in Advocacy campaigns to create awareness on Labour Activation Programmes in co-operation with the Unit Communications within the Fund.
<b><u>ENQUIRIES</u></b>	:	Mr M Matjeke Tel No: (013) 665 8700. Mr S Joko Tel No: (043) 701 3128
<b><u>APPLICATIONS</u></b>	:	Email: <a href="mailto:Jobs-MP@labour.gov.za">Jobs-MP@labour.gov.za</a> . E-mail: <a href="mailto:Jobs-EC@labour.gov.za">Jobs-EC@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resource Management
<b><u>POST 10/15</u></b>	:	<b><u>COUNSELLOR REF NO: HR4/4/8/364</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R579 147 - R642 765 per annum (OSD) Grade 2: R662 190 – R734 928 per annum (OSD) Grade 3: R750 024 – R832 398 per annum (OSD)
<b><u>CENTRE</u></b>	:	Labour Centre: Zastron
<b><u>REQUIREMENTS</u></b>	:	Four (4) year B Psych qualification or a 4-year B Psych Equivalent Qualification. Valid driver's licence. Registration with Health Professional Council of South Africa as a Registered Counsellor (Independent practice) or Psychometrist (Independent practice). <b>Grade 1:</b> 0 (zero) experience. <b>Grade 2:</b> 8 years relevant experience. <b>Grade 3:</b> 16 year's relevant experience. Knowledge: Knowledge of Employment Services Act, ILO conventions, Financial Management, Human Resource Management, Psychometric assessment. Skills: Counselling, Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.
<b><u>DUTIES</u></b>	:	Provide and implement employment counselling services. Provide and implement recruitment, psychometric assessment and selection services. Liaise with different organisations (Government, non-government, non-profit and private) to facilitate employability enhancement interventions for designated groups. Manage operations and personnel recourses of the employment counselling support.
<b><u>ENQUIRIES</u></b>	:	Ms N Mahlangu Tel No: (051) 505 6247

**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 522, Bloemfontein, 9300, Physical Address: Laboria House, 43 Charlotte Maxeke Street, Bloemfontein, 9301

**FOR ATTENTION** : Human Resources Management, Bloemfontein. Email: [Jobs-FS@Labour.gov.za](mailto:Jobs-FS@Labour.gov.za)

**POST 10/16** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: HR 4/4/3/2ASDIA/UIF**

**SALARY** : R376 596 per annum  
**CENTRE** : Unemployment Insurance Fund: Head Office  
**REQUIREMENTS** : Three (3) year tertiary qualification in Internal Audit / Audit / Accounting. Registered member with professional body e.g. Institute of Internal Auditors (IIA). Valid Drivers license. Two (2) years functional experience in Internal Audit environment and two (2) years supervisory experience. Knowledge: Internal Audit Manual and Methodology, Public Finance Management Act (PFMA), Basic Conditions of Employment Act (BCEA), Public Service Regulations (PSR), Public Service Act (PSA), Conflict Management. Treasury Regulations, Unemployment Insurance Act (UIA), Labour Relations Act (LRA), Unemployment Insurance Contributions Act (UICA), Auditor General Processes and Procedures, Promotion of Access to Information Act (PAIA). Skills: Communication, Coordinating, Audit Techniques, Risk Assessment, Negotiation, Presentation, Problem Solving, Planning and Organising, Policy analysis and Development, Computer Literacy, Management, Interpersonal, Report Writing, Analytical.

**DUTIES** : Facilitate audit engagement planning. Facilitate the review of controls on systems, assets and operations. Coordinate the evaluation of reliability and integrity of financial information. Coordinate the provision of three year rolling plan and implement it. Manage resources (Human, Financial, Equipment / Assets) in the section.

**ENQUIRIES** : Mr KB Mahloko Tel No: (012) 337 1609  
**APPLICATIONS** : Email: [Jobs-UIF5@labour.gov.za](mailto:Jobs-UIF5@labour.gov.za)  
**FOR ATTENTION** : Sub-directorate: Human Resource Management, UIF

**POST 10/17** : **ASSISTANT DIRECTOR: OPERATIONS SUPPORT SERVICES REF NO: HR 4/4/3/2/ASDOSS/UIF (X2 POSTS)**

**SALARY** : R376 596 per annum  
**CENTRE** : Unemployment Insurance Fund: Head Office  
**REQUIREMENTS** : Three (3) year relevant tertiary qualification in Administration/Public Management. Two (2) years supervisory experience. Knowledge: Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contributions Act (UICA), Public Finance Management Act (PFMA), Public Service Regulation (PSR), Public Service Act (PSA). Skills: Communication, People Management, Listening, Computer Literacy, Time Management, Analytical, Numeracy, Interpersonal, Report Writing, Planning and Organising.

**DUTIES** : Facilitate provincial operational performance. Manage service providers and suppliers contract management. Manage all the applications within Business Operations. Manage resources (Human, Finance, Equipment/Assets) in the Sub-directorate. Provide operational support services in provincial offices to ensure consistency. Coordinate the implementation of new operational policies and procedures. Manage resources (Human, Finance, Equipment/Assets) in the Sub-directorate.

**ENQUIRIES** : Mr GN Tshabalala Tel No: (012) 337 1508  
**APPLICATIONS** : Email: [Jobs-UIF6@labour.gov.za](mailto:Jobs-UIF6@labour.gov.za)  
**FOR ATTENTION** : Sub-directorate: Human Resource Management, UIF

**POST 10/18** : **ASSISTANT DIRECTOR: IT AUDITS REF NO: HR 4/4/3/2ASDITA/UIF**

**SALARY** : R376 596 per annum  
**CENTRE** : Unemployment Insurance Fund: Head Office  
**REQUIREMENTS** : Three-year tertiary qualification in Internal Auditing /Auditing /Accounting. Two (2) years functional experience in ICT Audits. Two (2) years supervisor experience. Registered member with professional body of Institute of Internal Auditors (IIA). Information Systems Audit and Control Association (ISACA). Valid driver's licence. Knowledge: Internal Audit Manual and Methodology, Public Finance Management Act (PFMA), Basic Conditions of Employment (BCEA), Public Service Regulations, Conflict Management, Public Service Regulations (PSR), Public Service Act, Treasury Regulations, Unemployment Insurance Act (UIA), Labour Relations Act (LRA), Unemployment Insurance

Contributions Act (UIAC), Auditor General Processes and Procedures, Promotion of Access to Information Act (PAIA), ICT Audit Standards and COBIT (control objectives for information related technologies) framework. Skills: Communication, Coordinating, Audit Techniques, Risk Assessment, Negotiation, Presentation, Problem Solving, Planning and Organizing, Policy Analysis and Development, Computer Literacy, Management, Interpersonal, Report Writing, Analytical.

**DUTIES** : Facilitate IT audits engagement planning. Facilitate the review of controls on systems, assets, operations and IT projects. Coordinate the evaluation of reliability and integrity of information. Coordinate the provision of the three-year rolling plan and implement it. Manage resources (Human, Financial, Equipment / Assets) within the IT Audit sub directorate.

**ENQUIRIES** : Mr KB Mahloko Tel No: (012) 337 1609

**APPLICATIONS** : Email: [Jobs-UIF7@labour.gov.za](mailto:Jobs-UIF7@labour.gov.za)

**FOR ATTENTION** : Sub-directorate: Human Resource Management, UIF

**POST 10/19** : **SENIOR PRACTITIONER: EMPLOYEE HEALTH AND WELLNESS REF NO: HR 4/4/3/1SPEHW/UIF**

**SALARY** : R316 791 per annum

**CENTRE** : Unemployment Insurance Fund: Head Office

**REQUIREMENTS** : Three-year tertiary qualification in Social Science/Social Work/ Psychology. Registration with HPCSA or SACSSP will be an added advantage. Two (2) years functional experience in the Employee Health and Wellness environment. Knowledge: Employee Health and Wellness Programmes (EHWP), Public Financial Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA). Skills: Negotiation, Counselling, Motivational, Problem Solving, Presentation, Planning and Organizing, Communication (Verbal and Written), Computer Literacy, Report Writing, Creativity, Numeracy.

**DUTIES** : Arrange employee support services through integrated wellness programmes. Provide assistance on chronic illnesses in the workplace (HIV/AIDS, TB, etc.). Facilitate crises intervention, therapy and counselling to employees. Implement employee Health and Wellness Strategic Framework.

**ENQUIRIES** : Mr SR Makwela Tel No: (012) 337 1772

**APPLICATIONS** : E-mail: [Jobs-UIF8@labour.gov.za](mailto:Jobs-UIF8@labour.gov.za)

**FOR ATTENTION** : Sub-directorate: Human Resource Management, UIF

**POST 10/20** : **CHIEF PERSONNEL OFFICER (HRO) REF NO: HR 4/4/8/35**

**SALARY** : R316 791 per annum

**CENTRE** : Provincial Office - Kimberley

**REQUIREMENTS** : Three (3) years relevant tertiary qualification in Human Resources Management. One to two years supervisory experience doing the Human Resources Management Services. Knowledge: All labour legislations, Departmental policies and procedures, HR related systems, Public Service Act, Batho Pele principles, Public Service Regulations. Skills: Communication, Presentation, Conflict management, Analytical, Report writing Computer literacy, Planning and organising, Supervisory, Time Management.

**DUTIES** : Monitor the recruitment and selection process. Facilitate the processing and approval of service benefits e.g. leave, housing allowances, acting allowances, overtime etc. Provide and monitor termination of service at the Province. Monitor establishment and the implementation of HR policies. Monitor the payment of salaries. Manage all the resources within the section.

**ENQUIRIES** : Ms Musa MR Tel No: (053) 838 1523

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301or hand deliver at Cnr Compound and Pniel Road

**FOR ATTENTION** : Human Resources Operations, Provincial Office Kimberley Email: [Jobs-NC@labour.gov.za](mailto:Jobs-NC@labour.gov.za)

**GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM**

*The GCIS is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. People with Disabilities with disabilities will be accommodated within reasonable limits. Therefore preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan.*

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Ms Milcend Kotelo
- CLOSING DATE** : 09 April 2021
- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The fully completed and signed Z83 form should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all academic qualification(s) including the matric certificate, ID-document and drivers licence where required. The certification must be within six (6) months. 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. No faxed, copied or e-mailed application will be considered. Where a driver's license is essential, such a license should be attached. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration.

**OTHER POST**

- POST 10/21** : **PLANNING OFFICER REF NO: 3/1/5- 21/ 21**  
(12 Months contract)  
Directorate: Strategic Planning and Performance Monitoring
- SALARY** : R257 508 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession of a National Diploma (NQF 6) in Public Administration or related field, with minimum two years' experience in strategic planning, performance reporting or programme evaluation within the public sector and Non-Profit Organisation. Knowledge and understanding of Government strategic planning and performance reporting frameworks. Experience in verification of programme performance information. Ability to work independently and make sound decisions with minimum supervision. General knowledge of government mandate and an interest in strategic management processes. Excellent interpersonal skills. Proven report –writing skills. Ability to interact and communicate with people of all level. A proven team player. High level of computer literacy. Excellent power point presentation skills.
- DUTIES** : The successful candidate will be responsible assist in the consolidation and submission of the Annual Performance Plans, assist in the alignment of the Strategic plan, Annual Performance Plan and TIDs, Participate in the process of reviewing the TISs, Assist with the process of approval for the Annual Performance Plan; Engage with various units across the department on all

**ENQUIRIES**

planning related activities, Keep record of all correspondence and/or document relating to Strategic Planning; and Load, monitor, amend and report on the information/data in the OPMS. The Planning Officer will be reporting to the existing position of the Deputy Director within the SPPMR.  
: Mr Gilbert Letsoalo Tel No: (012) 473 0473

**GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)**

- 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](http://www.gtac.gov.za) for more information. NB only online applications will be accepted.
- CLOSING DATE** : 09 April 2021 at 12h00 pm.
- 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. Despite working remotely, a signed Z83 is required, and no electronic name will be accepted. A recent comprehensive CV and originally certified copies of qualifications, and Identity Document (ID) should be submitted. Certification should not be older than 6 months from date of application. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to pre-interview case studies, personnel suitability checks and the successful candidate will undergo the SMS Competency Assessment and security screening 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 1 month of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts. The DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements was amended with effective date of 01 April 2020. According to the directive requirement for appointment at SMS level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicant should therefore have a proof that they have registered the for the Pre-entry certificate and have completed the course before the appointment. The cost of the pre-entry certificate is for the candidate's expense. To access the pre-certificate course, please visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>

**MANAGEMENT ECHELON**

- POST 10/22** : **DIRECTOR: HUMAN CAPITAL MANAGEMENT REF NO: G01/2021**  
(Term: Permanent)
- SALARY CENTRE REQUIREMENTS** : R1 057 326 – R1 245 495 per annum (Level 13) (all-inclusive package)  
: Pretoria  
: A degree (NQF level 7 qualification) in Human Resource Management, Industrial Psychology, Personnel Practices, Business Management or other related field. A minimum of 6 – 8 years' experience in Human Resources Management. At least 5 years of experience at middle or senior managerial level. Senior Management experience an added advantage. Experience in the public service policy development and implementation is required. Experience in Industrial Relations is required. Competencies required: Human Resources Development and Performance Management: Knowledge of the practices and strategic and operational requirements for the education, training and development of human resources including career planning and development and bursaries management, and DPSA regulations regarding the management of performance and performance awards. Organisational Design and Workforce Planning: Knowledge of the practices and strategic and operational requirements for organisational design and workforce planning including strategy analysis, function and business process modelling, job design and evaluation, competency frameworks design, and the establishment of posts in the public service. People Development and Management: Knowledge of mobilising people to work toward a shared purpose in the best interests of the department, the people comprising it and the people it serves. It involves attracting, supporting developing and retaining a talented and diverse workforce. Demonstrates concern for individual differences and employee morale and fosters employee development through responsible sharing, learning and training opportunities. Administrative Operations; Knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives. This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within various enabling



functions which may include human resources management, resource management, employee support services, documentation, procurement and financial management. Computer Literacy; Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MSOffice, Internet, email). Employee Health and Wellness: Knowledge of the practices and strategic and operational requirements for managing the health and wellness of employees including the management of sick leave, incapacity leave and ill-health retirement, and bereavement support, and development and implementation of employee wellness programmes. Employee relations: Knowledge of the practices and strategic and operational requirements for the management of the employment relationship between the employee, manager, and labour representative, where applicable, collective bargaining, employee involvement in decision-making, employee consultation, disciplinary and grievance management and employee relations reporting. Employment Equity: Knowledge of the practices and strategic and operational requirements for the management of the employment equity profile of the organisation, gender mainstreaming, disability management, and EE records management and information reporting. Government Knowledge: Knowledge of government policies and strategies regarding employment creation, skills development and human resource development as contained in, inter alia, the National Development Plan, MTEF, National Skills Development Strategy, Human Resource Development Strategy for South Africa, and Human Resource Development Strategic Framework for the Public Service. Human Resources Administration: Knowledge of the practices and strategic and operational requirements for employee recruitment, appointment, probation, remuneration, benefits and payroll, employee health and wellness, termination and exit management, and human resources information management and reporting. Legislative Knowledge: Knowledge of the Public Service Act, Public Finance Management Act, and related Acts and Regulations governing support services in the Public Service and GTAC. Security Management: Work that involves ensuring the confidentiality, integrity, and availability of people, systems, networks, and data through the planning, analysis, development, implementation, maintenance, and enhancement of security programs, policies, procedures, and tools. Change Management: initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery. Deliver the message of change in both words and actions and motivate people to change. Strategic Capacity and Leadership: Provides a vision, sets the direction for the HCM unit and inspires others to delivery on the organisational mandate. Gives direction to team in realising the organisation's strategic objectives. Impacts positively on team morale, sense of belonging and participation. Develops detailed action plans to execute strategic initiatives. Concern for Quality and Order: Desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Emotional Intelligence: Capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others.

**DUTIES**

: To ensure the efficient and cost-effective resourcing and capacitation of GTAC through the management of human capital. HCM Strategy, Budget, and Governance Management: Manage the provision of HCM inputs to the GTAC strategy and APP, and the development, implementation, monitoring and reporting on the HCM APP and performance indicators. Manage the preparation, compliance and performance monitoring, record keeping and reporting on the HCM budget and expenditure. Actively participating and making meaningful contribution in all meetings. Effectively implement decisions of the GTAC governance and management committees affecting HCM. Manage the establishment and maintenance of the HCM management framework and internal controls including policies and procedures, business processes, guidelines and templates, systems and databases, and delegations register. Manage the lodging, communication, compliance monitoring and periodic reviewing and enhancement where required of the HCM management framework and internal controls. Manage the provision of support to GTAC audit committee and internal and external audits, including preparation and

availability of documentation and information, and the implementation of corrective measures with regard to audit findings. HCM Capacity and Staff Performance Management: Manage the capacity and productivity of HCM including the establishment of posts, recruitment of staff, delegation of work, development of staff. Manage HRM staff performance and learning including the: development, monitoring and reviewing of annual performance plans and indicators, reviewing and reporting of performance results, development and implementation of personal development plans. Manage, in collaboration with ICT, the HCM connectivity, applications and databases functionality and performance. Manage the utilisation and performance of the HCM electronic and paper document management system. Manage the planning and utilisation of the HCM office resources and assets, and auxiliary services. HCM Operations Management, Client Relationships Quality Management: Monitoring and reporting on the management of the HCM delegations and operating frameworks including the development and implementation of the GTAC delegations for HCM, development and implementation of the GTAC File Plan, both electronic and in paper format as well as development, implementation, maintenance and reporting on the GTAC operations management framework and service delivery improvement plan. Manage the Ethics Management Function, including the assumption of Ethics Officer role for the GTAC by ensuring establishment of ethics management frameworks, including policies, committees, guidelines and procedures. Management of financial disclosures. Management of the GTAC gift register. Manage the establishment and maintenance of client and partner relationships and partnerships, and provision of support and advice to strategic stakeholders and partners. Manage the performance and continuous improvement of HCM services delivery including researching and benchmarking services against best-practices, evaluating services against stakeholder and business needs, building network groups for reference and benchmarking, and knowledge exchange and sharing. Manage the development and continual improvement of techniques, tools, methodologies and approaches for the delivery of HCM services. Employee Relations, Disciplinary and Grievances Management: Direct, approve, obtain approval and monitor the GTAC employee relations including the Implementation of progressive discipline, grievance and poor performance processes, Processing and resolution of grievances within the prescribed timeframes. Development of terms of reference and sourcing of investigators to resolve misconduct, grievance and other GTAC cases which cannot be investigated internally. GTAC representation in relevant forums including the DBC, PSCBC, GPSSBC, CCMA, Labour Court, Department of Labour, and National Labour Councils. Direct, approve/obtain approval and monitor the GTAC disciplinary and bargaining processes and reporting including the arrangement of DBC meetings and attendance as GTAC employer representative. Provision of secretariat services including minute taking and records keeping. Provision of technical advice and guidance on negotiation and conflict resolution to the DBC. Provision of advice to management on implications of DBC decisions. Implementation of DBC recommendations. Documenting and submission of DBC discussions to the PSCBC within the required timeframe. Direct and oversee the implementation of Employment Equity, Diversity and Transformation programmes, including the Development of the GTAC's Employment Equity Plan. Development and appointment of Employment Equity Committee. Provision of reasonable accommodation for persons living with disabilities and Management, development and implementation of diversity and transformation programs. Human Resources Management: Oversee, approve, monitor and report on the management and provision of the GTAC human resources services including the management of HR Planning and performance management. Management of the GTAC organisational design, post establishment and job grading. Management of GTAC recruitment, selection, on-boarding and retention of staff. Management and development of talent management policies and programs for all human capital. Management of employee benefits and compensation allowances, deductions and all statutory and collective agreement provisions. Management of employee satisfaction, engagement as well as exit management. Management and provision of change management services. Management of employee health and wellness. Management of the GTAC HR information systems and employee records. HCM Information Management and Reporting: Manage the preparation and supply of HCM information and documents for compliance checking and auditing purposes. Manage the preparation and submission of statutory reports to DPSA, DPME, Stats SA, Department of Labour as well as Councils and other statutory bodies. Manage the preparation and submission of monthly reports, quarterly overview

and progress reports and annual performance reports. Manage the preparation and provision of information for inclusion in the GTAC annual report and other strategic documents. Manage the preparation and provision of facilities management information and documents for, and implement decisions of, the GTAC committees including EXCO, MANCO, PSAC and the Governance and Risk Management Sub-Committee.

**ENQUIRIES**

: Kaizer Malakoane Tel No: (012) 315 5442

## DEPARTMENT OF JUSTICE &amp; CONSTITUTIONAL DEVELOPMENT

*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.*

- CLOSING DATE** : 06 April 2021
- NOTE** : Interested applicants must submit their applications for employment to the email address specified to each post. The email must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, a CV with a font size of 10 and Arial theme font, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary. Attachments must be in a PDF format and limited to 10 megabytes. Emails that do not comply with the above specifications will bounce back without reaching the Department. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. 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. 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.
- ERRATTUM:** Kindly note that the post of Deputy Director: Contract Management Ref No: 21/18/CFO advertised in public service vacancy circular 09 dated 12 February 2021, the post 05/32 of Deputy Director: Contract Management has been withdrawn and applicants who applied will be considered on the post 06/17 published in the same publication dated 19 February 2021. Enquiries: Ms S Maribeng (012) 315 1103. We apologize for any inconvenience caused.
- MANAGEMENT ECHELON**
- POST 10/23** : **CHIEF DIRECTOR: RULES BOARD FOR COURTS OF LAW REF NO: 21/49/LD**
- SALARY** : R1 251 183 – R1 495 956. The successful candidate will be required to sign a performance agreement
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : LLB or 4 year recognised legal qualification at NQF 7; At least 5-10 years appropriate experience in advisory/litigation; 5 years' experience must be at senior management level; Admission as an Advocate or Attorney; Knowledge of the Civil Justice System and the Rules of Court; Experience in Constitutional Law and Administrative Law will be an added advantage; Knowledge of the Public Finance Management Act (PFMA); National School of Government (NSG) pre-entry certificate into Senior Management Services (SMS); A valid driver's license. Skills and Competencies: Legal research and legislative drafting; Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication; Honesty and Integrity.
- DUTIES** : Key Performance Areas: To strategically lead, oversee and facilitate the rendering of services to the Rules Board for Courts of Law so as to; Manage and facilitate the development of new rules and amendments of the Rules of Court and projects related to the Rules Board for Court of Law; Manage the delivery of the Rules Board programme; Manage the Secretariat of the Rules Board for Courts of Law; Manage and facilitate the Rules Board meetings and decisions; Manage and facilitate the publication of Court Rule amendments; Perform generic management functions.

- ENQUIRIES** : Ms P Leshilo Tel No: (012) 357 – 8240
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Email Address: [DOJ21-49-LD@justice.gov.za](mailto:DOJ21-49-LD@justice.gov.za)
- NOTE** : People with disabilities are encouraged to apply.
- POST 10/24** : **CHIEF DIRECTOR: LEGISLATIVE DEVELOPMENT REF NO: 21/50/LD**
- SALARY** : R1 251 183 – R1 495 956 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : LLB or 4 year recognised legal qualification at NQF 7; At least 5-10 years' experience should be in legislative drafting and legal research; 5 years' experience must be at senior management level; Sound knowledge of the Constitution, Constitutional Law and Administrative Law; Admission as an Advocate or Attorney; Knowledge of the Public Finance Management Act (PFMA); National School of Government (NSG) pre-entry certificate into Senior Management Services (SMS); Experience in Constitutional Law and Administrative Law will be an added advantage; A valid driver's license Skills and Competencies: Legal research and legislative drafting; Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication skills; Honesty and Integrity.
- DUTIES** : Key Performance Areas: To manage, co-ordinate and, conduct the investigation, preparation, promotion and promulgation of primary and secondary legislation which has a bearing on the line functions of the Department; Advise the Minister, Deputy Minister and Director-General on all matters of a legislative nature; Manage the revision of fees and tariffs in terms of legislation administered by the Department; Put new or amending Acts as promoted by the Department, into operation; Represent the Department and provide inputs at workshops, seminars and conferences on issues relating to legislation; Manage, coordinate and implement the Department's Annual Legislative Programme and the Chief Directorate's Operational Plan; Manage and coordinate the development and implementation of strategic and annual performance plans.
- ENQUIRIES** : Ms P Leshilo Tel No: (012) 357 – 8240
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Email Address: [DOJ21-50-LD@justice.gov.za](mailto:DOJ21-50-LD@justice.gov.za)
- NOTE** : People with disabilities are encouraged to apply.
- POST 10/25** : **DIRECTOR: GUARDIAN FUNDS REF NO: 21/47/CFO**
- SALARY** : R1 057 326 – R1 245 495 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : A Degree in Financial Management/or Public Administration at NQF level 7 (with Accounting as a major subject); A minimum of six (6-10) years relevant experience in financial and trust funds environment; Minimum of 5 years' experience at middle/senior managerial level; Knowledge of Public Finance Management Act (PFMA) and National Treasury Regulations; Knowledge of GRAP/GAAP, accrual accounting as well as modified cash and cash accounting; A valid driver's license. This will be added as advantage: Experience in Third Party Funds administration, the Guardian Fund System and working knowledge of SAP; Knowledge of the Department of Justice and Constitutional Development and its trust functions and services; Skills And Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication; Honesty and Integrity.
- DUTIES** : Key Performance Areas: Oversee GF Financial and Accounting operations; Oversee GF Reporting and Audit Facilitation; Manage Guardian Funds (GF) bank reconciliations in terms of National Treasury Regulations (NTR) Regulations/DFI/Policies/Circulars and Procedure Manuals; Compile trail balance, annual financial statements and annual report from information gathered from master's Office, Chief Master, Systems utilized and other sources in line with generally accepted accounting practice; Provide effective people management.
- ENQUIRIES** : Mr. J Maluleke Tel No: (012) 315 1090

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Email Address: [DOJ21-47-CFO@justice.gov.za](mailto:DOJ21-47-CFO@justice.gov.za)  
**NOTE** : Preference will be given to women and people with disability.

#### OTHER POSTS

**POST 10/26** : **DEPUTY DIRECTOR: SECURITY AND RISK MANAGEMENT REF NO: 2021/06/MP**

**SALARY** : R733 257 – R863 748 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Regional Office: Mpumalanga

: Bachelor's degree or a 3-year National Diploma in Public Administration or equivalent qualification at NQF6; Minimum three years' management experience in Security Management; A valid driver's license. Knowledge and understanding of applicable legislation including Asset Management, Public Finance Management Act (PFMA), Treasury Regulations and Occupational Health and Safety Act; Experience and technical knowledge in the functions and use on physical security and electronic access control equipment and systems. The following will be added advantage: Security Administration or Security Management Course; Risk Management; Intensive Fire Prevention(Fire Regulations);Communication Security(Cryptography);Knowledge of Budget planning and control. Skills and Competencies: Written and Verbal communication skills; Project management and analytical skills; Experience and technical knowledge in the functions and use on physical security and electronic access control equipment and systems; Ability to work with difficult clients and resolve conflict; Initiative and creativity; Ability to function independently and work extended hours when necessary; Successful completion of a security screening with SSA; Cultural diversity; Strong leadership with strategic capabilities; Presentation and facilitation skills.

**DUTIES** : Key Performance Areas: Provide 24 hour guarding services at all identified Courts; Advice management on security policy and implications of management decisions; Identify all risks, threats and provide security risk management services; Roll out of Contingency Plan and OSHA compliance at sub offices at the Region; Evaluate and improve the effectiveness of security measures, procedures and conduct security training sessions to all officials; Ensure proper administration of vetting applications; Regularly conduct security audits and provide cash in transit services at all identified courts

**ENQUIRIES APPLICATIONS** : Ms NC Maseko Tel No: (013) 753 9300/224  
: Quoting the relevant reference number, direct your application to. Email Address: [DOJ2021-06-MP@justice.gov.za](mailto:DOJ2021-06-MP@justice.gov.za)

**NOTE** : Successful candidate will be required to undergo completion of a security screening with SSA

**POST 10/27** : **DEPUTY DIRECTOR: LANGUAGE POLICY & INTERPRETING SERVICES REF NO: 04/20/NC**

Re-advertisements; candidates who previously applied are encouraged to re-apply)

**SALARY** : R733 257 – R863 748 per annum. (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Regional Office Kimberley

: A Bachelor's Degree/ National Diploma in Administration/Management or equivalent qualification; Minimum of six (6) years' experience in Administration and 3 years' experience should be at Supervisory level; Knowledge of Language Policy and Language services ; Interpreting Services; Public Service Regulations, Public Finance Management Act, Treasury Regulations and Labour Relations Act; A valid driver's license; Skills and Competencies: Computer Literacy (Ms Word, Power Point, Outlook, Excel); Communication skills (written and verbal); Research, monitoring and evaluation and report writing; Policy Development; Financial management; Cultural diversity; Strong leadership with strategic capabilities; Translation and editing; Presentation and facilitation skills.

**DUTIES** : Key Performance Areas: Manage the development of Language and Court Interpreting strategies and policies; Monitor performance on the implementation of language and Court Interpreting services; Facilitate language policy awareness; Manage language serve stakeholders and customer relations; Provide effective people management.

**ENQUIRIES** : Ms. S. Segopa Tel No: (053) 832 1380

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Email Address: Muller Romeo Rommuller@justice.govza and Olivier Shaun Solivier@justice.gov.za
- POST 10/28** : **DEPUTY MASTER MR-6 REF NO: 21/46/MAS**
- SALARY** : R473 820 – R1 140 828 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Master of the High Court: Johannesburg  
: LLB degree or a four year recognized legal qualification; 8 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislations; Experience in the functional fields of the services provided by the Masters of the High Court and Masters environment including Guardian's Fund; Relevant post qualification's legal service certificates will be an added advantage. Skills and Competencies: Estate duties; Trusts; Administration of Estates; Legal research and drafting; Dispute Resolution; Planning, organizing and analytical skills; People development and empowerment; Strategic and conceptual orientation; Problem solving and decision making skills; Good communication skills (verbal and written); Computer literacy.
- DUTIES** : Key Performance Areas: Monitor and advice on conductive determinations and assessment of Estate duties in terms of the Act by virtue of the delegation of South African Receiver of Revenue; Monitor and review all legal and administrative operations at the Office of the Master of the High Court; Ensure that all functions within the office contribute towards the Strategic direction of the Masters Branch and ultimately the Departmental strategic objectives; Ensure effective and efficient delivery of service, financial and human resource management within the Office of the Master; Draft legal documents that provide clear justification; Mediate and conciliate disputes by advising on the outcome of its resolution.
- ENQUIRIES APPLICATIONS** : Mr C Msiza Tel No: (012) 315 4754  
: Quoting the relevant reference number, direct your application to: Email Address: [DOJ21-46-MAS@Justice.gov.za](mailto:DOJ21-46-MAS@Justice.gov.za)
- NOTE** : People with disabilities are encouraged to apply.
- POST 10/29** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 2021/07/MP**
- SALARY** : R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office – Mpumalanga  
: An appropriate Degree/National Diploma in Commerce, Accounting or Economics or equivalent qualification; Minimum of 3 years related supply chain experience at supervisory level; A valid driver's license; Knowledge of the Preferential Procurement Policy Framework Act (PPPFA), BBBEE and Treasury Regulations; Knowledge of Supply Chain Management Framework. Skills and Competencies: Computer Literacy (MS Office and Excel; Good Communication skills (Verbal and Written); Planning and organizing skills; Project Management skills; Client Orientation and Customer focus skills; Financial Management skills; Presentation and Facilitation skills; Good interpersonal relations.
- DUTIES** : Key Performance Areas: Coordinate (synergise), review and execute the bidding process; Coordinate, review, and compile the list of prospective providers for quotations. Coordinate, review, and source quotations from database according to the threshold values determined by the National Treasury; Supervise employees to ensure an effective acquisition management service; Undertake all administrative functions required with regard to financial and HR administration.
- ENQUIRIES APPLICATIONS** : Ms NC Maseko Tel No: (013) 753 9300/249  
: Quoting the relevant reference number, direct your application to: Email Address: [DOJ2021-07-MP@justice.gov.za](mailto:DOJ2021-07-MP@justice.gov.za)
- POST 10/30** : **ENIOR AUDITOR: GENERAL ASSURANCE REF NO: 21/11/IA**
- SALARY** : R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office: East London

<b><u>REQUIREMENTS</u></b>	:	A Degree or National Diploma with majors in Auditing/Internal Auditing and Accounting; At least 3 years' experience in Internal Auditing of which one year should be as a team leader or potential to lead a team and/or completion of the General Internal Auditing (including IAT Learnership – 3 years) Learnership from the IIA plus 2 year internal audit experience; Knowledge of the Public Finance Management Act (PFMA) , PAIA and IIA standards; Knowledge of Prevention and Combating Corruption Activities Act; A valid driver's license. Skills and Competencies: Research and analytical skills; Report writing skills; Interpersonal relations; Accuracy and attention to detail; Planning and organizing; Computer literacy (MS word, PowerPoint, Outlook and Excel); Communication (written and verbal) skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Supervise and participate in the development of strategic internal audit plans; Evaluate the departments controls/objectives to determine effectiveness and efficiency through internal audits; Conduct performance and general assurance services in the department; Review, collect information and compile reports to the accounting officer and audit committee; Provide effective people management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr O Melato Tel No: (012) 315 1351
<b><u>NOTE</u></b>	:	Quoting the relevant reference number, direct your application: Email Address: <a href="mailto:DOJ21-11-IA@justice.gov.za">DOJ21-11-IA@justice.gov.za</a>
<b><u>POST 10/31</u></b>	:	People with disabilities are encouraged to apply.
<b><u>POST 10/31</u></b>	:	<b><u>COURT INTERMEDIARY REF NO: 2021/04/MP</u></b>
<b><u>SALARY</u></b>	:	R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Eerstehoek Magistrate Office
<b><u>CENTRE REQUIREMENTS</u></b>	:	Three year Bachelor Degree/ National Diploma in one of the following fields; Education, Social Work/ family counseling, Child Care and Youth Development, Paediatrics, Psychiatry, Clinical Counseling, Educational Psychologist; Applicants must be duly registered with the relevant professional/scientific organization/body in their field of specialization; Minimum of three years' working experience in the applicable field; Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages; Knowledge of the relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children's Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998); A valid driver's license; Be fluent in the predominant language(s) of the jurisdictional area of the court (Isizulu, siSwati, Tsonga, isiNdebele and English); Afrikaans and ability to communicate in any foreign language will be added advantage. Skills and Competencies: Communication and empathy listening skills (with children, persons with: mental disabilities and other traumatized witnesses); Trauma and basic counseling skills; Interpersonal skills; Customer focus and responsiveness; Administrative skills; Computer literacy (Ms Word, PowerPoint, Outlook, Excel); Problem solving and decision making skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Provide intermediary services to children, persons with mental disabilities and other traumatized witnesses; Provide specialized child language and disability services; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witness and make appropriate referrals, Render administration support service in court; Assist children to testify with the aid of anatomically-detailed dolls.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. Nc Maseko Tel No: (013) 753 9300/224
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: Email Address: <a href="mailto:DOJ2021-04-MP@justice.gov.za">DOJ2021-04-MP@justice.gov.za</a>
<b><u>POST 10/32</u></b>	:	<b><u>HUMAN RESOURCE PRACTITIONER REF NO: 21/48/HR</u></b> Division: Human Resource Information Management
<b><u>SALARY</u></b>	:	R257 508 – R303 339 per annum. The successful candidates will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office, Pretoria
<b><u>CENTRE REQUIREMENTS</u></b>	:	A 3 years National Diploma in HRM/Public Management or equivalent qualification; Minimum of 2 years' experience in Human Resource of which 1 year should be in Record Management; Knowledge of relevant HR prescripts; Knowledge of Persal and National Archives will be an advantage. Skills and Competencies: Organizing skills; Analytical and decision-making skills;



- Conceptualization skills; Good computer literacy (Ms Word, Excel and PowerPoint); Communication skills (verbal and advanced written); Interpersonal skills; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Assist With The Coordination And The Development Of HR Filing Systems; Assist With Development And Review Of HR Records Management Policies And Strategies; Maintain Effective And Retrievable Record Management System; Implement And Administer Human Resource Administration Practices; Facilitate Disposal Of Documents.
- ENQUIRIES APPLICATIONS** : Ms N Joseph Tel No: (012) 357 8646  
: Quoting the relevant reference number, direct your application to: Email Address: [DOJ21-48-HR@justice.gov.za](mailto:DOJ21-48-HR@justice.gov.za)
- POST 10/33** : **ASSISTANT MASTER, MR3- MR5 (X4 POSTS)**
- SALARY** : R257 073 – R912 504 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Master Of The High Court: Pietermaritzburg Ref No: 21/37/MAS  
Master of the High Court: Grahamstown Ref No: 21/38/MAS  
Master of the High Court: Johannesburg Ref No: 21/39/MAS  
Master of the High Court: Thohoyandou Ref No: 21/61/MAS
- REQUIREMENTS** : LLB Degree or four years recognized legal qualification; 2 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 Masters 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; Communication skills; Ability to work under pressure and independently in a highly pressurized environment.
- DUTIES** : 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.
- ENQUIRIES APPLICATIONS** : Mr. S. Maeko Tel No: (012) 315 1996  
: Quoting the relevant reference number, direct your application to: Email Address: [DOJ21-37-MAS@justice.gov.za](mailto:DOJ21-37-MAS@justice.gov.za)  
[DOJ21-38-MAS@justice.gov.za](mailto:DOJ21-38-MAS@justice.gov.za)  
[DOJ21-39-MAS@justice.gov.za](mailto:DOJ21-39-MAS@justice.gov.za)  
[DOJ21-61-MAS@justice.gov.za](mailto:DOJ21-61-MAS@justice.gov.za)
- NOTE** : People with disabilities are encouraged to apply. Separate applications must be made quoting the relevant reference.
- POST 10/34** : **REGISTRAR MR1 – MR5 REF NO: 09/20/NC**  
Re-advertisements; candidates who previously applied are encouraged to re-apply
- SALARY** : R198 411 – R480 921 per annum. (Salary will be determined in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office Kimberley
- REQUIREMENTS** : LLB degree or a four year recognized legal qualification; A valid driver's license. Knowledge of Magistrate's Court Act. Skills and Competencies: Skills and Competencies; Legal research and Drafting; Dispute resolution; Case Flow Management, Numerical, Office Management, Planning and organization, Communication (written & verbal); Computer literacy (MS Office); Ability to interpret acts and regulations.
- DUTIES** : Key Performance Areas: o-ordinate Case Flow Management support services to the judiciary; Manage the issuing all processes that initiate court proceedings, process and grant judgments by default as required by the Magistrates Court Act, 1944; Manage the Civil and Criminal Sections, including divorce cases, issue court orders and analyse statistics; Assist the public with court procedures, process reviews and appeals; Management of case records as well as the record room and deal with the files in terms of the Archives Code/Act, Tax legal bills of costs and attend to the review which may follow from such taxation; Provide practical training and assistance to the clerks of court in the lower courts.
- ENQUIRIES** : Ms M Phiri Tel No: (053) 8021300

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Email Address: Muller Romeo Rommuller@justice.govza and Olivier Shaun Solivier@justice.gov.za.
- POST 10/35** : **ESTATE CONTROLLER EC1 (X4 POSTS)**
- SALARY** : R198 411 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Master Of The High Court: Pietermaritzburg Ref No: 21/35/Mas (X1 Post)  
Master of the High Court Johannesburg Ref No: 21/36/Mas (X2 Posts)  
Master of the High Court: Port Elizabeth Ref No: 21/64/Mas (X1 Post)
- REQUIREMENTS** : 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.
- DUTIES** : Key Performance Areas: Administer deceased and Insolvent Estates, Curatorships, 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.
- ENQUIRIES** : Mr. S. Maeko Tel No: (012) 315 1996
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Email Address: [DOJ21-35-MAS@justice.gov.za](mailto:DOJ21-35-MAS@justice.gov.za)  
[DOJ21-36-MAS@justice.gov.za](mailto:DOJ21-36-MAS@justice.gov.za)  
[DOJ21-64-MAS@justice.gov.za](mailto:DOJ21-64-MAS@justice.gov.za)
- NOTE** : People with disabilities are encouraged to apply. Separate applications must be made quoting the relevant reference.

**NATIONAL PROSECUTING AUTHORITY**

*The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2016, will take highest preference in selection of suitable candidates.*

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E-mail as stated below.
- CLOSING DATE** : 08 April 2021
- NOTE** : For your application to be accepted: Applications must be submitted on a Z83, obtainable from any Public Service department or on [www.npa.gov.za](http://www.npa.gov.za) which must be fully completed as per the instructions on the form, signed and dated. If the Z83 is not completed as prescribed your application will not be accepted. CVs without a Z83 will not be accepted. Handwritten Z83 must be completed in Block Letters. Only copies of certified required qualifications, identity document and other listed documents as per the advert, must be included with your application. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please DO NOT contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (3) three months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. A valid drivers license will be a requirement where applicable. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs.
- ERRATUM:** Please note that the Centre for the Personal Assistant with Ref No: Recruit 2021/173 post advertised in the Public Service Vacancy Circular 09 dated 12 March 2021 is CPP: Thohoyandou not DDPP: Thohoyandou and also the post of Data Capturer with Ref No: Recruit 2021/175 Public Service Vacancy Circular 09 dated 12 March 2021 is hereby withdrawn.

**OTHER POSTS**

- POST 10/36** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2021/194**  
National Prosecutions Service
- SALARY** : R983 019 - R1 536 567 per annum (Total Cost Package) (LP-9)
- CENTRE** : DDPP: Durban
- REQUIREMENTS** : A recognized four-year legal qualification. At least eight years' post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Five years' experience in legal practice will be an added advantage. Ability to act independently. Experience or knowledge in POCA legislation.
- DUTIES** : Study case dockets, decide in the institution of and conduct criminal proceedings. Draft charge sheets and other courts documents. Represent the state in all courts. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.
- ENQUIRIES** : Sifiso Ntombela Tel No: (031) 334 5084
- APPLICATIONS** : e mail [Recruit2021194@npa.gov.za](mailto:Recruit2021194@npa.gov.za)
- POST 10/37** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2021/226**  
Specialised Commercial Crimes Unit  
(Re-Advert)
- SALARY** : R983 019 - R1 536 567.per annum (Total Cost Package) (LP-9)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Port Elizabeth (East London)
	:	A recognized four-year legal qualification. At least eight years' post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Good advocacy, well-developed skills in legal research and legal drafting skills. Good knowledge of Civil and/ or Criminal procedures. Willing to travel. Able to work extended hours. Proficiency in prosecutions (information should be provided about experience of Commercial crime prosecution), competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations (applicants are required to indicate what experience, if any, they have in the prosecution of Commercial crime cases including Fraud, Theft, Corruption and Money-laundering). Good interpersonal, analytical, presentation and communication skills. Ability to act independently. Strong computer skills.
<b><u>DUTIES</u></b>	:	Conduct prosecutions of serious, complex and organised commercial crime cases and corruption matters. Advise the police on the investigation of serious, complex and organised commercial crime cases and corruption matters. Conduct legal research and keep-up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally conduct prosecution on behalf of the State.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Nosiseko Dome Tel No: (012) 842 1465
	:	e mail <a href="mailto:Recruit2021226@npa.gov.za">Recruit2021226@npa.gov.za</a>
<b><u>POST 10/38</u></b>	:	<b><u>DEPUTY DIRECTOR: COURT PREPARATION REF NO: RECRUIT 2021/198</u></b> National Prosecutions Service
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R869 007 per annum (Level 12)
	:	DPP: Cape Town
	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Social Work or equivalent. At least 3 years proven managerial working experience. Good Administration Skills. People management and empowerment. Strategic capability and leadership. Planning and Prioritising. Skills. Customer Focus and Responsiveness. Problem Solving and Decision Making. Valid driver's license.
<b><u>DUTIES</u></b>	:	Oversee Court Preparation Programme provided by Court Preparation Officers within the NPA for the Western Cape region. To mentor, coach, ensure effective transfer of skills to the Court Preparation Officials. Give guidance to the DPP/Governance Coordinators/Chief Prosecutors/SPP and Court Preparation Officers regarding the model and methodology of court preparation work. Ensure compliance with standards and guidelines for the establishment, roll out and management of court preparation services in the region for the prevention of secondary traumatisation and enhanced prosecution. Conduct court preparation and victim impact statements in high profile matters and implement the PEACE model and Victim Impact Statements for Court Preparation in courts. Act as an expert witness when called upon to do so. Lead staff towards achieving strategic goals of the NPA. Deal with representations and complaints and escalate. Contribute towards the management and implementation of the Victim's Charter. Promote partner integration, community involvement and customer satisfaction in conjunction with partners within the criminal justice system. Liaise with internal and external stakeholders and attend meetings, including National office. Perform all duties related thereto and duties assigned by the DDPP. Manage staff and other resources.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Angelene Jansen Tel No: (021) 487 7123
	:	e mail <a href="mailto:Recruit2021198@npa.gov.za">Recruit2021198@npa.gov.za</a>
<b><u>POST 10/39</u></b>	:	<b><u>STATE ADVOCATE (CASE MANAGER)</u></b> Sexual Offences and Community Affairs
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R763 212 - R1 266 156 per annum (Total Cost Package) (LP-7 to LP-8)
	:	Mthatha – Ref No: Recruit 2021/195
	:	Butterworth – Ref No: Recruit 2021/196
	:	Tonga – Ref No: Recruit 2021/197
<b><u>REQUIREMENTS</u></b>	:	A recognized four-year legal qualification. At least five years' post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. In depth and extensive knowledge of the law and management in respect of Sexual offences, Domestic Violence, Child Offenders and Trafficking in Person,

<b><u>DUTIES</u></b>	:	Maintenance matters. Demonstrate skill in community engagements and consultation on criminal justice matters is critical. Extensive computer skills will be an advantage. Positive security clearance.
	:	Assist in prosecuting complex sexual offences in the Sexual Offences Court. Tracking, monitoring and facilitation of cases through the Criminal Justice System. Assist in managing the court rolls at specialist hybrid court for Thuthuzela Care Centre reported cases and other sexual offences. Secure the attendance of witnesses, investigating officers and accused in custody at court. Ensure a reduction of turnaround time in the finalisation of cases to nine (9) months as per unit's strategy. Responsible for prosecutor guided investigators of Thuthuzela Care Centre reported cases and other related sexual offences matters. Help improve functional relationships. Constant follow-up with the relevant stake holders. Help increase the conviction rate. Perform other duties and activities as requested by Provincial Manager or Head of Unit. Assist in the setting up of Thuthuzela Care Centre and maintain the functioning thereof. Supervise, train and develop relevant role players including prosecutors and police. Institute and conduct criminal proceedings on behalf of the State. Perform any act incidental thereto and carry out the duties and functions assigned to the prosecutor under any act and/or Policy Manual. Study case dockets, make assessments thereof and decide on the institution prosecution. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Sandra Reddy Tel No: (012) 845 6670
	:	e mail Mthatha - <a href="mailto:Recruit2021195@npa.gov.za">Recruit2021195@npa.gov.za</a>
	:	Butterworth e mail <a href="mailto:Recruit2021196@npa.gov.za">Recruit2021196@npa.gov.za</a>
	:	Tonga e mail <a href="mailto:Recruit2021197@npa.gov.za">Recruit2021197@npa.gov.za</a>
<b><u>POST 10/40</u></b>	:	<b><u>REGIONAL COURT PROSECUTOR</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R510 432 per annum (Excluding Benefits) to R1 192 947 per annum (Total Cost Package) (Level LP-5 to LP-6)
<b><u>CENTRE</u></b>	:	CPP: East London – Ref No: Recruit 2021/221 (X3 Posts) (Mdantsane) – Ref No: Recruit 2021/222
<b><u>REQUIREMENTS</u></b>	:	A recognized four-year legal qualification. At least four years post qualification legal experience. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Litigation in the regional court and management experience will be an added advantage.
<b><u>DUTIES</u></b>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Talita Raga Tel No: (040) 608 6800
	:	CPP: East London e mail <a href="mailto:Recruit2021221@npa.gov.za">Recruit2021221@npa.gov.za</a> (Mdantsane) e mail <a href="mailto:Recruit2021222@npa.gov.za">Recruit2021222@npa.gov.za</a>
<b><u>POST 10/41</u></b>	:	<b><u>DISTRICT COURT PROSECUTOR</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R301 452 per annum (Excluding Benefits) to R847 047 per annum (Total Cost Package) (Level LP-3 to LP-4)
<b><u>CENTRE</u></b>	:	CPP: Mmabatho (Lehurutshe) – Ref No: Recruit 2021/199 CPP: East London – Ref No: Recruit 2021/223 (King Williams Town) – Ref No: Recruit 2021/224
<b><u>REQUIREMENTS</u></b>	:	A recognised four- year legal qualification. At least two years post qualification legal experience or one year post qualification legal experience for candidates who successfully completed the NPA Aspirant Prosecutor Program. Criminal court litigation experience will be an advantage. Proficiency in prosecuting. Guiding investigations and giving instruction. Ability to draft charge sheets and other complex court documents. Ability to act independently without constant supervision. Manage case court flow independently. Good administration skills. A valid driver's license will be a requirement where applicable.

<b><u>DUTIES</u></b>	:	Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents. Represent the State in court. Perform all duties related thereto in accordance with the code of conduct, Policy and directives of the National Prosecuting Authority.
<b><u>ENQUIRIES</u></b>	:	CPP: Mmabatho Flora Kalakgosi Tel No: (018) 381 9041 CPP: East London Talita Raga Tel No: (040) 608 6800
<b><u>APPLICATIONS</u></b>	:	CPP: Mmabatho (Lehurutshe) e mail <a href="mailto:Recruit2021199@npa.gov.za">Recruit2021199@npa.gov.za</a> CPP: East London e mail <a href="mailto:Recruit2021223@npa.gov.za">Recruit2021223@npa.gov.za</a> (King Williams Town) e mail <a href="mailto:Recruit2021224@npa.gov.za">Recruit2021224@npa.gov.za</a>
<b><u>POST 10/42</u></b>	:	<b><u>COURT PREPARATION OFFICER</u></b> National Prosecutions Service
<b><u>SALARY CENTRE</u></b>	:	R257 508 per annum (Level 07) (Excluding Benefits) DPP: Cape Town (High Court) - Ref No: Recruit 2021/200 CPP: Cape Town - Ref No: Recruit 2021/201 CPP George (Thembalethu) - Ref No: Recruit 2021/202 (Swellendam) - Recruit 2021/203 (Plettenberg Bay) - Ref No: Recruit 2021/204 CPP: Mitchells Plain (Bredasdorp) - Ref No: Recruit 2021/205 (Strand) - Ref No: Recruit 2021/206 (Hermanus) - Ref No: Recruit 2021/207 (Somerset West) - Ref No: Recruit 2021/208 CPP: Bellville (Malmesbury) - Ref No: Recruit 2021/209 (Vredendal) - Ref No: Recruit 2021/210 (Vredenburg) - Ref No: Recruit 2021/211 CPP: Wynberg (Stellenbosch) - Ref No: Recruit 2021/212 (Robertson) - Ref No: Recruit 2021/213 (Athlone) - Ref No: Recruit 2021/214 CPP: Ladysmith (Dundee) - Ref No: Recruit 2021/215 CPP: Pietermaritzburg (Camperdown) - Ref No: Recruit 2021/216
<b><u>REQUIREMENTS</u></b>	:	An appropriate B Degree (NQF level 7)/ Three (3) year Diploma (NQF 6) in Social Science/Behavioral Studies or equivalent. At least one year working experience in a court environment. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem-solving skills.
<b><u>DUTIES</u></b>	:	Provide holistic and integrated care for the victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.
<b><u>ENQUIRIES</u></b>	:	DPP: Cape Town; CPP: Cape Town; CPP: George; CPP: Mitchells Plain; CPP: Bellville; & CPP: Wynberg Angelene Jansen Tel No: (021) 487 7123 CPP: Ladysmith & CPP: Pietermaritzburg Thabisile Radebe Tel No: (033) 392 8753
<b><u>APPLICATIONS</u></b>	:	DPP: Cape Town (High Court) e mail <a href="mailto:Recruit2021200@npa.gov.za">Recruit2021200@npa.gov.za</a> CPP: Cape Town e mail <a href="mailto:Recruit2021201@npa.gov.za">Recruit2021201@npa.gov.za</a> CPP: George (Thembalethu) e mail <a href="mailto:Recruit2021202@npa.gov.za">Recruit2021202@npa.gov.za</a> (Swellendam) e mail <a href="mailto:Recruit2021203@npa.gov.za">Recruit2021203@npa.gov.za</a> (Plettenberg Bay) e mail <a href="mailto:Recruit2021204@npa.gov.za">Recruit2021204@npa.gov.za</a> CPP: Mitchells Plain (Bredasdorp) e mail <a href="mailto:Recruit2021205@npa.gov.za">Recruit2021205@npa.gov.za</a> (Strand) e mail <a href="mailto:Recruit2021206@npa.gov.za">Recruit2021206@npa.gov.za</a> (Hermanus) e mail <a href="mailto:Recruit2021207@npa.gov.za">Recruit2021207@npa.gov.za</a> (Somerset West) e mail <a href="mailto:Recruit2021208@npa.gov.za">Recruit2021208@npa.gov.za</a> CPP: Bellville (Malmesbury) e mail <a href="mailto:Recruit2021209@npa.gov.za">Recruit2021209@npa.gov.za</a> (Vredendal) e mail <a href="mailto:Recruit2021210@npa.gov.za">Recruit2021210@npa.gov.za</a> (Vredenburg) e mail <a href="mailto:Recruit2021211@npa.gov.za">Recruit2021211@npa.gov.za</a> CPP: Wynberg (Stellenbosch) e mail <a href="mailto:Recruit2021212@npa.gov.za">Recruit2021212@npa.gov.za</a> (Robertson) e mail <a href="mailto:Recruit2021213@npa.gov.za">Recruit2021213@npa.gov.za</a> (Athlone) e mail <a href="mailto:Recruit2021214@npa.gov.za">Recruit2021214@npa.gov.za</a> CPP: Ladysmith (Dundee) e mail <a href="mailto:Recruit2021215@npa.gov.za">Recruit2021215@npa.gov.za</a> CPP: Pietermaritzburg (Camperdown) e mail <a href="mailto:Recruit2021216@npa.gov.za">Recruit2021216@npa.gov.za</a>
<b><u>POST 10/43</u></b>	:	<b><u>ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2021/217</u></b>
<b><u>SALARY CENTRE</u></b>	:	R257 508 per annum (Level 07) (Excluding Benefits) DPP: Cape Town

- REQUIREMENTS** : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum two years' relevant experience in Administrative Management. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Excellent administrative skill and problem-solving skills. Strong organizational and management skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook. Willing to work extended hours where necessary.
- DUTIES** : Manage and/or supervise the Legal Admin and Document Management Sections. Manage court rolls. Check and sign off closed files. Check and sign off electronic registers (Appeals, Police dockets, etc.). Perform monthly inspections. Manage case files. Compile and submit court statistics. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Respond to audit queries. Manage and/or supervise human resource functions of staff in the Legal Admin and Document Management Sections. Perform any other duties as deemed necessary by the supervisor. Draw up and manage the court roll. Draw up performance management contracts of staff and be responsible for performance assessment of staff.
- ENQUIRIES APPLICATIONS** : Angelene Jansen Tel No: (021) 487 7123  
: e mail [Recruit2021217@npa.gov.za](mailto:Recruit2021217@npa.gov.za)
- POST 10/44** : **PERSONAL ASSISTANT REF NO: RECRUIT 2021/225**  
Sexual Offences and Community Affairs
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07) (Excluding Benefits)  
: Pretoria: Head Office  
: Grade 12 or equivalent qualification. Minimum two years secretarial experience and or related administrative experience. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organizing skills. Good people skills. High level of reliability. Ability to conduct legal research. Written communication skills. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Good grooming and presentation. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. A valid driver's license.
- DUTIES** : Provide secretarial and administration support service to the Special Director of Public Prosecutions. Receiving and screening telephone calls and refers the calls to the correct role players if not meant for the SDPP. Handling general inquiries. Draft routine correspondences and reports. Operates office equipment like fax machines and photocopiers. Make travel and logistical arrangements for meetings and events. Prepare travel documentation and coordinate bookings for international travel for all SOCA staff. Take minutes during meetings and prepare same for signature in advance. Develop and maintain an accessible and user- friendly filing system. Handle procurement of standard items such as stationery and refreshments. Liaise with relevant stakeholders with regards to all matters pertaining to administrative functions. Obtain inputs, collates and compiles reports (e.g progress, monthly and management reports) Scrutinize routine submissions (e.g Representations, Memoranda, Legal opinions) and make notes for the manager. Set up schedules for meetings and events. Provide general administration support to the managers and operation staff. Set up schedule for meetings and events. Provide general administration support to the managers and operation staff. Remains up to date with regard to prescripts/ policies and procedure applicable to ensure efficient and effective support to the manager.
- ENQUIRIES APPLICATIONS** : William Matlala Tel No: (012) 845 6637  
: e mail [Recruit2021225@npa.gov.za](mailto:Recruit2021225@npa.gov.za)
- POST 10/45** : **ADMINISTRATIVE OFFICER REF NO: RECRUIT 2021/220**  
Office for Witness Protection
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07) (Excluding Benefits)  
: North West (Potchefstroom)  
: An appropriate B Degree (NQF level 7)/ Three (3) year Diploma (NQF 6). Minimum two years relevant experience performing general administrative function. Knowledge of the PFMA, Treasury Regulations and other relevant Public Service Prescripts. Sound planning and organizing skills, written and verbal communication, written communication. General computer literacy skills and knowledge in programs such as MS Word, Excel and Outlook. Good people skills. Good people skills. Strong interpersonal and communication

skills. Ability to act with tact and discreet. Loyal and honest. Knowledge of accounting and Asset Management. Valid driver's license.

**DUTIES** : assist in managing support services to all officials in the office pertaining to financial administration, accounting, logistics and human resources. General offices administration. Management, government and Asset Management.

**ENQUIRIES** : OJP Olivier Tel No: (018) 290 3222

**APPLICATIONS** : e mail [Recruit2021220@npa.gov.za](mailto:Recruit2021220@npa.gov.za)

**POST 10/46** : **LIBRARY ASSISTANT REF NO: RECRUIT 2021/218**  
National Prosecutions Service

**SALARY** : R173 703 per annum (Level 05) (Excluding Benefits)

**CENTRE** : DPP: Pietermaritzburg

**REQUIREMENTS** : Grade 12 or equivalent qualification. General computer literacy in MS Word, Excel, and PowerPoint. Ability to work independently and under pressure. Excellent organizational planning skills. Able to work extended hours. Integrity, tolerant and determined. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector.

**DUTIES** : Provide administrative support services. Prepare library material received from suppliers for exhibitions and process the return of unselected material. Information searches and monitor information. Update correct SLIMS records regarding asset allocation information. Circulate special collections and audio-visual material on short loan. Loose-leaf administration including updating. Responsible for library stock taking and keeping of statistics. Training of users on online databases. Procure new material. Shelving and shelf-reading of library material. Search for items for cataloguing on bibliography databases. Assist with the information projects of the NPA.

**ENQUIRIES** : Thabisile Radebe Tel No: (330) 392 8753

**APPLICATIONS** : e mail [Recruit2021218@npa.gov.za](mailto:Recruit2021218@npa.gov.za)

**POST 10/47** : **SUPPLY CHAIN CLERK REF NO: RECRUIT 2021/219 (X2 POSTS)**  
National Prosecutions Service  
(Re- Advert)

**SALARY** : R173 703 per annum (Level 05) (Excluding Benefits)

**CENTRE** : DPP: Cape Town

**REQUIREMENTS** : Grade 12 or equivalent qualification. Good verbal and written communication skills. Good interpersonal relations. Good administrative skills. Planning and organizing. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Strong interpersonal and communication skills. Ability to work independently and as part of a team. Able to work under pressure. A valid driver's license.

**DUTIES** : Monitor and control the usage of contract/government vehicles. Record all trips in accordance with guidelines. Ensure accidents are fully reported and all claims in regards thereto are appropriately administered, investigated and processed with relevant authorities. Ensure that all invoices for flights, accommodation and rental vehicles are certified and sent to head office for timeous payment. Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services. Update and maintain a supplier database. Liaise with customers and stakeholders. Conduct asset verification.

**ENQUIRIES** : Angelene Jansen Tel No: (021) 487 7123

**APPLICATIONS** : e mail [Recruit2021219@npa.gov.za](mailto:Recruit2021219@npa.gov.za)



**NATIONAL SCHOOL OF GOVERNMENT (NSG)**

*The National School of Government (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** : The Principal: National School of Government, Private Bag X759, Pretoria, 0001. Enquiries for applications kindly contact Ms Letty Raseroka Tel No: (012) 441 6626 or Mr Mpho Mugodo, Tel No: (012) 441-6017.
- FOR ATTENTION** : Ms L Raseroka, HR Unit or E-mail at [NSG.Recruitment@thensg.gov.za](mailto:NSG.Recruitment@thensg.gov.za)
- CLOSING DATE** : 16 April 2021
- NOTE** : Applications must consist of: A fully completed and signed Z83 form with a comprehensive CV containing contactable references as well as certified copies of qualifications and identity document. 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). All shortlisted candidates for SMS posts will be subjected to a technical exercise as well as personnel suitability checks such as security vetting, citizen verification, financial records check and qualifications verifications. The successful candidate will be expected to sign a performance agreement within three months from the date of assumption and to disclose particulars of all registrable financial interests within a month. The selection process will be in line with the Senior Management System requirements. 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 before the appointment can be made. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> Suitably qualified, dynamic, passionate and experienced persons are invited to apply for the vacant permanent position of Director: Financial Accounting. Applicants are requested to visit the NSG website at [www.thensg.gov.za](http://www.thensg.gov.za) or [www.dpsa.gov.za](http://www.dpsa.gov.za) for information on the requirements and duties of the position.

**MANAGEMENT ECHELON**

- POST 10/48** : **DIRECTOR: FINANCIAL ACCOUNT REF NO: NSG: 02/2021**  
Job purpose: To manage the provision of fast, accurate financial accounting and reporting processes for the NSG.
- SALARY** : R1 057 326 per annum, (An inclusive remuneration package) comprising basic salary (70% of package), contribution to the Government Employee Pension Fund (15% of basic salary level 13).
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant 3 years tertiary qualification in Financial Management at NQF level 7 or equivalent. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) available on the NSG website at <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Experience: At least 6 - 10 years' experience in financial accounting of which 5 years' must be at a middle management level. Any experience working within a workplace environment that utilizes GRAP is required. Knowledge: A track record in preparation and management of financial reports. Ability to implement internal systems and controls to ensure sound Financial Accounting Management, and reporting. Knowledge and understanding of the PFMA, including experience in its application. Competencies/skills: Skills in Financial Management within a trading entity. Proven managerial skills. Strategic Capability and Leadership. Financial Management. Knowledge Management. Service Delivery Innovation (SDI). Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication. Personal attributes: Results driven. Resourceful and highly proactive. Attention to detail. Display a professional demeanour. Assertive. Resolve conflicts decisively. Be willing to

work extended hours. Work under pressure to meet deadlines. Apply honesty and integrity in the area of work. Ability to maintain a high level of confidentiality.

**DUTIES**

: Prepare financial statements according to cash accounting and GRAP accounting. Implement approved NSG policies and operational procedures related to Financial Accounting in accordance with specific relevant legislative prescripts, in order to enhance accountability and performance. Ensure NSG compliance reports related to financial management submitted in relation with the Treasury guidelines and timelines and EMP201 /EMP601 and accurate and complete VAT returns submitted to SARS on a monthly and bi-monthly basis. Manage 100% reconciliation of general ledger towards a zero balance on the suspense accounts and accurate expenditure interface, through monthly reconciliations. Manage the entire payments and receipts sections including the reporting aspects. Drive the expansion of a modernised financial accounting section to handle the high volume of transactions, arising from increased training activities. Engage vigorously with clients to understand their needs and to empower them. Support the CFO, Principal and other Senior Managers in the execution of their functions in terms of the Public Service and Public Finance Management Acts.

**ENQUIRIES**

: Ms P Mkwanazi Tel No: (012) 441-6173

## OFFICE OF THE CHIEF JUSTICE

*The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195(1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women and Persons with Disabilities.*

**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.
- Supreme Court of Appeal: Bloemfontein: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.
- Gauteng Division: Pretoria/ Labour and Labour Appeals Court: 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.
- North West: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735 or hand deliver applications to 22 Molopo Road, Ayob Gardens: Mafikeng.
- 06 April 2021

**CLOSING DATE**  
**NOTE**

- : Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department. Received applications using the incorrect application for employment (old Z83) will not be considered. [www.dpsa.gov.za/vacancies/](http://www.dpsa.gov.za/vacancies/) [www.judiciary.org.za](http://www.judiciary.org.za). The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed; certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Applications received after the closing date, as well as applications received via fax or email, will NOT be considered or accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Note: Requirement for all Senior Management Service (SMS) Posts - Nyukela Programme: This is a Pre-Entry Certificate to Senior SMS endorsed by DPSA which is offered by the National School of Government (NSG) through an online course platform. 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>. The successful candidate will be required to provide proof of completion of the Pre-entry 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 President of the Republic of South Africa proclaimed, by Proclamation No 44 of 2010, the establishment of the Office of the Chief Justice (OCJ) as a national department on 23 August 2010 to support the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The services of the following dynamic person/s are required to capacitate the Office:

## OTHER POSTS

- POST 10/49** : **ASSISTANT DIRECTOR: EMPLOYEE RELATIONS REF NO: 2021/78/OCJ**
- SALARY** : R376 596 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : National Diploma/Bachelor Degree in Labour Relations/Human Resource Management specializing in Labour relations/Employment Relations or equivalent qualification. A minimum of five (5) years working experience in a labour relations environment. A valid driver's licence. Willingness to travel. Skills and Competencies: Problem solving skills. Planning, organising and time management. Excellent verbal and written communication including negotiation and diplomacy. Policy analysis and development. Research and analysis. Ability to operate Microsoft office programmes effectively. Ability to work under pressure and people's management. In depth knowledge and understanding of all relevant Human Resources Legislative Framework, Regulations and Prescripts.
- DUTIES** : Coordinate and handle all misconduct cases in the Department promptly and effectively. Finalise all grievances and complaints received from employees in the Department timeously. Provide support in terms of representing the Department at the Departmental Bargaining Chamber. Develop and manage the information and records of all activities in the Employment Relations unit and capturing of cases on Persal. Accurately update the case management system. Provide training and advocacy relating to Employment Relations matters. Serving as an employee relations expert. Providing guidance and conducting comprehensive investigations for all complex and escalated issues or those representing significant risk to the Department. Coordinate effective collective bargaining within the Department by ensuring healthy working relationship and engagement with the relevant recognised trade unions. Assist in the management of strike action within the Department. Perform timeous resolution of disputes and escalate to the unit Manager where appropriate. Ensure procedural and substantive compliance in the management of grievances. Competently represent the Department at external disputes resolution forums.
- ENQUIRIES** : Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774
- POST 10/50** : **CHIEF ADMINISTRATIVE CLERK REF NO: 2021/79/OCJ**  
(Contract valid until 31 March 2022)
- SALARY** : R257 508 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Labour And Labour Appeals Court: Johannesburg
- REQUIREMENTS** : A three (3) year relevant National Diploma/Degree. Two years' relevant experience in administrative environment. Supervisory experience. Skills and Competencies: Communication skills. Computer Literacy. Planning and Organising skills. Job Knowledge. Flexibility. Interpersonal Relations and Teamwork.
- DUTIES** : Knowledge of departmental policies, prescripts and Batho Pele principles. (Client Service). Administer the training and performance management within unit. Render administrative support services. Supervise all staff within unit. To enhance efficiency by implementing processes aimed at ensuring the functioning of legal and administrative procedures in a timely fashion.
- ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 355 0404
- POST 10/51** : **JUDGES SECRETARY REF NO: 2021/80/OCJ (X2 POSTS)**  
(12 Months Contract)
- SALARY** : R257 508 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : North West High Court (Mahikeng)
- REQUIREMENTS** : Grade twelve (12). One (1) to three (3) years' Secretarial experience or as an Office Assistant. A valid driver's license. An LLB Degree or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must accompany the application. 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.

- DUTIES** : Customer care service skills and excellent typing skills. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.  
: 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.
- ENQUIRIES** : Mr O Sebatatso Tel No: (018) 3977114
- POST 10/52** : **ADMINISTRATION CLERK REF NO: 2021/81/OCJ (X2 POSTS)**
- SALARY** : R173 703 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Division: Pretoria
- REQUIREMENTS** : Grade twelve (12) or equivalent qualification. Experience in Clerical/administration functions will be an added advantage. Skills and Competencies: Good communication skills (verbal and written). Computer Literacy. Ability to work under pressure. Good interpersonal and Public Relation skills. Customer service skills.
- DUTIES** : Render efficient and effective support services to the Court. Render counter service duties/functions. Document management.
- ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 355 0404
- POST 10/53** : **DATA CAPTURER REF NO: 2021/82/OCJ**
- SALARY** : R145 281 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Supreme Court Of Appeal: Bloemfontein
- REQUIREMENTS** : Grade twelve (12) or equivalent qualification. A three (3) year relevant National Diploma/Degree in Public Administration/ IT will serve as an added advantage. Skills and Competencies: Good communication skills. Excellent in Microsoft office software. Ability to analyse statistics. Ability to work under pressure.
- DUTIES** : Provide administration support service. Capture and update data on computer. Generate spreadsheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the Institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic record. Provide routine and administrative maintenance services. Update and file records, continuous updating of information on computer for reporting purposes and retrieve information required.
- ENQUIRIES** : Ms M Luthuli Tel No: (051) 492 4573
- POST 10/54** : **SWITCHBOARD OPERATOR REF NO: 2021/83/OCJ**
- SALARY** : R145 281 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Grade twelve (12) or equivalent qualification. Zero (0)-two (2) years' experience as a telecom operator or receptionist. Skills and Competencies: Telephone etiquette. Customer service skills. Conflict management. Good interpersonal skills. Good communication skills. Punctuality and Diligence. Honesty and Integrity. Computer skills.
- DUTIES** : Render an efficient telephone service to the OCJ Head Office. Answer incoming and outgoing calls. Transfer calls to relevant extensions. Provide a messaging service to clients for unanswered calls. Ensure that switchboard equipment is

functional and maintained and maintain call register. Complete accurate telephone accounts for dissemination to the OCJ staff. Provide departmental contact information to internal and external stakeholders. Attend to queries and perform other administration duties as may be allocated from time to time. Quality assurance of monthly national telecoms accounts. Maintain and update telephone database. Notifications on system challenges and interrupted service.

**ENQUIRIES**

: Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774

## DEPARTMENT OF PUBLIC ENTERPRISES

- APPLICATIONS** : The Department of Public Enterprises, Private Bag X15, Hatfield, 0028 or hand deliver at 80 Hamilton Street, Arcadia, Pretoria 0001, or by email stated under each post
- FOR ATTENTION** : Human Resources
- CLOSING DATE** : 06 April 2021
- NOTE** : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applications. The department reserves the right not to fill these positions. People with disabilities are encouraged to apply and preference will be given to the EE Targets of the Department.

## MANAGEMENT ECHELON

- POST 10/55** : **DIRECTOR: SECURITY AND FACILITIES MANAGEMENT REF NO: DPE/2021/001**  
Branch: Corporate Services
- SALARY** : R1 057 326 per annum (Level 13), An All-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to the individual's personal needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate degree in Legal, Security or Facility Management (NQF Level 7) as recognised by SAQA accompanied by minimum of 5 years middle/senior managerial level experience in security and Facility Management. Knowledge of Minimum Security Information Security Standards, OHSA, Protection of Information Act, National Archives Act, National Vetting Policies, Operations, Project management and business intelligence applications. Investigative Skills, Problem solving skills. Self-motivated. Leadership potential. Solid verbal and written communication skills. Sound interpersonal skills. Ability to think strategically. Ability to work under pressure and deliver timeously. Excellent people management skills.
- DUTIES** : Facilitate the implementation of the MISS and MPSS in the Department. Monitor departmental compliance with the standards set out in the MISS and MPSS and facilitate the implementation of corrective action. Develop the departmental security risk register and recommend mitigation strategies. Conduct preliminary investigations. Develop and facilitate the implementation of the departmental master security management plan. Manage processes to ensure a safe working environment for employees and visitors. Manage the provisioning of VIP security services in line with the diplomatic protocols. Manage the provisioning of events security services. Monitor and evaluate the performance of the service provider responsible for office security services in line with SLA requirements and facilitate corrective action. Liaise with security agencies on security threats and arrangements for the security detail of political office bearers. Provide early warning and security contingency planning advisory services to executive management. Investigate security breaches and report thereon, inclusive of reporting to the relevant security agency. Provide security assistance in liaison with SOCs Administer vetting services. Liaise with the National Security Agency and administer employee vetting processes. Provide technical support to establish the departmental security level regime. Manage the Service Level Agreement with the Landlord. Manage the provisioning of reception and switchboard services. Manage the provisioning of housekeeping services, provision of plants, water and the maintenance of the building; inclusive of all matters related to the provisioning of a healthy working environment for employees and compliance with Occupational Health and Safety Act imperatives .Manage the provisioning of Office space. Identify

and manage the financial, human and equipment resources of the Programme required to optimally support the implementation of the Unit's Annual Performance Plan. Represent the strategic intent of the Programme as part of internal resource allocation processes. Manage and account for the utilisation of the financial resources of the Programme in line with the departmental delegations. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and account for the utilisation of the Unit's human resources. Direct the utilisation of technology in support of the Unit's business processes.

**ENQUIRIES** : Mr Benneth Baloyi Tel No: (012) 431 1029 e-mail: [recruitbb@dpe.gov.za](mailto:recruitbb@dpe.gov.za)

**POST 10/56** : **DIRECTOR: INFORMATION TECHNOLOGY (GITO) REF NO: DPE/2021/002**  
Branch: Corporate Management

**SALARY** : R1 057 326 per annum (Level 13), An All-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to the individual's personal needs.

**CENTRE** : Pretoria  
**REQUIREMENTS** : Degree in Computer Science or Information Systems/Technology (NQF Level 7) as recognised by SAQA accompanied by minimum of 5 years' experience of middle/ senior management. Sound knowledge of multiple IT platforms/ disciplines (ie Operating Systems, IT facilities, IT Infrastructure, Knowledge Information Management). Disaster Recovery Planning and management abilities. Exposure to Content Management and Enterprise Resource Planning Systems will be an added advantage. Strong Communication, Customer management, Financial Management, Interpersonal skills and conflict management. IT Project, Analytical and Decision making skills. Business Analysis experience to ensure implementation of business decisions. Sound knowledge of Information Technology Infrastructure Library (ITIL), Cobit and TOGAF standards.

**DUTIES** : Align the Department's information management (including information management systems) and information technology strategy (as enabler) with the strategic direction, management plans and business processes of the Department. Support the head of department, senior management and the other users in the department in the efficient and effective utilisation of information and information technology as strategic resources to enable them to execute their functions efficiently and effectively. Manage the information technology function of the department and to ensure the establishment of sound information management systems. Establish an information plan, information technology and operational plans to give effect to the strategic direction and management plans of the Department. Develop an annual business plan and operating budget for the unit and monitor the implementation of these to ensure that business and financial targets are met. Develop departmental supporting information technology enabler policies and strategies, regulations, standards, norms, guidelines best practices and procedures. Facilitate the implementation of and adherence to the policies and strategies contained in the different plans and policies to ensure governance standards are met in the department. Promote effective management of information technology as enabler as strategic resources. Promote proper governance of ICT. Create an enabling environment for other managers to perform their functions more effectively and efficiently. Control the business agreement (BA) and service level agreements (SLAs) with SITA and/or other suppliers of information management and information technology goods and services. Utilisation of security mechanisms and ensure compliance to the relevant regulatory framework. Represent the Department at the GITO Council. Develop, implement and maintain the Risk Management strategy, as well as address risks faced by the Department.

**ENQUIRIES** : Mr George Malatsi Tel No: (012) 431 1117 e-mail: [recruitgm@dpe.gov.za](mailto:recruitgm@dpe.gov.za)

#### OTHER POST

**POST 10/57** : **ASSISTANT DIRECTOR: INFORMATION SYSTEMS AND NETWORK SECURITY OFFICER REF NO: DPE/2021/003**  
Branch: Corporate Management

**SALARY** : R376 596 per annum (Level 09)

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants must be in possession of an appropriate undergraduate qualification in Information Technology at NQF level 7 accompanied by at least 3 years' appropriate experience at operational level. The following will be added



advantage: Cisco Certified Network Professional (CCNP), Professional Information security certification (Certified Information System Security Professional (CISSP), Certified Ethical Hacker (CEH), and ISO 27001). Excellent written and verbal communication skills. Ability to work on own initiative and as part of a team. Numerate, able to learn and assimilate new information. Commitment to working the hours required to fulfil the job, including flexibility of working. Solid knowledge of various information security frameworks. Excellent problem-solving and analytical skills. Ability to educate a non-technical audience about various security measures. Be highly analytical and effectively able to troubleshoot and prioritize needs, requirements and other issues. Keeping up to date with developments in IT security standards and threats and be committed to continuous learning and system development.

**DUTIES** : Perform daily infrastructure and network monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups. Perform regular security monitoring to identify any possible intrusions. Develop and maintain information security policy and procedures. Assess the infrastructure and information systems to identify vulnerabilities caused by weaknesses or flaws in software and hardware that could expose the infrastructure to security breaches. Evaluate the effectiveness of existing security measures, such as firewalls, password policies and intrusion-detection systems. Make recommendations to improve security based on the assessments and knowledge of current and emerging threats. Monitor network usage to ensure compliance with security policies. Perform penetration tests to find any defects. Collaborate with management and the IT department to improve security. Review Enterprise Information Security Policy which includes ICT Network Security, Application Security, Databases Security, Mobile Device Security, Bring Your Own Device, Enterprise Information Security, Patch Management, IT continuity and disaster recovery plan. Provide Tier III/other support per request. Troubleshoot and resolve complex software, hardware and related network problems. Apply OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities Perform regular security monitoring to identify any possible intrusions. Ensure implementation of security systems and solutions to monitor security across all corporate networks, computers and storage devices, to quickly identify attacks and respond to any alerts. Reinforce the importance of information security through training and awareness programs for employees.

**ENQUIRIES** : Ms Dineo Masilo Tel No: (012) 431-1026 email: [recruitdm@dpe.gov.za](mailto:recruitdm@dpe.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 representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference.*



- APPLICATIONS** : The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria. Head Office.
- FOR ATTENTION** : Ms. NP Mudau
- CLOSING DATE** : 09 April 2021 at 16H00
- NOTE** : 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. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified (within 6 months) copies of qualifications (matric certificate, certificates of qualifications), a valid Driver's Licence (where required) and an Identification Document. 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. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply.
- ERRATUM:** Kindly note that the following post was advertised in Public Service Vacancy Circular 08 dated 05 March 2021, Control Engineering Technologist: Structural with Ref No: 2021/57 have been withdrawn.

## OTHER POSTS

- POST 10/58** : **EXECUTIVE OFFICE MANAGER REF NO: 2021/81**
- SALARY** : R733 257 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 in Social Science, Administration, Building Sciences, Financial related or related field. Extensive experience on an Assistant Director level. Knowledge: Wide range of office management and administrative tasks, Demonstrative computer literacy, Structure and functioning of the Department, Conflict management, Project management; Skills: Communication (written and verbal) Policy analysis and development, Planning and organizing, People management, Financial management, Project coordination, Problem Solving, Computer literacy, Facilitation and presentation, Stakeholder and client liaison, Monitoring; Excellent inter-personal skills: People orientated, Creative, Trustworthy, Assertive, Hard-working, Self-motivated, Ability to work independently, Ability to work under pressure.
- DUTIES** : The provision of effective and efficient Office Management –management of the work flow of the component; Co-ordinate high-level meetings in all aspects; take charge of invitations and RSVP functions etc. Act as formal channel of communication between office of the DDG and other Departments and organisations; Compile briefing notes as well as other documentation to adequately prepare the DDG for such meetings; Contribute to the development and promotion of the programmes under the jurisdiction of the DDG; Undertake research and inform DDG of such outcomes in strengthening the position of the Branch within the wider context of its mandate; Represent DDG at meetings as and when required; attend certain branch meetings; liaise with relevant stakeholders regarding outstanding information and issues; co-ordinate meetings/ 35 workshops (venues, travel, catering etc.); manage due dates of correspondence; prepare documentation for meetings, presentations and reports; undertake research and develop appropriate policies, strategies programmes to be used to promote the Branch. Coordinate and manage projects in the office of the DDG. To render effective and efficient administrative support services – Consolidate all Chief Director's reports to produce a monthly

and quarterly Branch report; Ensure efficient records management; administer office correspondence, documents and reports; co-ordinate and organise office activities; draft and type correspondence/ documents; manage communication and flow of information in the office; manage the processing of S&T claims, payments and invoices relevant to the office; Manage budget in the DDG's office. Risk and compliance management-Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements; Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format; Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation; Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business unit. Management of human resources (financial, physical and human)-management of section performance within the sub-directorate; Report on the performance of the unit against operational plan, business requirements and targets; Develop the work plan for the unit and ensure effective prioritisation and resource planning; Agree on the training and development needs of the unit; Manage the implementation of compliant performance management; Manage compliance of the unit against finance, asset management, supply chain and procurement regulations and policy requirements; Manage the financial resources of programmes and projects in charge of in accordance to the PFMA.

**ENQUIRIES** : Mr. D Pillay Tel No: (012) 406 1199/ (082 317 2873)

**POST 10/59** : **SECURITY OFFICER: SECURITY MANAGEMENT REF NO: 2021/82 (X3 POSTS)**

**SALARY** : R122 595 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : Grade 10 and PSIRA Grade D, proven extensive security working experience. Familiarity with security legislations will be an added advantage. Basic communication; client liaison; basic security training, Utilisation of firefighting equipment, evacuation processes. Knowledge: Control of Access to Public Premises and Vehicles Act 53 of 1985; OHS&A & First Aid; Basic literacy, basic communication. Knowledge of personnel movement within the work premises. SKILLS: Being able to receive people and refer them as required, Basic Computer skills, Basic report writing skills; client orientation; Problem solving. Personal Attributes: Polite and friendly; Being able to present the image of the Department, High tactful and diplomatic, Creativity; Being able to work in a team; Being able to work under pressure, Hardworking; high standard of integrity, excellent interpersonal skills. Must be prepared to work abnormal working hours/shifts.

**DUTIES** : Execute access an egress control of staff, visitors and assets-perform general reception duties; assist services of security contractor, verify the validity of access cards, identify and control unusual behaviour of employees and general public at the main entrance; handing over shift reports; issue visitors cards, verify, accept or refer documents and deliveries, secure departmental keys, verify asset removals. Verify accessories, damages on GG and lease cars. Control and manage parking; provision of security awareness by informing staff and public about rules, regulation and laws governing work place. Execute surveillance duties-perform patrol duties, identify suspicious activities, search & identify explosive and hazardous substances; report physical risks, loopholes and incidents on the O.B; monitor CCTV in security control room; verify functionality of alarms system; verify functionality of evacuation emergency and exits; respond to alarms system.

**ENQUIRIES** : Mr T Marageni Tel No: (012) 406 1632

## STATISTICS SOUTH AFRICA

*Stats SA provides scientific knowledge that enables society to understand complex socio-economic phenomena. It draws its mandate from the Statistics Act, 1999 (Act No 6 of 1999). Stats SA strives to excel in the following five competencies: Intellectual capability to lead the scientific work of statistics, Technological competence for purposes of large-scale processing and for complex computations and accessibility of information to the public, Logistical competence for deployment of (forward and reverse) logistics of large-scale field operations and for strategic choices regarding operational efficiency and cost-effectiveness, Political competence in understanding the political environment without being political or Politicised (commitment of delivery without fear or favour), Administrative competence: The ability of bringing it all together.*

- APPLICATIONS** : All applications must be submitted online on the following link: [www.statssa.gov.za/recruitment](http://www.statssa.gov.za/recruitment)
- CLOSING DATE** : 06 April 2021
- NOTE** : Applications must be submitted online and must be completed in full on all fields including the declaration part. Clear indication of the post and reference number that is being applied for must be stated. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be uploaded on the system. General information: Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The shortlisted candidate(s) will be required to undergo a Competency Assessment and must be available for interviews at a date and time determined by Statistics South Africa. One of the minimum entry requirements for SMS position is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/smspre-entry-programme/>. The successful candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. Applications that do not comply with the requirements will not be taken into consideration. If you have not received a response from this Department within three months of the closing date, please consider your application unsuccessful. Note: Statistics South Africa reserves the right to fill or not fill the below-mentioned posts.

## MANAGEMENT ECHELON

- POST 10/60** : **DIRECTOR: FIELD OPERATIONS**
- SALARY CENTRE** : R1 057 326 per annum (Level 13) (All-inclusive package)  
KwaZulu-Natal Provincial Office- Durban Ref No: 27/03/21KZN  
Gauteng- Johannesburg Ref No: 28/03/21GP
- REQUIREMENTS** : A three-year tertiary qualification (NQF 7 SAQA recognised) in Mathematics, Statistics, Social Studies, Demography and or Geography. At least six years proven experience in the statistical production process, data collection and monitoring, map reading, survey methodology and report writing. Training in project management. Five (5) years of experience at a middle management level. Knowledge of MS Office Suite. A valid driver's license. Good communication, decision making, leadership, presentation, conflict resolution, report writing and facilitation skills. Customer focussed, strategic thinker, ability to handle multiple and complex tasks, strong conceptual and analytical skills. Ability to handle stressful situations. Willingness to work under pressure and long hours to meet deadlines. Willingness to travel.
- DUTIES** : Ensure the development of strategic, policy, standard operating procedures, process mapping and operational plans for field operations in the province. Manage integrated Fieldwork Operations for all surveys and Census in the province. Ensure and promote good governance in the area of fieldwork operations. Liaise and provide support relating to internal and external stakeholders. Manage staff, budget and other resources.
- ENQUIRIES** : Mr N Jones, Tel No: (012) 310-4880. To [www.statssa.gov.za/recruitment](http://www.statssa.gov.za/recruitment)
- POST 10/61** : **CHIEF SURVEY STATISTICIAN: PRIVATE SECTOR FINANCIAL STATISTICS REF NO: 29/03/21HO**
- SALARY CENTRE** : R1 057 326 per annum (Level 13) (All-inclusive package)  
Head Office, Pretoria

<b><u>REQUIREMENTS</u></b>	:	An Honour's degree in Statistics/ Economics/ Econometrics/ Accounting. Advanced training in SAS. Introduction to Project Management, Introduction to Economic Indicators and Analysis is an added advantage. At least 6 years relevant experience of which 5 years must be at middle management level. Knowledge of Specialist Statistical Techniques. Knowledge of MS Office Suite. A valid driver's license.
<b><u>DUTIES</u></b>	:	Develop stakeholder engagement strategy Ensure the development of the operational plan, survey methodology, questionnaire, data processing system and statistical processing methodology Oversee the data collection process, training of data collectors and development of training manuals Perform highly specialised data analysis and editing; and/or oversee the team's analysis and editing Ensure the development and maintenance of quality standards and data analysis framework Oversee the development and maintenance of the dissemination plan, compile publication and clearance documents Ensure the development and maintenance of detailed sources and methods documentation Manage budget and other resources.
<b><u>ENQUIRIES</u></b>	:	Mr N Jones Tel No: (012) 310-4880. To <a href="http://www.statssa.gov.za/recruitment">www.statssa.gov.za/recruitment</a>
<b><u>POST 10/62</u></b>	:	<b><u>CHIEF METHODOLOGIST: STATISTICAL METHODS REF NO: 30/03/21HO</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 057 326 per annum (Level 13) (All-inclusive package) Head Office, Pretoria
	:	An Honour's degree in Statistics/ Economics/ Econometrics/ Mathematics or related field of study. Advanced training in SAS. Project Management experience. At least 6 years relevant experience of which 5 years must be at middle management level. Research skills as well as skills to implement operational theoretical solutions to problems researched. Knowledge of statistical processes. Knowledge of MS Office Suite. A valid driver's license.
<b><u>DUTIES</u></b>	:	Design, develop and maintain suitable sampling frames and select samples for surveys. Conceptualise and design computer programmes, develop methodologies for weighting and estimation, and conduct weighting and estimation for survey areas. Provide specialist advice and evaluate the quality of surveys and censuses. Conceptualise, develop and maintain sources and methods documentation. Render technical guidance in the development of specifications, guidelines and procedures for the development of programmes and systems. Provide specialist advice to stakeholders and the methodology team. Provide on-the-job training to team members.
<b><u>ENQUIRIES</u></b>	:	Mr N Jones, Tel No: (012) 310-4880. To <a href="http://www.statssa.gov.za/recruitment">www.statssa.gov.za/recruitment</a>
<b><u>POST 10/63</u></b>	:	<b><u>DIRECTOR: ECONOMIC SUB-SYSTEM – ENVIRONMENT SECTOR (SOUTH AFRICAN NATIONAL STATISTICS SYSTEM (SANSS) REF NO 31/03/21HO</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 057 326 per annum (Level 13) (All-inclusive package) Head Office, Pretoria
	:	A three-year tertiary qualification (NQF 7 SAQA recognised) in Statistics, Social Sciences, Demography, Economics and or Econometrics. At least six years proven experience in the statistical production processes, data collection, survey methodology and report writing. Training in project management, and statistical analysis. Extensive knowledge on the need for monitoring and evaluation systems and the purpose they serve. Extensive experience in official and national statistics Five (5) years of experience at a middle management level. Knowledge of MS Office Suite. Knowledge of SAS or any other statistical packages. A valid driver's license.
<b><u>DUTIES</u></b>	:	Provide technical support and advice to entities of the NSS within the environment sector. Ensure coordination and alignment of production of environment statistics. Ensure establishment of clearance protocol for environment statistics. Ensure development and reviewing of economic annual plans and sector strategies for the directorate. Manage staff, budget and other resources.
<b><u>ENQUIRIES</u></b>	:	Mr N Jones Tel No: (012) 310-4880. To <a href="http://www.statssa.gov.za/recruitment">www.statssa.gov.za/recruitment</a>
<b><u>POST 10/64</u></b>	:	<b><u>DIRECTOR: SOCIAL PROTECTION SERVICES (SOUTH AFRICAN NATIONAL STATISTICS SYSTEM (SANSS) REF NO: 32/03/21HO</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 057 326 per annum (Level 13) (All-inclusive package) Head Office, Pretoria
	:	A three-year tertiary qualification (NQF 7 SAQA recognised) in Statistics, Social Sciences, Demography, Economics and or Econometrics. At least six years proven experience in the statistical production processes, data

- collection, survey methodology and report writing. Training in project management, and statistical analysis. Extensive knowledge on the need for monitoring and evaluation systems and the purpose they serve. Extensive experience in official and national statistics. Five (5) years of experience at a middle management level. Knowledge of MS Office Suite. Knowledge of SAS or any other statistical packages. A valid driver's license.
- DUTIES** : Provide technical support and advice to entities of the NSS within the social protection services sector. Ensure coordination and alignment of production of social protection statistics. Ensure establishment of clearance protocol for social protection statistics. Ensure development and reviewing of social protection annual plans and sector strategies for the directorate. Manage staff, budget and other resources.
- ENQUIRIES** : Mr N Jones Tel No: (012) 310-4880. To [www.statssa.gov.za/recruitment](http://www.statssa.gov.za/recruitment)
- POST 10/65** : **DIRECTOR: SAFETY, PEACE, JUSTICE AND GOVERNANCE SECTOR (SOUTH AFRICAN NATIONAL STATISTICS SYSTEM (SANSS) REF NO 33/03/21HO**
- SALARY CENTRE REQUIREMENTS** : R1 057 326 per annum (Level 13) (All-inclusive package)  
: Head Office, Pretoria  
: A three-year tertiary qualification (NQF 7 SAQA recognised) in Statistics, Social Sciences, Demography, Economics and or Econometrics. At least six years proven experience in the statistical production processes, data collection, survey methodology and report writing. Training in project management, and statistical analysis. Extensive knowledge on the need for monitoring and evaluation systems and the purpose they serve. Extensive experience in official and national statistics. Five (5) years of experience at a middle management level. Knowledge of MS Office Suite. Knowledge of SAS or any other statistical packages. A valid driver's license.
- DUTIES** : Provide technical support and advice to entities of the NSS within the safety, peace, justice and governance sector. Ensure coordination and alignment of production of safety, peace, justice and governance statistics. Ensure establishment of clearance protocol for safety, peace, justice and governance statistics. Ensure development and reviewing of safety, peace, justice and governance annual plans and sector strategies for the directorate. Manage staff, budget and other resources.
- ENQUIRIES** : Mr N Jones Tel No: (012) 310-4880. To [www.statssa.gov.za/recruitment](http://www.statssa.gov.za/recruitment)
- POST 10/66** : **DIRECTOR: DATA AND TECHNOLOGY SUPPORT (SOUTH AFRICAN NATIONAL STATISTICS SYSTEM (SANSS) REF NO 34/03/21HO**
- SALARY CENTRE REQUIREMENTS** : R1 057 326 per annum (Level 13) (All-inclusive package)  
: Head Office, Pretoria  
: A three-year tertiary qualification (NQF 7 SAQA recognised) in Information Technology (IT), Statistics, or Social Science. Five (5) years of experience at a middle management level. Knowledge, understanding, and experience of international and national development frameworks. Extensive knowledge, and experience in statistical production using the statistics value chain. Knowledge, understanding, and experience of the need for indicator technical metadata for database development. Experience in moving large datasets that has audit trails. Knowledge and experience in data quality assessments based on SASQAF and experience in maintaining a metadata repository based on SASQAF assessments. Knowledge, understanding, and experience of the international standard called SDMX. Extensive knowledge, and experience in the practice of official statistics. A valid driver's license.
- DUTIES** : Manage the development and implementation of SDMX web services for aggregated NSS data. Ensure development and implementation of SDMX data sharing and ICT tools for NSS. Ensure implementation of data sharing for unit record data using Connect Direct. Ensure development of ICT tools in support of NSS subsystems and Independent Quality Assessment. Ensure development of operational plans, policies and procedures within the directorate. Liaise with internal and external stakeholders. Manage staff, budget and other resources.
- ENQUIRIES** : Mr N Jones Tel No: (012) 310-4880. To [www.statssa.gov.za/recruitment](http://www.statssa.gov.za/recruitment)
- POST 10/67** : **DIRECTOR: INFORMATION SERVICES (SOUTH AFRICAN NATIONAL STATISTICS SYSTEM (SANSS) REF NO: 35/03/21HO**
- SALARY CENTRE** : R1 057 326 per annum (Level 13) (All-inclusive package)  
: Head Office, Pretoria

**REQUIREMENTS** : A three-year tertiary qualification (NQF 7 SAQA recognised) in Information Technology (IT), Statistics, or Social Science. Five (5) years of experience at a middle management level. Knowledge, understanding, and experience of international and national development frameworks. Knowledge, understanding, and experience of the need for indicator technical metadata to develop visualisations. Knowledge, understanding, and experience of the international standard called SDMX. Database and System development. Extensive knowledge, and experience in statistical production using the statistics value chain. A valid driver's license.

**DUTIES** : Ensure implementation of systems to update all development indicators. Manage the development and maintenance of indicator dissemination portal. Ensure development and maintenance of NSS catalogue of data sources for dissemination. Ensure development of indicator visualisation for dissemination. Ensure development of SDMX compliant DSDs and MSDs. Ensure development of operational plans, policies and procedures within the directorate. Liaise with internal and external stakeholders. Manage staff, budget and other resources.

**ENQUIRIES** : Mr N Jones Tel No: (012) 310-4880. To [www.statssa.gov.za/recruitment](http://www.statssa.gov.za/recruitment)

**POST 10/68** : **DIRECTOR: DATA MANAGEMENT (SOUTH AFRICAN NATIONAL STATISTICS SYSTEM (SANSS) REF NO: 36/03/21HO**

**SALARY** : R1 057 326 per annum (Level 13) (All-inclusive package)  
**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : A three-year tertiary qualification (NQF 7 SAQA recognised) in Information Technology (IT), Statistics, or Social Science. Five (5) years of experience at a middle management level. Knowledge, understanding, and experience of international and national development frameworks. Knowledge, understanding, and experience of the need for indicator technical metadata for database development. Knowledge of web services in support of data exchange. Knowledge and experience in creating and managing SDMX data repository. Knowledge and experience in using tools for the secure transfer of data between entities and across networks. Knowledge, understanding, and experience of the international standard called SDMX. A valid driver's license.

**DUTIES** : Ensure development of strategies and protocols on data sharing. Manage the development, maintenance and support of databases that impact on SANSS and NSS. Ensure development and maintenance of SDMX repository. Provide support to partners in developing and re-engineering NSS administrative databases. Ensure development of operational plans, policies and procedures within the directorate. Liaise with internal and external stakeholders. Manage staff, budget and other resources.

**ENQUIRIES** : Mr N Jones Tel No: (012) 310-4880. To [www.statssa.gov.za/recruitment](http://www.statssa.gov.za/recruitment)

**POST 10/69** : **DIRECTOR: STATISTICAL SUPPORT AND COORDINATION REF NO: 37/03/2021EC**

**SALARY** : R1 057 326 per annum (Level 13) (All-inclusive package)  
**CENTRE** : Eastern Cape Provincial Office –East London

**REQUIREMENTS** : A three-year tertiary qualification (NQF 7 SAQA recognised) in Mathematics, Statistics, Social Studies, Demography and or Geography. At least six years proven experience in the statistical production process, data analysis, map reading and report writing. Training in project management. Five (5) years of experience at a middle management level. Knowledge of MS Office Suite. A valid driver's license.

**DUTIES** : Assess, monitor, and meet statistical information needs of users. Undertake and oversee advocacy for Stats SA and the use of statistics in the province. Facilitate, address and implement the SANSS activities in the province. Provide information technology technical support. Coordination of district offices relating to administration. Manage and oversee programme office requirements and reporting

**ENQUIRIES** : Mr N Jones Tel No: (012) 310-4880. To [www.statssa.gov.za/recruitment](http://www.statssa.gov.za/recruitment)

#### **OTHER POSTS**

**POST 10/70** : **DEPUTY DIRECTOR: ELECTRONIC PRODUCT DEVELOPMENT REF NO: 39/03/21HO (X2 POSTS)**

**SALARY** : R733 257 per annum (Level 11)  
**CENTRE** : Head Office, Pretoria

<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification in Statistics. Training in data management and SAS. At least five years proven experience. Knowledge of Survey processes. Knowledge of MS Office suite.
<b><u>DUTIES</u></b>	:	To develop, review and implement policies and procedures. Develop electronic datasets for surveys and administrative records. Develop and implement new product development plans to make a survey a standard product. To ensure data quality management. Facilitate interaction with internal and external users. Manage staff and other resources.
<b><u>ENQUIRIES</u></b>	:	Mr N Jones Tel No: (012) 310-4880. To <a href="http://www.statssa.gov.za/recruitment">www.statssa.gov.za/recruitment</a>
<b><u>POST 10/71</u></b>	:	<b><u>DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: 40/03/21HO</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R733 257 per annum (Level 11) Head Office, Pretoria
	:	A three-year tertiary qualification in Auditing, Finance or related field, CIA (Certified Internal Auditor), completed articles, CCSA (Certification in Control Self-Assessment), CFSA (Certified Financial Systems Auditor) CGAP (Certified Government Auditing Professional) or CISA (Certified Information Systems Auditor). A minimum of five (5) years' experience in Auditing, Finance, Risk Management, Corporate Governance or other related fields. A minimum of two (2) years specific experience in a specialized audit field of Performance Auditing. Knowledge of relevant Acts, Legislation and Regulations. A high level of computer skills Knowledge of government systems (BAS, Persal, etc).
<b><u>DUTIES</u></b>	:	Manage the internal audit sub directorate. Develop strategic internal audit plans. Implement the approved Internal Audit operational plan. Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimise duplication of effort. Keep up to date with new developments in the internal audit environment.
<b><u>ENQUIRIES</u></b>	:	Mr N Jones Tel No: (012) 310-4880. To <a href="http://www.statssa.gov.za/recruitment">www.statssa.gov.za/recruitment</a>
<b><u>POST 10/72</u></b>	:	<b><u>PRICE METHODOLOGIST: PRICE STATISTICS REF NO: 38/03/21HO</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 596 per annum (Level 09) Head Office, Pretoria
	:	A three-year tertiary qualification in in Economics/ Statistics or related. Training in quantitative analysis. Two years' experience in quantitative analysis and research. Knowledge of Price statistics, Economics and Statistics. Experience and knowledge of SAS and/or other statistical packages. Knowledge MS Office Suite especially Excel.
<b><u>DUTIES</u></b>	:	Provide inputs on developing methodology and continuous improvement regarding price statistics based on international best practices of price statistics. Participate in ensuring that price statistics are collected and compiled using the best international practices. Participate in the development and maintenance of detailed sources and methods documentation on relevant activities for all price statistics publications. Participate in reweighting (weights estimation) rebasing and sample management of price statistics. Design statistical programs and participate in the writing of guidelines, specifications and instructions to programmers and analyse data. Interact with internal and external stakeholders as required. Provide inputs to management relating to MTEF and operational planning and budgeting.
<b><u>ENQUIRIES</u></b>	:	Mr N Jones Tel No: (012) 310-4880. To <a href="http://www.statssa.gov.za/recruitment">www.statssa.gov.za/recruitment</a>
<b><u>POST 10/73</u></b>	:	<b><u>MULTI-DISCIPLINARY COMPILER REF NO: 41/03/21HO</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R257 508 per annum (Level 07) Head Office, Pretoria
	:	A three-year tertiary qualification in Language Practice/ Journalism with majors in English or Linguistics. At least one to two years' relevant experience or experience in writing of statistical material. Basic knowledge of statistics, publishing and writing. Good knowledge of compilation, printing and publication process. Knowledge of the implications of the electronic publishing environment. Knowledge of English and grammar, editing and proofreading. Knowledge of MS Office Suite.
<b><u>DUTIES</u></b>	:	Compile and produce multi-disciplinary publications. Interact with relevant stakeholders in the production of publications. Facilitate the printing and web publishing of multi-disciplinary publications. Prepare statistical releases for publication according to industry standards. Write monthly statistical newsletter. Implement policy, standard, plans, procedures, processes and guidelines for multi-disciplinary compilations.
<b><u>ENQUIRES</u></b>	:	Mr N Jones Tel No: (012) 310-4880. To <a href="http://www.statssa.gov.za/recruitment">www.statssa.gov.za/recruitment</a>



## DEPARTMENT OF TRANSPORT

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

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or email to: [Recruitment@dot.gov.za](mailto:Recruitment@dot.gov.za).
- CLOSING DATE** : 09 April 2021
- NOTE** : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at [www.gov.za](http://www.gov.za)) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NGS) has introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please Note: Correspondence will only be entered into with short-listed candidates.

## OTHER POSTS

- POST 10/74** : **ASSISTANT DIRECTOR: VEHICLES TESTING REF NO: DOT/HRM/2021/24**  
(Branch: Road Transport)  
(Chief Directorate: Road Regulation)  
(Directorate: Compliance)  
(Sub-directorate: Vehicle Testing)
- SALARY** : R470 040 per annum (Level 10)
- CENTRE** : Pretoria
- REQUIREMENTS** : Recognised NQF level 6 / 7 bachelor of Administration in Licencing Practice or Transportation Management, Examiner of Vehicles diploma or equivalent Auditing qualification with at least 3 years relevant experience. A valid un-endorsed code B or EB driving license. Note the following competencies and attribute are essential: Extensive knowledge of the National Road Traffic Act, Act 93 of 1996 and its Regulations. Extensive knowledge of South African National Standards (SANS) codes and all relevant legislation pertaining to Vehicle Testing. Extensive knowledge of the role and duties of the Inspectorate Vehicles Testing Stations. Computer Literacy. Advanced communication skills (written and presentation). Operational, planning and facilitation skills. Willingness to travel and work irregular hours.
- DUTIES** : Conduct inspections on the evaluation of standards at new and existing vehicle testing stations as performed by the SABS. Conduct inspections on the evaluation of VTS personnel. Perform office management including responding to queries, writing reports and submissions, updating of records. Conduct information sessions to stakeholders. Participate in Technical Committees and working groups.

**ENQUIRIES** : Ms L Botma Tel No: (012) 309 3763

**POST 10/75** : **SENIOR INTERNAL AUDITOR REF NO: DOT/HRM/2021/25**  
 (Branch: Office of the Director General)  
 (Chief Directorate: Internal Audit and Forensic Investigations)  
 (Directorate: Internal, Performance and IT Audit)  
 (Sub-directorate: Internal Audit)

**SALARY** : R316 791 per annum (Level 08)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : NQF Level 6 / 7 in Internal Auditing / Auditing qualification with 3 years internal Audit experience plus the following key competencies: Knowledge of the Treasury Regulations and Public Finance Management Act (PFMA). Knowledge of the international standards for the Professional Practice of Internal Auditing and Code of Ethics. Analytical skills. Good interpersonal and communication skills (both written and verbal).

**DUTIES** : Give inputs in the preparation of operational plans. Minutes of the meeting properly taken and kept. Development of system descriptions. Compile risk matrix, identify new risks and evaluating internal controls for adequacy and effectiveness. Confirm validity existence of risks with clients for individual projects. Draw audit programme. Executive audit programmes. Compile audit working papers and file audit evidence. Document audit findings, audit findings properly documented and substantiated. Working papers properly referenced. Conduct follow-up audits (plan, execute and report). Ad-hoc Audits perform audits as per client's request. Prepare record of audit findings. Conforms to IIA standards and prescribed formats. Discussion of audit findings with client. Prepare time sheet and time analysis and open manual audit file all audit documentation.

**ENQUIRIES** : Ms M Sepogwane Tel No: (012) 309 3336

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

**CLOSING DATE** : 06 April 2021

**NOTE** : 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](http://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." The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic records including a Senior certificate and ID-document [Driver's license where applicable]. The certification must be within six (6 months as at the advert closing date. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. 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 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). 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 10/76** : **HEAD CLINICAL UNIT: GRADE 1 REF NO: H/H/28 (X1 POST)**

**SALARY** : R1 728 807 per annum (OSD) (excluding Commuted Overtime)

**CENTRE** : Neurosurgery Department, Universitas Academic Hospital (Bloemfontein)

**REQUIREMENTS** : Appropriate qualifications that allows registration with HPCSA as Medical Specialist in Neurosurgery Department. A minimum to three (3) years appropriate experience as a Medical Specialist after registration with HPCSA. Must be registered with HPCSA for 2020/2021, Experience in teaching and training. Demonstrate experience in research. South African Citizen with valid driver's license. Knowledge and Skills: Provide evidence of leadership qualities and management experience. Research qualifications in the field of Neurosurgery either MMed or PhD. Evidence of professional standing e.g membership of professional organizations and their management committees. Qualification in human resource and financial management.

**DUTIES** : To be responsible for service delivery within Neurosurgery Department at Universitas Academic Hospital. To fulfil the administrative, academic and research requirements of an appointment to the Joint Staff Establishment. To supervise pre-and post-graduate training and examination in Neurosurgery at the Universitas Academic Hospital. Render outreach and support services to other levels of care in our drainage areas (Free State Province). Undertake all tasks at directed by the Head of Clinical Department and Head Clinical Services at Universitas Academic Hospital.

**ENQUIRIES** : Dr A van Aswegen Tel No: (051) 405 3009

**APPLICATIONS** : TO: The Chief Executive Officer, Universitas Hospital, Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1091, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein

**FOR ATTENTION** : Mr MJ Baleni

**POST 10/77** : **PHARMACIST: GRADE 1-3: REF NO: H/P/22**

**SALARY** : Grade 1: R639 372 per annum (OSD)  
Grade 2: R751 026 per annum (OSD)  
Grade 3: R821 205 per annum (OSD)

**CENTRE REQUIREMENTS** : Medpharm, Bloemfontein  
: B Pharm degree, Registration with the South African Pharmacy Council as Pharmacist, Appropriate experience in Drug Supply management as well as experience in computerized system. Experience: Pharmacist **Grade 1:** None after registration with the SAPC as a Pharmacist in respect of South African qualified employees. One-year relevant experience after registration as Pharmacist 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. Pharmacist **Grade 2:** Minimum of 5 years after registration a Pharmacist with the SAPC as a Pharmacist of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as Pharmacist 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. Pharmacist **Grade 3:** Minimum of 13 years after registration as a Pharmacist with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 14 years' relevant experience after registration as a Pharmacist 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. Knowledge And Skills: Appropriate post registration experience.

**DUTIES** : Ensure availability of pharmaceuticals/medicines through effective and efficient bid and quotation process. Render a comprehensive, professional and quality pharmaceutical service in the form of support, assistance, execution of duties and performing of acts, in line with relevant policies, standard operational procedures and legislation. Management of all pharmaceutical addendums. Effective management of Human Resources. Ensure effective and efficient stock management. Do follow ups on outstanding orders and ensuring compliance from suppliers. Service in ad hoc committees, eg Provincial Pharmaceutical and Therapeutic Committee and Drug Supply Management Committee to give support and to assist in achieving departmental goals. Professional development and training.

**ENQUIRIES APPLICATIONS** : Mr TW Khetsekile, Tel No: (051) 411 0578  
: To Be Send To: The Chief Executive Officer, Medpharm, P O Box 7622 Bloemfontein, 9300.

**FOR ATTENTION** : Mr T April

**POST 10/78** : **PHARMACIST GRADE 1-3 REF NO: H/P/32**

**SALARY** : Grade 1: R639 372 per annum (OSD)  
Grade 2: R751 026 per annum (OSD)  
Grade 3: R821 205 per annum (OSD)

**CENTRE REQUIREMENTS** : Stffel Coetzee Hospital, Smithfield  
: Appropriate bachelor of Pharmacy Degree: Registration with the SAPC as a Pharmacist. Experience: Pharmacist **Grade 1:** None after registration with the SAPC as a Pharmacist in respect of South African qualified employees. One-year relevant experience after registration as Pharmacist 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. Pharmacist **Grade 2:** Minimum of 5 years after registration a Pharmacist with the SAPC as a Pharmacist of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as Pharmacist 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. Pharmacist **Grade 3:** Registration with the SAPC as a Pharmacist Minimum of 13 years after registration as a Pharmacist with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 14 years' relevant experience after registration as a Pharmacist 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 Knowledge and Skills: Computer skills. Valid driver's license.

**DUTIES** : Render a comprehensive, professional and quality pharmaceutical service in the form of support, assistance, execution of duties and performing of acts, in line with relevant policies, standard operational procedures and legislation. Management of all pharmaceutical addendums. Ensure availability of medicine stock through drug supply management and stock control principles. Keeping of statistics, compiling of reports. Ensure compliance to National Core Standards. Dispense medication to wards, patients and clinics. Cost center manager of pharmaceutical budget. Management and control of medicine stock: Issuing of ward stock and scheduled medication, calculating stock levels, conduct ward rounds, check emergency trolleys/ rooms, visit clinics, control expired medication, maintain drug registers (schedule 5, 6 and donation). Avoid expiring of medication. Management and control of medicine stock: Issuing of ward stock and scheduled medication, calculating stock levels, conduct ward rounds, check emergency trolleys/ rooms, visit clinics, control expired medication, maintain drug registers (schedule 5, 6 and donation). Avoid expiring of medication. Attend relevant management meetings, PTC meetings. Reduce risks in pharmacy, compile risk assessments and action plans. Ensure adherence to Good Pharmacy Practice rules and regulations. Deliver emergency services. Training of staff: Pharmacist assistants, Interns and other pharmacy support personnel. Support surrounding PHC Pharmacy Assistants by conducting outreach visits.

**ENQUIRIES** : Dr EMN Caka Tel No: (051) 673 1267

**APPLICATIONS** : To Be Sent To: The Chief Executive Officer Stoffel Coetzee Hospital, Private Bag X 5, Smithfield, 9966.

**FOR ATTENTION** : T S Molise

**POST 10/79** : **PHARMACIST GRADE 1-3: REF NO: H/P/22**

**SALARY** : Grade 1: R639 372 per annum (OSD)  
Grade 2: R751 026 per annum (OSD)  
Grade 3: R821 205 per annum (OSD)

**CENTRE** : Medpharm, Bloemfontein

**REQUIREMENTS** : B Pharm degree, Registration with the South African Pharmacy Council as Pharmacist, Appropriate experience in Drug Supply management as well as experience in computerized system. Experience: Pharmacist **Grade 1**: None after registration with the SAPC as a Pharmacist in respect of South African qualified employees. One-year relevant experience after registration as Pharmacist 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. Pharmacist **Grade 2**: Minimum of 5 years after registration a Pharmacist with the SAPC as a Pharmacist of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as Pharmacist 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. Pharmacist **Grade 3**: Minimum of 13 years after registration as a Pharmacist with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 14 years' relevant experience after registration as a Pharmacist 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. Knowledge And Skills: Appropriate post registration experience.

**DUTIES** : Ensure availability of pharmaceuticals/medicines through effective and efficient bid and quotation process. Render a comprehensive, professional and quality pharmaceutical service in the form of support, assistance, execution of duties and performing of acts, in line with relevant policies, standard operational procedures and legislation. Management of all pharmaceutical addendums. Effective management of Human Resources. Ensure effective and efficient stock management. Do follow ups on outstanding orders and ensuring compliance from suppliers. Service in ad hoc committees, eg Provincial Pharmaceutical and Therapeutic Committee and Drug Supply Management Committee to give support and to assist in achieving departmental goals. Professional development and training.

**ENQUIRIES** : Mr TW Khetsekile Tel No: (051) 411 0578

**APPLICATIONS** : To Be Sent To: The Chief Executive Officer, Medpharm, P O Box 7622 Bloemfontein, 9300.

**FOR ATTENTION** : Mr T April

**POST 10/80** : **ASSISTANT DIRECTOR: RADIOGRAPHY REF NO: H/A/30**

**SALARY** : R517 326 per annum (OSD)  
**CENTRE** : Embekweni Hospital, Smithfield  
**REQUIREMENTS** : A recognized B Degree in Radiography. Registration with the HPCSA as Radiographer A minimum of 3 year's appropriate experience in the relevant profession after registration with HPCSA Knowledge and Skills: Computer literacy. Thorough knowledge of the PFMA, Treasury regulations Ability to perform under pressure, excellent interpersonal skills.

**DUTIES** : Exercise clinical responsibility to ensure optimal service delivery. Ensure patient care during imaging for optimal diagnostic purpose of more advanced/ specialized nature. Apply the correct protocols to obtain optimal imaging. Practice radiation protection to minimize radiation dose to staff, patients, and general public. Develop and implement quality systems in line with National and International standards. Implement quality assurance programs for quality service delivery. Formulate, implement and monitor the execution of policies and protocols at institutional level. Supervision and evaluation of subordinates for efficient and effective service delivery. Training of more advanced nature of subordinates. Identify skills development needs. Monitor proper utilization of equipment, stores and expenditure. Outsource sonars services to nearby clinics.

**ENQUIRIES** : Dr EMN Caka Tel No: (051) 673 1267  
**APPLICATIONS** : To Be Send To: The Chief Executive Officer, Stoffel Coetzee Hospital, Private Bag X 5, Zastron, 9958.

**FOR ATTENTION** : Me P Botha

**POST 10/81** : **CLINICAL PROGRAM COORDINATOR; PNA-5: EXPANDED PROGRAMME ON IMMUNIZATION (EPI) REF NO: H/C/17**

**SALARY** : R444 276 per annum (OSD)  
**CENTRE** : MNCWH & Youth Health; Corporate Office (Bloemfontein)  
**REQUIREMENTS** : 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. Experience in Child Health Nursing. Proof of current registration with the South African Nursing Council. Valid driver's license. Knowledge And Skills: Computer literacy

**DUTIES** : Facilitate and oversee surveillance of vaccine preventable diseases (VPD). Maintain updated surveillance system for VPD (AEFI, Measles, Polio, NNT). Compile and submit reports to comply with applicable policies. Conduct support visits to public and private health care facilities in the province respond to VPD outbreaks in the province. Develop skills and knowledge of health care workers to improve service delivery

**ENQUIRIES** : Mr FD Bohlale Tel No: (051) 408 1281  
**APPLICATIONS** : Must Be Send To: The Director, HRM and Planning PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

**FOR ATTENTION** : Me P Mpu

**POST 10/82** : **SENIOR STATISTICAL ADVISOR (RESEARCH ASSISTANT) REF NO: H/S/18**

**SALARY** : R316 791 per annum (Level 08)  
**CENTRE** : Information Management and Research; Corporate Office (Bloemfontein)  
**REQUIREMENTS** : An appropriate Degree, preferably with modules in statistics or public health or any other health related area plus 2 years functional experience of which 1 years must be on supervisory level. 2 Years appropriate experience in health research area. A valid driver's license with experience in driving and be prepared to travel within the Free State Province. Knowledge and Skills: A Master's Degree is an added advantage. Excellent scientific report writing skills. Working knowledge of either VBA, SAS, R, STATA or something similar for data analysis Experience in conducting research and managing a large research database, preferably in a health environment. Experience in data processing using Microsoft Excel for data analysis and interpretation of the results. Experience in data analysis and ability to writing scientific reports and publications on short notice, based on the analysis. Excellent written and verbal communication skills and health related statistical experience as well as excellent data presentation is important. Experience in data collection and solving statistical problems. Participated in the design, administration and monitoring of studies / clinical trials. Analyze and evaluate clinical / health

		system data gathered during research and ensuring compliance with protocol and overall clinical objectives. Ability to work independently under pressure as well as working in a team, including working in a dynamic environment, with very tight deadlines as well as working odd hours. Personal qualities required include ability to think logically and strong problem-solving skills to develop solutions and draw conclusions based on results from the collection of data, interpersonal skills, leadership skills, analytical skills and strategic planning.
<b><u>DUTIES</u></b>	:	Conduct research and support the preparation of materials for submission to granting agencies and foundations. Prepare research questionnaires, Recruit and/or interview research participants. Code, capture and verify data in accordance with specified research protocol and coding procedures and enter data into a computer database and/or spreadsheet application for subsequent analysis. Plan and train officials on data collection, data analysis and data use and identify and compile lists of potential research participants in accordance with study objectives and parameters, in accordance with predetermined interview protocol, data collection procedures and documentation standards. Review and edit data to ensure completeness and accuracy of information, follow up with study participants to resolve problems or clarify data collected. May lead or guide the work of student employees. Perform miscellaneous job-related duties as assigned. Prepare findings for publication and assist in laboratory analysis, quality control, or data management. Develop research protocols, print and copy data collection tools, track research progress over time, write and contribute to publications. Develop assessment and evaluation tools, compile data and progress reports. Conduct research and apply current data analysis methods to DHIS data and produce quarterly and annual reports for the department. Develop and initiate innovative statistical techniques, issues and protocols and execute statistical operations in total fairness to derive zero-error results. Coordinate, solve statistical problems, negotiate and guide clients on the application of statistical data analysis methods and champion change management on data use throughout DHS. Adapt statistical methods in order to solve specific problems in health environment. Evaluate sources of information in order to determine any limitations in terms of reliability or usability. Process large amounts of data for statistical modeling and graphic analysis, using computers and report results of statistical analysis, including information in the form of graphs, charts, and tables and interpretation. Develop an understanding of fields to which statistical methods are to be applied in order to determine whether methods and results are appropriate and prepare data for processing by organizing information, checking for any inaccuracies, and adjusting and weighting the raw data. Evaluate the statistical methods and procedures used to obtain data in order to ensure validity, applicability, efficiency, and accuracy and align with statistical theories. Willingness to travel throughout the province.
<b><u>ENQUIRIES</u></b>	:	Dr Chikobvu, Me Mathule Tel No: (051) 408 1738/1145 Cell: 0664708340 /0713129724
<b><u>APPLICATIONS</u></b>	:	TO: The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein
<b><u>FOR ATTENTION</u></b>	:	Me P Mpu
<b><u>POST 10/83</u></b>	:	<b><u>CHIEF NETWORK CONTROLLER REF NO: H/C/18</u></b>
<b><u>SALARY</u></b>	:	R316 791 per annum (Level 08)
<b><u>CENTRE</u></b>	:	XHariep District
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree or Tertiary National Diploma in information Technology, Computer Programming, A+ and N+. plus 2 years' functional experience of which 1 years must be on Supervisory level. A minimum of 3 – 5 years' networks, equipment/computer operating systems experience. Valid Driver's License. Knowledge And Skills: Applicable training in different levels of computer software and hardware. programs will be an added advantage. International Certificates of A+, N+ and MCSE. Planning and organizational skills.
<b><u>DUTIES</u></b>	:	Perform the network administration and backups. Monitor the wide and local area network. Log and report LAN/WAN faults. Assist with the planning, design and implementation of LAN/WAN infrastructure. Detect and repair / report faults on LAN/WAN PC's, printers and software. Develop a maintenance, replacement and disposable plans for IT equipment. Supervision of Subordinates in IT unit.
<b><u>ENQUIRIES</u></b>	:	Mr T S Monatisa Tel No: (051) 492 116

**APPLICATIONS** : To Be Sent To: The District Manager, Xhariep District, Private Bag x2, Trompsburg, 9913 or hand delivered @ Albert Nzula Hospital, 2 Louw Street, Trompsburg.

**FOR ATTENTION** : Mr MH Moabi

**POST 10/84** : **CHIEF NETWORK CONTROLLER REF NO: H/C/18**

**SALARY** : R316 791 per annum. (Level 08)

**CENTRE** : Xhariep District

**REQUIREMENTS** : An appropriate Bachelor's Degree or Tertiary National Diploma in information Technology, Computer Programming, A+ and N+. plus 2 years' functional experience of which 1 years must be on Supervisory level. A minimum of 3 – 5 years' networks, equipment/computer operating systems experience. Valid Driver's License. Knowledge and Skills: Applicable training in different levels of computer software and hardware. Programs will be an added advantage. International Certificates of A+, N+ and MCSE. Planning and organizational skills.

**DUTIES** : Perform the network administration and backups. Monitor the wide and local area network. Log and report LAN/WAN faults. Assist with the planning, design and implementation of LAN/WAN infrastructure. Detect and repair / report faults on LAN/WAN PC's, printers and software. Develop a maintenance, replacement and disposable plans for IT equipment. Supervision of Subordinates in IT unit.

**ENQUIRIES** : Mr T S Monatisa Tel No: (051) 492 116

**APPLICATIONS** : To Be Sent To: The District Manager, Xhariep District, Private Bag x2, Trompsburg, 9913 or hand delivered @ Albert Nzula Hospital, 2 Louw Street, Trompsburg

**FOR ATTENTION** : Mr MH Moabi



**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF EDUCATION**

**APPLICATIONS** : **Head Office (HO):** Physical Address: 26<sup>th</sup> Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001 Enquiries: Check Enquiries on the Advert. District Ekurhuleni South (ES): Physical Address: Infinity Office Park, 2 Robin Close, Meyersdal Private Bag X8001, Alberton, 1456 Enquiries: Xolani Kheswa Tel No: (011) 389-6062.  
**District Sedibeng East (SE):** Physical Address: Corner Joubert & Kruger street SL & M Building Vereeniging Postal Address: Private Bag X05, Vereeniging, 1930. Enquiries: Ms. N Xawuka Tel No: (016) 440 1717.  
**District Tswane North (TN):** Physical Address: Wonderboom Junction 11 Lavender Street, Pretoria Postal Address: Private Bag X945, Pretoria, 0001. Enquiries Rejoice Manamela Tel No: (012) 543 4313

**CLOSING DATE** :

**NOTE** :

09 April 2021  
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 New Z83 form, obtainable from any public service department or on internet at [www.dpsa.gov.za /documents](http://www.dpsa.gov.za/documents), which must be completed in full and originally signed. An updated CV as well as certified copy of your identity document and qualifications must be attached. 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. The specific reference number of the post must be quoted. The Department reserves the right not to make appointment(s) to the advertised post(s). 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. Department reserves the right not to make appointment(s) to the advertised post(s). No faxed, emailed and late applications will be considered.

**OTHER POSTS**

**POST 10/85** : **SENIOR LEGAL ADMIN OFFICER (MR6) REF NO: HO2021/03/190**  
Directorate: Legal Services

**SALARY** : R473 820 - R1 140 828 per annum (salary to be determined in accordance with experience as per OSD determination).

**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : An appropriate Degree in LLB plus minimum of 8 years post-qualification Legal experience. Admission as an Attorney or Advocate will be an added advantage. Knowledge and understanding of the Public Service legislative framework and Education laws, as well as drafting and interpretation of legislation and Contracts. Knowledge of South African Constitutional Law and Promotion of Administrative Justice Act is imperative. The ability to work long hours and under pressure. A valid driver's license. Skills: Interpretation of statute skills, research skills, legislative drafting and formulation skills. Good verbal and legal writing skills. Good communication (both written and verbal) as well as interpersonal skills. Well-developed analytical skills.

**DUTIES** : Coordinate responses to Chapter 9 institutions. Represent the Department in all hearings conducted by Chapter 9 institutions. Draft reports and analysis on all chapter 9 institutions investigations. Research the legal content of Legislation, civil jurisprudence and provide reports. Conduct research on the constitutionality and legality of the legislative frameworks applicable to the Department. Attend to drafting of Provincial Laws, Regulations, contracts, statutory appeals and vetting of circulars. Provide legal advisory services to the Department. Ensure compliance with legislation. Attend to queries regarding the departmental policies. Communicate with relevant stakeholders on matters relating to education attend to assigned duties from the Director.

**ENQUIRIES** : Adv. EN Mashigo Tel No: (011) 355 0147

**POST 10/86** : **ASSISTANT DIRECTOR: PROVISIONING AND ADMINISTRATION FOR INSITUTIONS REF NO: TN2021/03/191**  
Sub- Directorate: Finance and Administration

**SALARY** : R376 596 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	:	Tshwane North District
	:	An appropriate 3 year National Diploma/Degree qualification in Financial Management, Accounting, Public Finance, Cost and Management Accounting plus a minimum of 3-5 years relevant working experience. Applicant must be 3 years on supervisory level in the financial management environment. Procurement directives (Supply chain management manual). Treasury Regulations, PFMA and SASA. Administration procedures relating to specific working environment, including norms and standards for school funding. Planning and organizing, Computer literacy, Client service, Compilation of Management reports, Interpersonal relations, Problem Solving, to maintain discipline in resolving conflict, Ability to perform ad-hoc task. Knowledge of PMDS process. Ability to communicate with team members. Valid driver's license.
<b><u>DUTIES</u></b>	:	Ensure effective financial management in all schools (POS, LSEN & Subsidized. Independent schools). Implement SASA, Independent Schools Regulations, DBE Circulars (M1, M3, M4) and other relevant finance prescripts and ensure compliance by schools thereof. Ensure that schools possess effective control systems and approved finance policies and guidelines. Ensure effective maintenance of financial records by Institutions and data through utilization of financial management systems and/or other Third-Party Systems. Monitor all funds received and spent by the Institutions (e.g. grants, school fees, donations, fund raising, and any other revenue generated by schools). Coordinate and conduct financial management training and workshop sessions to all respective Institutions. Conduct inspections and advise schools on financial management matters. Ensure submission of financial statements by schools in accordance with regulated timeframes. Coordinate and facilitate the preparation, collection and analysis of reports (i.e. monthly expenditure reports, bank reconciliation statement from schools and relevant internal reports). Provide support to schools with the breakdown of transfer of subsidies and related revenues. Ensure the reconciliation of budget vs payments as per final resource allocation. Coordinate and facilitate the receipt and distribution of Statement of Payments made to schools in relation to subsidies. Implement Circular 45 of 2003, Public Benefit Organizations, and School Fee Exemption in schools. Ensure monitoring of all public schools' Municipal and Eskom accounts. Coordinate and facilitate the submission of monthly reconciliations for section 21 schools' municipal payments to Head Office. Ensure intervention on schools' non-compliance to municipal obligations (e.g. arrangement of payment plan with Municipality). Ensure compliance in terms of asset management process at Public Schools within the District. Ensure compliance at schools with regards to asset management prescripts (i.e. policy, processes, and procedures) of the Department. Coordinate ordering of school furniture (i.e. learner furniture, ICT and other related assets). Ensure effective maintenance of Theft and Loss Register by schools and conducting of stocktaking by schools and provide report thereof. Ensure the effective, efficient and economic utilization of allocated resources. Compile and submit Job Descriptions, Performance Agreements, Assessments, and Performance Development Plan for staff. Supervise the staff.
<b><u>ENQUIRIES</u></b>	:	Ms Rejoice Manamela Tel No: (012) 543 4313
<b><u>POST 10/87</u></b>	:	<b><u>SENIOR PERSONNEL PRACTITIONER: HRD (X2 POSTS)</u></b> Sub-Directorate: THRS Section: PMDS
<b><u>SALARY CENTRE</u></b>	:	R316 791 per annum
	:	Sedibeng East District Ref No: SE2021/03/192
	:	Ekurhuleni South District Ref No: ES2021/03/193
<b><u>REQUIREMENTS</u></b>	:	An appropriate three- year National Diploma/Degree in Human Resource Management/ Human Resource Development plus a minimum of 2-3 years' experience in the office staff Training and Development working environment. Knowledge of relevant Human Resource Prescripts (Public Service Act and Regulations, Educators Act, Basic Conditions of Employment Act, Skills Development Act, Skills Levy Act, Labour Relations Act). Knowledge and understanding of Human Resource Management Practices and Procedures. Skills Development. Public Finance Management Act. Good communication skill, computer literacy, project management, interpersonal, problem solving, presentation and analytical skills. Financial management, planning and organizing, people management, facilitation, report writing and minutes taking skills. Applicant must be in a possession of a South African valid driver's license.

**DUTIES** : Co-ordinate and Implement Training and Development of all office based and public-school staff members. Coordinate training for staff in line with skills development plan by working together with District Skills Development Coordinating Team in addressing staff training needs. Consolidate costing of identified training programmes against allocated training budget. Monitor and evaluate the impact of training provided by obtaining feedback from delegates and their immediate supervisors. Coordinate Learnership and Internship programmes. Facilitate the implementation of Learnership and Internship, experiential learning and Work Integrated Learning (WIL) programmes aimed at assisting unemployed youth to gain workplace experience. Facilitate the orientation and induction programmes for new Learners and Interns. Facilitate exit strategy of internship learners. Coordinate the GDE Bursary Programmes in the District. Monitor and report on compliance of GDE bursary policy. Provide administrative support services for the Business Unit. Draft memos inviting/ requesting participants to attend training. Coordinate CIP projects for newly appointment employees. Coordinate and implement staff Induction. Coordinate internal staff induction and orientation programmes. Coordinate and facilitate Compulsory Induction Programme.

**ENQUIRIES** : Ms. N Xawuka Tel No: (016) 440 1717 (SE)  
Mr Xolani Kheswa (ES) Tel No: (011) 389 6062

**POST 10/88** : **PERSONAL ASSISTANT REF NO: HO2021/03/194**  
Directorate: Financial Statements, Salaries and Bookkeeping

**SALARY** : R257 508 per annum  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : Grade 12 plus Secretarial/ Office Management certificate/Diploma with minimum 3 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 packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. 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. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/Chief Director's budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain 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 Winny Radzilani Tel No: (011) 843 6540  
Ms Sylvia Mtshali Tel No: (011) 355 6280  
Ms Gugulethu Mdhuli Tel No: (011) 355 6178

## DEPARTMENT OF HEALTH

### OTHER POSTS

**POST 10/89** : **CLINICAL MANAGER (MEDICAL) REF NO: HRM/2021/10 (X1 POST)**  
Directorate: Clinical Services

**SALARY** : R1 173 900 - R1 302 849.per annum (OSD Grading)  
**CENTRE** : Mamelodi Regional Hospital  
**REQUIREMENTS** : National Senior Certificate and MBCHB/MBBCH qualification that allows registration with the HPCSA as a Medical Practitioner and proof of current registration. A minimum of six (6) year experience as a Medical Practitioner after registration with HPCSA as Medical Practitioner. Hospital Management qualification will be an added advantage. Good communication skills, leadership and writing skills.

**DUTIES** : Overall clinical leadership and management of allocated cluster of departments. Offers a comprehensive quality level hospital services to patients. Optimally supervise departments, mentor and coach junior medical staff. Support District Health Service. Participate and network with other hospitals and in the comprehensive clinical services regarding patients care

and treatment. Lead and drive CPD and M&M programmes. Implement cost containment measures, analyse budget and ensure effective and efficient use of resources. Conduct patient redress and compile reports for medico legal cases. Monitor commuted overtime and ensure adherence to RWOPS Policy. Maintain discipline and deal with grievances and labour relations issues in terms of laid down policies and procedures. NB Commuted overtime is compulsory.

- ENQUIRIES** : Dr N Soe Tel No: (012) 841 8302/8306
- APPLICATIONS** : should be submitted at Mamelodi Regional Hospital, Human Resource Department, 19472 Serapeng Street, Tsamaya Road, Mamelodi
- NOTE** : The department of health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on Z83 form with a C.V certified copies of ID, SANC and qualifications to be attached certified copies should not be longer than 6 months. Notes: Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and employment verification) successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.
- CLOSING DATE** : 06 April 2021
- POST 10/90** : **MEDICAL SPECIALIST GRADE 1 REF NO: SBAH 28/2021**  
Directorate: Neurology
- SALARY** : R1 106 040 per annum plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : Qualifications as a Medical Specialist in Neurology MBChB /MBBCh, Fcneurology or MMED. Registration with HPCSA as a Medical Specialist in Neurology.
- DUTIES** : The successful candidate will be expected to care for all patients with neurological problems in the outpatient and inpatients units. The candidate is expected to perform after hour duties. This is a joint post and it includes teaching of under and post graduate students. The candidate is expected to participate in departmental research projects.
- ENQUIRIES** : Prof. M Kakaza Tel No: 012 354 1082
- APPLICATIONS** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 06 April 2021
- POST 10/91** : **MEDICAL SPECIALIST GRADE 1 REF NO: SBAH 29/2021**  
Directorate: Paediatric (Cardiology)
- SALARY** : R1 106 040 per annum plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : Registration as a Specialist Paediatrician for independent practice. Experience in Paediatric Cardiology. FCPaed/MMed (Paediatrics), Certificate Paediatric Cardiology.
- DUTIES** : Candidates will deliver patient care and service, mainly but not exclusively in Paediatric Cardiology, including after hours and night duty overtime work, as allocated by the Head of the Department.
- ENQUIRIES** : Prof RJ Green Tel No: (012) 354 5276
- APPLICATIONS** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 06 April 2021
- POST 10/92** : **MEDICAL REGISTRAR REF NO: SBAH 30/2021**  
Directorate: Neurology
- SALARY** : R821 205 per annum plus benefits
- CENTRE** : Steve Biko Academic Hospital

- REQUIREMENTS** : Registration with the HPCSA as a Medical Practitioner. MBChB/ MBCh. Experience in Neurology would be advantageous. Neurology Primaries are strong recommendation. After hours' duties are mandatory.
- DUTIES** : Render clinical services-care of inpatient and outpatients in the department. The incumbent will have to attend to consultations from other departments. Show academic progression and participate in all academic activities. Complete a research dissertation within 4 years. Supervision of undergraduate students and junior colleagues. Registrars are expected to rotate in Kalafong and 1 Military hospital.
- ENQUIRIES APPLICATIONS** : Prof M Kakaza Tel No: (012) 354 1082  
: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 06 April 2021
- POST 10/93** : **REGISTRAR (DENTAL) MAXILLOFACIAL AND ORAL SURGERY**  
Directorate: Maxillofacial and Oral Surgery
- SALARY CENTRE REQUIREMENTS** : R821 205 per annum, excl commuted overtime  
: Wits Oral Health Centre  
: Registration with HPCSA as Dentist in the category of Independent Practice. A minimum of two (2) years' experience as a Dentist excluding Community Service. Service in the public service, ATLS, Basic surgical skills, Primary exams and exposure to Maxillofacial and Oral Surgery will serve as an advantage. Postgraduate qualification in MFOS (MSc Dent or PDD-minor oral surgery) will be an added advantage.
- DUTIES** : Incumbents will follow a course of study which on successful completion will entitle the graduate to register with HPCSA as a specialist in Maxillofacial Oral and Surgery. This requires treatment of variety of patients in oral and craniofacial rehabilitation, carry out and present a research report, assist with training of undergraduate students and involvement in the administrative duties of the department.
- ENQUIRIES APPLICATIONS** : HR Manager- Mr. P.F Monama Tel No: (011) 481- 2099  
: Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed /E-mailed applications will be accepted.
- NOTE** : Applicants to attach certified copies (date of certification not older than six (6) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates and proof of current registration with HPCSA. Applications without proof of the necessary documents will be disqualified.
- CLOSING DATE** : 06 April 2021
- POST 10/94** : **MEDICAL OFFICER GRADE 1 ACCIDENT AND EMERGENCY UNIT REF NO: REFS/006538 (X1 POST)**  
Directorate: Office of Clinical Manager
- SALARY CENTRE REQUIREMENTS** : R821 205 - R884 670 per annum (plus benefits)  
: Dr Yusuf Dadoo Hospital Province: Gauteng  
: Appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Registration with HPCSA as a Medical Practitioner and proof of current registration. 0-5 years' experience after registration with HPCSA as a Medical Practitioner. Experience in casualty, ATLS, ACLS, PALS will be an added advantage.
- DUTIES** : Efficient and effective assessment and treatment of medical, surgical, paediatric and maternal emergencies. To make appropriate admissions, discharges and referrals to high levels of care for continuum of care. To refer patients to allied health care practitioners. To treat patients with ethical decision, Batho Pele Principles, Human Rights and Patient Rights charter and to uphold confidentiality. To adhere to the professional Ethics and code of conduct. To participate in the commuted overtime. To plan, organise work and implement the quality and safety improvement programmes. To attend continuous professional development meetings. To attend Morbidity and Mortality meetings. To be rotated through different units of the Hospital

- according to the needs of the hospital. To supervise and train junior Medical Officers, Medical Interns, Students and Nurses.
- ENQUIRIES** : Dr JC Moundzika (Acting Clinical Manager) Tel No: (011) 951 6181
- APPLICATIONS** : must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.
- NOTE** : Please attach the following in your application: Z83 fully completed and signed, CV, certified copies of ID and qualifications, HPCSA registration as a Medical Practitioner and proof of current registration. Failure to do so will lead to disqualification of application.
- CLOSING DATE** : 09 April 2021
- POST 10/95** : **MEDICAL OFFICER- PSYCHIATRY REF NO: RRF5/008363 (X2 POSTS)**  
Directorate: Mental Health Care
- SALARY** : R821 205 per annum plus benefits
- CENTRE** : Helen Joseph Hospital
- REQUIREMENTS** : Appropriate qualification which allows registration as a medical practitioner with the Health Professions Council of South Africa (HPCSA). Current registration with the HPCSA as a medical practitioner. Previous experience in psychiatry (minimum 6 months) or a Diploma in Mental Health. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedures pertaining to mental health care users. Computer literacy. A valid driver's license.
- DUTIES** : General Adult Psychiatry: The provision of care, treatment and rehabilitation to mental health care users within the framework of the Mental Health Care Act (No 17 of 2002); involvement in other general psychiatry work as needed. Teaching and training of medical students, and as other personnel (e.g. nurses, etc. To always maintain professional and ethical conduct.
- ENQUIRIES** : Dr R Brummerhoff Tel No: (011) 489 0619 / 0906
- APPLICATIONS** : must be hand delivered to Human Resources department, Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Basement, Johannesburg (There is also a dedicated box at hospital entrance – ask Security Officers on duty for assistance). Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X 47, Auckland Park, 2006.
- FOR ATTENTION** : Human resources department
- NOTE** : Applications must be submitted on Z83 form, obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s, Identity document (no copies of certified copies allowed, certification should not be more than six months old). N.B. Failure to attach relevant certified documents will result in your application disqualified. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.
- CLOSING DATE** : 09 April 2021
- POST 10/96** : **MEDICAL OFFICER GRADE 1 REF NO: HRM/2021/11 (X2 POSTS)**  
(Contract Ending 31 March 2022)  
Directorate: Mental Health Unit
- SALARY** : R821 205 per annum (OSD Grading)
- CENTRE** : Mamelodi Regional Hospital
- REQUIREMENTS** : National Senior Certificate and MBCHB/MBBCH qualification that allows registration with the Health professions Council of South Africa (HPCSA) as a Medical Practitioner. Certification of Registration with the HPCSA (proof of current annual registration to be attached.) knowledge of mental health related legislations and legal and ethical principles. Good communication and interpersonal skills. Ability to work independently and in a multi-disciplinary team. Analytic thinking, independent decision making and problem solving skills.
- DUTIES** : Through assessment and management of referred mental health care users in casualties, outpatients and mental health care wards. Management and monitoring of violent and aggressive patients. Admission, review and discharge of patients according to the Mental Health Care Act (MHCA) and appropriate use of the MHCA forms. Perform other relevant administrative functions as required. Commuted overtime is compulsory.
- ENQUIRIES** : Mr SE Mofokeng Tel No: (012) 841 0961

- APPLICATIONS** : must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X 0032 P.O Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Road and Serapeng Street, Mamelodi Regional Hospital.
- FOR ATTENTION NOTE** : Mr SE Mofokeng (Recruitment Section)  
: 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. Applications must be completed fully on a Z83 form, CV, certified copies of all required documents of ID and qualifications not longer than six (6) months. If you did not hear from us within three months, consider your application unsuccessful. The hospital reserved the right to appoint. Successful candidates will be required to go under police clearance and physical verification at home affairs. The specific reference number must be quoted, failure to comply with the instruction will be disqualify applications from processed.
- CLOSING DATE** : 06 April 2021
- POST 10/97** : **DENTIST GRADE 1/2/3**  
Directorate: Maxillofacial and Oral Surgery (MFOS)
- SALARY** : R797 109 – R1 089 693 per annum (inclusive package), exc. commuted overtime
- CENTRE REQUIREMENTS** : Wits Oral Health Centre  
: Registration with HPCSA as Dentist in category independent practice. Minimum of five years' appropriate experience as a Dentist preferably in a Public Sector environment. MSc Dent degree and/or postgraduate qualification in Dentistry, undergraduate teaching experience and exposure to MFOS may have additional benefits.
- DUTIES** : Dentist will be responsible for clinical services, teaching, research and trainings, participation in all departmental activities and related administration.
- ENQUIRIES APPLICATIONS** : HR Manager- Mr. P.F Monama Tel No: 011 481- 2099  
: Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed /E-mailed applications will be accepted.
- NOTE** : Applicants to attach certified copies (date of certification not older than six (6) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates and proof of current registration with HPCSA. Applications without proof of the necessary documents will be disqualified.
- CLOSING DATE** : 06 April 2021
- POST 10/98** : **CLINICAL PSYCHOLOGIST GRADE 1 REF NO: HRM/2021/12 (X1 POST)**  
(Contract Ending 31 January 2022)  
Directorate: Mental Health Unit
- SALARY** : R713 361 - R784 278 per annum (OSD Grading)
- CENTRE REQUIREMENTS** : Mamelodi Regional Hospital  
: National Senior Certificate and Master's Degree in Clinical Psychology qualification that allows registration with the health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Certificate of Registration with the HPCSA (Proof of current annual registration to be attached). Excellent communication and interpersonal skills. Ability to work with children, adults and within multi-disciplinary team. Experience working in a Psychiatric setting. Knowledge of Mental Health Act and related legislation, legal and ethical principles. Ability to work independently and in a multi-disciplinary team.
- DUTIES** : Assessing, diagnosing and providing interventions to clients who are dealing with psychological challenges, including developmental difficulties, psychological distress and/ or psychopathology. The ability to identify and diagnose psychopathology, psychiatric disorders, and psychological conditions. Applying evidence based psychological interventions to clients presenting with psychological and/ or psychiatric conditions or problems. Appropriate referral to other professionals when indicated. Designing, managing and evaluating programmes aimed at alleviating psychological distress or psychiatric conditions. Conducting psychological work in an ethical manner, as well as adhering to the scope of practice of Clinical, Psychologist as specified in the Health Professions Act of 1974.
- ENQUIRIES** : Mr SE Mofokeng Tel No: (012) 841 0961

- APPLICATIONS** : To be sent to Mamelodi Regional Hospital, Hand Post- delivery to 19472 CNR Serapeng & Tsamaya Road or Private Bag X0032 PO Rethabile, Mamelodi East 0122.
- FOR ATTENTION** : Mr SE Mofokeng (Recruitment Section)
- NOTE** : 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. Applications must be submitted on a new Z83 form, obtainable from any Public Service Department website, which must be completed in full and attached your CV, certified copies of your identity document and academic qualification not older than six months. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Successful candidates will be required to undergo Police clearance and physical verification at Home Affairs.
- CLOSING DATE** : 06 April 2021
- POST 10/99** : **AREA MANAGER PHC-ABCEF SUB-DISTRICT REF NO: ABCEF/03/2021 (X1 POST)**  
Directorate: Johannesburg Health District
- SALARY** : R614 991 per annum (plus benefits)
- CENTRE** : ABCEF Sub-District
- REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice R425 (Degree or Diploma in Nursing) 10 years appropriate and recognisable experience in nursing post registration as a Professional Nurse. Post basic qualification with duration of at least 1 years in Curative skills in Primary Health Care accredited with SANC is an added advantage. At least 3 years of the period referred to the above must be appropriate/recognisable experience at management level. Other skills /requirements: Knowledge of the application of nursing act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of Batho Pele Principles, Patients' Rights Charter and quality assurance system. Ability to communicate verbally and written. Good people management and presentation skills. Good communication (verbal and written), interpersonal, social mobilisation, networking and financial management as well as computer skills, report writing and presentation skills. Valid Driver's Licence.
- DUTIES** : Responsive and accountable stewardship of District Health Services by overseeing to it that Annual Performance targets are met by: Providing comprehensive District Health Services ranging from nursing services in maternal and child health, in and out-patients, occupational, infection, environmental, rehabilitative, quality assurance and any associated care as may be deemed fit by relevant authority(ies). Implement Batho Pele principles, Patients' Rights Charter. Ensure implementation of Quality Assurance determinations including Ideal Health Facility Realization Programme and Office of the Health Standards Compliance prescripts. Monitor development, implementation, monitoring and evaluation of Quality Improvement Plans. Manage the development, Implementation and updating of relevant Standard Operating Procedures. Ensure effective efficient management of all resources. Promote practice and compliance with ethical and professional expectations. Operate and manage relevant District Health Information Management System (DHIMS). Become liaison between the District and all other essential stakeholders.
- ENQUIRIES** : Ms. L Matlala Tel No: (082) 307 0267
- APPLICATIONS** : Applications should be emailed to JhbHealth.DistrictJobApplications@gauteng.gov.za.
- NOTE** : The completed and signed z83 form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 6 months old. Please ensure that the reference number is quoted correctly. The recommended candidates will be subjected to positive results of the security clearance process (criminal records), the verification of educational qualifications certificates and medical assessments. Incomplete applications or applications received after closing date will not be considered. People with disabilities are encouraged to apply.
- CLOSING DATE** : 09 April 2021



**POST 10/100** : **ASSISTANT MANAGER NURSING (SPECIALTY) REF NO: ORT/03/2021 (X1 POST)**

Directorate: Johannesburg Health District

**SALARY** : R614 991 per annum (plus benefits)  
**CENTRE** : OR Tambo CHC

**REQUIREMENTS** : A basic R425 qualification i.e. diploma/ degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse and proof of current registration. A post basic nursing qualification with duration of at least one year accredited with SANC in one of the specialties referred to in the glossary of terms. A minimum of ten (10) years appropriate/ recognisable experience in Nursing after registration as 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 1 year post basic qualification in relevant speciality. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management/supervisory level. (Less one-year experience from candidates appointed from outside the public service after complying with registration requirements). Financial management and human resource management, leadership, organisational, decision making and problem solving skills; sound knowledge of public service policies, Code of Conduct, team building and policy formulation. Computer literacy.

**DUTIES** : Ensure that a Comprehensive Nursing Treatment and Care Service is delivered to Patients in a Cost Effective, Efficient and Equitable manner by the Facility. To Ensure Compliance to Professional and Ethical Standards at all times. Promote Quality of Nursing Care as directed by the Professional Scope of Practice and Standards as determined by South African Nursing Council (SANC). Facilitate Provision of a Comprehensive Package of Service at PHC level and Ensure that the Unit Adheres to the Batho Pele Principle and patient Rights. Ensure Effective Implementation of Service Quality Improvement Plans, Occupational Health and Safety as well as Quality Assurance Programmes etc. Ensure Compliance with Clinical Protocols, Norms and Standards within the clinic. Compliance towards Achievements of National Core Standards, 6 Ministerial Priorities and ideal Clinic Status National Standards ensure Effective Achievement on Ministerial Priorities, Ideal Clinic Compliance and support PHC Re-Engineering Programme Implementation. Ensure Management and Control of Human Resource, Financial and Material Resources. Monitor Utilisation of Budget to ensure that the clinic Functions within the Allocated Budget. Supervise and Monitor Staff Performance in accordance with Performance Management and Development System (PMDS); Develop and Implement Staff Training Plan. Attend to Grievances of Staff and Administer Discipline, and ensure that Absenteeism and Abscondment of Staff is Effectively Controlled. Ensure Submission of Weekly, Monthly, Quarterly and Annual Reports. Be reachable at all time. Conflict management.

**ENQUIRIES** : Ms. L Matlala Tel No: (082) 307 0267  
**APPLICATIONS** : should be emailed to JhbHealth.DistrictJobApplications@gauteng.gov.za. Please ensure that the reference number is quoted correctly.

**NOTE** : The completed and signed z83 form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 6 months old. The recommended candidates will be subjected to positive results of the security clearance process (criminal records), the verification of educational qualifications certificates and medical assessments. Incomplete applications or applications received after closing date will not be considered. People with disabilities are encouraged to apply.

**CLOSING DATE** : 09 April 2021

**POST 10/101** : **OPERATIONAL MANAGER – ASSISTANT MANAGER (SPECIALTY)**

**SALARY** : R614 991 per annum (plus benefits)  
**CENTRE** : JHB Health District Place Of Work: Lilian Ngoyi CHC

**REQUIREMENTS** : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 10 years; appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/

recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management/supervisory level. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). Financial management and human resource management; Leadership, organizational, decision making and problem solving skills; Sound knowledge of public service policies, Code of Conduct, Team building and Policy formulation. Computer literacy is mandatory. Driver's licence will be an added advantage.

**DUTIES** : To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by the facility. To ensure compliance to professional and ethical standards at all times. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health facility. Facilitate provision of a comprehensive package of service at PHC level and ensure that the unit adheres to the principles of Batho Pele. Ensure effective implementation of Service and Quality Improvement Plans, Occupational Health and Safety as well as Quality Assurance Program etc. Ensure compliance with clinical protocols, norms and standards within the clinic. Adhere to Office of the Health Standard Compliance and ensure effective achievement on Ministerial Priorities, Ideal Clinic Compliance and support PHC re-engineering program implementation. Ensure management and control of human, financial and material resources. Monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance in accordance with Performance Management and Development System (PMDS); develop and implement staff training plan. Attend to grievances of staff and administer discipline; and ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of day, weekly, monthly, quarterly and annual reports. Manage and implement COVID 19 guidelines. General administration duties and management soft skills is mandatory.

**ENQUIRIES** : Ms. M. Mazibuko Tel No: (011) 984 4120  
**APPLICATIONS** : Application on Z83 form with attached certified copies of required qualifications, ID, etc. and CV to be emailed at [JhbHealth.DistrictJobApplications@Gauteng.gov.za](mailto:JhbHealth.DistrictJobApplications@Gauteng.gov.za). Applicants must indicate the post reference number in their applications.

**CLOSING DATE** : 14 April 2021

**POST 10/102** : **OPERATIONAL MANAGER (SPECIALTY) MOU REF NO: OR/MOU/03/2021 (X1 POST)**  
 Directorate: Johannesburg Health District  
 Re-Advertisement

**SALARY** : R562 800 per annum (plus benefits)  
**CENTRE** : OR Tambo Community Health Centre  
**REQUIREMENTS** : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A minimum 9 years appropriate/ recognisable experience in nursing after registration as professional nurse with SANC, at least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining 1 year post basic qualification in relevant speciality which is advanced Midwifery and Neonatal Nursing Science. At least 2 years of the period referred to above must be appropriate/ recognizable experience at management/supervisory level. Computer literacy. Drivers licence Code 8 will serve as an advantage. Knowledge of clinical work in obstetric nursing. Knowledge of all Legislation relevant to Health Care Services.

**DUTIES** : Ensure proper general management of the maternal obstetric unit, personnel, clients and resources. Teach, delegate, monitor and evaluate performance/ appraise personnel. Deputize the clinic manager in her absence. Ensure clinical practise by the clinical team in accordance with the Scope of Practise and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping. Provide comprehensive Mother, Women, Child and Neonatal Services. Management of resources. Manage and monitor the productivity and performance of employee's development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the core standards & Ideal clinic. Ensure community participation. Manage labour relations issues. Ensure implementation of Government policies including Ministerial Priorities, Batho

Pele and patients' Rights. Liaise with all relevant stakeholders to improve service rendering, Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health Care. Perform any other delegated duties.

**ENQUIRIES** : Ms L Matlala Tel No: (082) 307 0267  
**APPLICATIONS** : Applications should be emailed to JhbHealth.DistrictJobApplications@gauteng.gov.za.

**NOTE** : The completed and signed z83 form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 6 months old. Please ensure that the reference number is quoted correctly. The recommended candidates will be subjected to positive results of the security clearance process (criminal records), the verification of educational qualifications certificates and medical assessments. Incomplete applications or applications received after closing date will not be considered. People with disabilities are encouraged to apply.

**CLOSING DATE** : 09 April 2021

**POST 10/103** : **OPERATIONAL MANAGER NURSING (SPECIALTY) REF NO: EYETHU/03/2021 (X1 POST)**  
Directorate: Johannesburg Health District

**SALARY** : R562 800 per annum (plus benefits)  
**CENTRE** : Eyethu Ya Rona Clinic  
**REQUIREMENTS** : A Basic R425 Qualification (I.E. Diploma/ Degree in Nursing) Or Equivalent Qualification That Allows Registration with The SANC as Professional Nurse. Registration with SANC as Professional Nurse and Proof of Current Registration. A Post-Basic Nursing Qualification with Duration of at Least One Year, accredited with The SANC in One of the Specialties Referred to in The Glossary of Terms. A Minimum of 10 Years; Appropriate/ Recognizable Experience in Nursing after Registration as Professional Nurse with SANC in General Nursing. At Least 5 Years of The Period Referred to Above Must Be Appropriate/ Recognizable Experience in The Specific Specialty After Obtaining The 1 Year Post Basic Qualification in The Relevant Specialty. At Least 2 Years of The Period Referred to Above Must Be Appropriate/ Recognizable Experience at Management/Supervisory Level. (Less One Year from Experience for Candidates Appointed from Outside the Public Service after Complying with Registration Requirements). Financial Management and Human Resource Management; Leadership, Organizational, Decision Making and Problem Solving Skills; Sound Knowledge of Public Service Policies, Code of Conduct, Team Building and Policy Formulation. Computer Literacy.

**DUTIES** : To Ensure That a Comprehensive Nursing Treatment and Care Service Is Delivered to Patients in A Cost Effective, Efficient and Equitable Manner by The Facility. To Ensure Compliance to Professional and Ethical Standards at All Times. Promote Quality of Nursing Care as Directed by The Professional Scope of Practice and Standards as Determined by Relevant Health Facilities. Facilitate Provision of a Comprehensive Package of Service at PHC Level and Ensure that the Unit Adheres to The Principles of Batho Pele. Ensure Effective Implementation of Service and Quality Improvement Plans, Occupational Health and Safety as Well as Quality Assurance Programs Etc. Ensure Compliance with Clinical Protocols, Norms and Standards Within the Clinic. Adhere to National Core Standards and Ensure Effective Achievement on Ministerial Priorities, Ideal Clinic and Support PHC Re-Engineering Program Implementation. Ensure Management and Control of Human, Financial and Material Resources. Monitor Utilization of Budget to Ensure That the Clinic Functions Within the Allocated Budget. Supervise and Monitor Staff Performance in Accordance with Performance Management and Development System (PMDS); Develop and Implement Staff Training Plan. Attend to Grievances of Staff and Administer Discipline; And Ensure That Absenteeism and Abscondment of Staff Is Effectively Controlled. Ensure Submission of Monthly, Quarterly and Annual Reports. General Administration Duties and Management Soft Skills Is Mandatory.

**ENQUIRIES** : Mrs Lombuso Matlala Tel No: (082) 307 0267  
**APPLICATIONS** : should be emailed to JhbHealth.DistrictJobApplications@gauteng.gov.za. Please ensure that the reference number is quoted correctly

**NOTE** : The completed and signed z83 form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 6 months old. The recommended candidates will be subjected to positive results

of the security clearance process (criminal records), the verification of educational qualifications certificates and medical assessments. Incomplete applications or applications received after closing date will not be considered. People with disabilities are encouraged to apply.

**CLOSING DATE**

: 09 April 2021

**POST 10/104**

: **OPERATIONAL MANAGER NURSING (SPECIALTY) REF NO: BRAAM/03/2021 (X1 POST)**

Directorate: Johannesburg Health District

**SALARY**

: R562 800 per annum (plus benefits)

**CENTRE**

: Braamfischerville Clinic

**REQUIREMENTS**

: A Basic R425 Qualification (I.E. Diploma/ Degree in Nursing) Or Equivalent Qualification That Allows Registration with The SANC as Professional Nurse. Registration with SANC as Professional Nurse and Proof of Current Registration. A Post-Basic Nursing Qualification with Duration of at Least One Year, accredited with The SANC in One of the Specialties Referred to in The Glossary of Terms. A Minimum of 10 Years; Appropriate/ Recognizable Experience in Nursing after Registration as Professional Nurse with SANC in General Nursing. At Least 5 Years of The Period Referred to Above Must Be Appropriate/ Recognizable Experience in The Specific Specialty After Obtaining The 1 Year Post Basic Qualification in The Relevant Specialty. At Least 2 Years of The Period Referred to Above Must Be Appropriate/ Recognizable Experience at Management/Supervisory Level. (Less One Year from Experience for Candidates Appointed from Outside the Public Service after Complying with Registration Requirements). Financial Management and Human Resource Management; Leadership, Organizational, Decision Making and Problem Solving Skills; Sound Knowledge of Public Service Policies, Code of Conduct, Team Building and Policy Formulation. Computer Literacy.

**DUTIES**

: To Ensure That a Comprehensive Nursing Treatment and Care Service Is Delivered to Patients in A Cost Effective, Efficient and Equitable Manner by The Facility. To Ensure Compliance to Professional and Ethical Standards at All Times. Promote Quality of Nursing Care as Directed by The Professional Scope of Practice and Standards as Determined by Relevant Health Facilities. Facilitate Provision of a Comprehensive Package of Service at PHC Level and Ensure that the Unit Adheres to The Principles of Batho Pele. Ensure Effective Implementation of Service and Quality Improvement Plans, Occupational Health and Safety as Well as Quality Assurance Programs Etc. Ensure Compliance with Clinical Protocols, Norms and Standards Within the Clinic. Adhere to National Core Standards and Ensure Effective Achievement on Ministerial Priorities, Ideal Clinic and Support PHC Re-Engineering Program Implementation. Ensure Management and Control of Human, Financial and Material Resources. Monitor Utilization of Budget to Ensure That the Clinic Functions Within the Allocated Budget. Supervise and Monitor Staff Performance in Accordance with Performance Management and Development System (PMDS); Develop and Implement Staff Training Plan. Attend to Grievances of Staff and Administer Discipline; And Ensure That Absenteeism and Abscondment of Staff Is Effectively Controlled. Ensure Submission of Monthly, Quarterly and Annual Reports. General Administration Duties and Management Soft Skills Is Mandatory.

**ENQUIRIES**

: Mrs Lombuso Matlala Tel No: (082) 307 0267

**APPLICATIONS**

: should be emailed to JhbHealth.DistrictJobApplications@gauteng.gov.za. Please ensure that the reference number is quoted correctly

**NOTE**

: The completed and signed z83 form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 6 months old. The recommended candidates will be subjected to positive results of the security clearance process (criminal records), the verification of educational qualifications certificates and medical assessments. Incomplete applications or applications received after closing date will not be considered. People with disabilities are encouraged to apply.

**CLOSING DATE**

: 09 April 2021

**POST 10/105**

: **PROFESSIONAL NURSE SPECIALTY GRADE1 OPERATING THEATRE REF NO: REFS/006539 (X1 POST)**

Directorate: Nursing

**SALARY**

: R383 226 – R444 276 per annum (plus benefits)

**CENTRE**

: Dr Yusuf Dadoo Hospital Province: Gauteng

<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification i.e. Diploma/ Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 4 years' appropriate/recognised experience in Nursing after registration with SANC. Post Basic Qualification with the duration of 1 year accredited with SANC in terms of Government Notice R212 in the relevant specialty accredited with SANC, current registration with SANC (Diploma in Operational Theatre Nursing Science). Knowledge and skills: Must be willing to work shifts. Ability to communicate issues in a tactful manner. Problem solving skills. Numeracy skills commitment to draw accurate data and statistical purpose. Professionalism: Loyal and confident. Ability to take charge/ lead a shift responsible.
<b><u>DUTIES</u></b>	:	Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care in the Theatre Unit. Coordinate and monitor the implantation of nursing care plan and evaluation thereof. Knowledge of all relevant theatre policies and guidelines provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patient. Maintain constructive relationships with Nursing and other stakeholders (i.e. inter-professional, inter-sectoral and Multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures, knowledge of National Core Standards and Ideal Hospital Realization Framework. Manage and monitor proper utilization of human, financial and physical resource.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. DS Ngwenya Tel No: (011) 951 6045
<b><u>NOTE</u></b>	:	must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.
<b><u>NOTE</u></b>	:	Please attach the following in your application: Z83 fully completed and signed, CV, certified copies of ID and qualifications including matric, SANC registration as a certificate and proof of current registration (where applicable), relevant service certificates. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to Personnel Suitability Check (PSC) – Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.
<b><u>CLOSING DATE</u></b>	:	09 April 2021
<b><u>POST 10/106</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALTY GRADE 1 ADVANCED MIDWIFERY AND NEONATAL NURSING SERVICE REF NO: REFS/006540 (X1 POST)</u></b> Directorate: Nursing
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R383 226 – R444 276 per annum (plus benefits)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	Dr Yusuf Dadoo Hospital Province: Gauteng
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma/Degree in Nursing).A minimum 4 years appropriate /recognizable experience after registration with SANC or equivalent qualification that allows registration with SANC as Professional Nurse, plus Post Basic Qualification with the duration of at least 1 year accredited with SANC in terms of Government Notice R212 in the relevant specialty (Advanced Midwifery and Neonatology).
<b><u>DUTIES</u></b>	:	Provision of optimal holistic specialized nursing/ clinical care with set standards and within a professional/legal frame work. Effective utilization of human, material and service resources. Participate in training and research. Maintain professional growth/ ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make relevant decisions in matters concerning patient care. Promote quality of nursing care as directed by the Core of Standards/ Ideal hospital realization framework. Knowledge of all relevant mother and child policies, guidelines and protocol. Perform any other duties delegated by supervisor.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. DS Ngwenya Tel No: (011) 951 6045
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.
<b><u>NOTE</u></b>	:	Please attach the following in your application: Z83 fully completed and signed, CV, certified copies of ID and qualifications including matric, SANC registration as a certificate and proof of current registration, relevant service certificates (where applicable). Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please

accept that your application was unsuccessful. Candidate will be subjected to Personnel Suitability Check (PSC) – Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.

**CLOSING DATE**

: 09 April 2021

**POST 10/107**

: **PROFESSIONAL NURSE SPECIALTY: CRITICAL CARE UNITS: ICU REF NO: PROF-03-2021 (X3 POSTS)**  
Directorate: Nursing

**SALARY**

: Grade 1: R383 226 - R444 276 per annum with benefits  
Grade 2: R471 333 - R579 696 per annum with benefits

**CENTRE**

: Thelle Mogoerane Regional Hospital

**REQUIREMENTS**

: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Post basic nursing qualification with a duration of at least 1 year accredited with the SANC in a clinical specialty (Medical and Surgical Critical Care). A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing. Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovatively, nursing strategy, nursing statutes, core standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and policies pertaining to nursing care. Skills: Leadership, organizational, facilitation, presentation and decision-making skills. Problem solving skills within the limit of the public sector and institutional policy framework. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive. Applicant should be prepared to undergo medical surveillance as an inherent job requirement. Knowledge of ethical communication channels in the work place. Ability to work under immense pressure.

**DUTIES**

: To ensure safe and effective clinical specialty Nursing. Ensure effective supervision of quality nursing service through effective application of safe nursing care procedures. Implement optimal, holistic specialized nursing care provided within set standard. Work with the multi-disciplinary team for effective management of patient care. Assist the Operational Manager in the implementation of quality unit records. Manage unit data and assist in timeous reporting. Management of human resources and efficient and effective delegation to cover patient needs. Assist the Operational Manager in the continuity of supervision of patient care after hours, night duty and weekends. Provide complete patient care reports and supervision of complete patient's records. Assist the Operational Manager in the provision of safe patient care i.e effective resuscitation plan, implementation of infection and control guidelines, monitoring of child movements inside and outside the ward to improve child security. Assist in producing quality data in the unit a priority. Direct supervision of staff leaves as the shift leader. Provision of safe and evidence based nursing care in the critical care unit to prevent secondary diseases. Provision of updated technological skills and scientific nursing practices in the critical care wards. Assist the Operational Manager in the prevention of PSI's through quality plans.

**ENQUIRIES**

: M.T.K. Zondi Tel No: (011) 891 7299

**APPLICATIONS**

: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1<sup>st</sup> Floor HR reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

**NOTE**

: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillances required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South

African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogogerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

- CLOSING DATE** : 09 April 2021
- POST 10/108** : **PROFESSIONAL NURSE SPECIALTY: PEDIATRIC REF NO: PROF-04-2021 (X4 POSTS)**  
Directorate: Nursing
- SALARY** : Grade 1: R383 226 – R444 276 per annum with benefits  
Grade 2: R471 333 - R579 696 per annum with benefits
- CENTRE** : Thelle Mogoerane Regional Hospital
- REQUIREMENTS** : Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Post basic nursing qualification with a duration of at least 1 year accredited with the SANC in a clinical specialty (Pediatric/child nursing science). A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing. Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovatively, nursing strategy, nursing statutes, core standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and policies pertaining to nursing care. Skills: Leadership, organizational, facilitation, presentation and decision-making skills. Problem solving skills within the limit of the public sector and institutional policy framework. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive. Applicant should be prepared to undergo medical surveillance as an inherit job requirement. Knowledge of ethical communication channels in the work place.
- DUTIES** : To ensure safe and effective clinical specialty nursing. Ensure effective supervision of quality nursing service through effective application of safe nursing care procedures. Implement optimal, holistic specialized nursing care provided within set standard. Work with the multi-disciplinary team for effective management of patient care. Assist the Operational Manager in the implantation of child nursing programs. Manage unit data and assist in timeous reporting. Management of human resources and efficient and effective delegation to cover patient needs. Assist the Operational Manager in the continuity of supervision of patient care after hours, night duty and weekends. Provide complete patient care reports and supervision of complete patient's records. Assist the Operational Manager in the provision of safe patient care i.e effective resuscitation plan, implementation of infection and control guidelines, monitoring of child movements inside and outside the ward to improve child security. Implement child and nutrition guidelines. Linkage of child PHC services for continuity of care. Assist in producing quality data in the unit a priority. Direct supervision of staff leaves as the shift leader. Assist the Operational Manager in prevention of PSI's through quality plans.
- ENQUIRIES** : M.T.K. Zondi Tel No: (011) 891 7299
- APPLICATIONS** : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1<sup>st</sup> Floor HR Reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
- NOTE** : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended

for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

- CLOSING DATE** : 09 April 2021
- POST 10/109** : **CLINICAL NURSE PRACTITIONER PHC REF NO: HRM/2021/06 (X1 POST)**  
Directorate: Nursing
- SALARY** : Grade 1: R383 226 – R444 276 per annum (OSD)  
Grade 2: R471 333 – R579 696 per annum (OSD)
- CENTRE REQUIREMENTS** : Mamelodi Regional Hospital  
National Senior Certificate and Basic R425 (i.e Diploma/Degree in Nursing or equivalent qualification as per OSD that allows registration with the SANC as Professional Nurse and Midwife. Registration with SANC as Professional Nurse and proof of current registration. A Post Basic Nursing Qualification accredited with SANC as a Speciality in Primary Health Care. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.
- DUTIES** : Provision of high quality nursing care in area of speciality OPDs, care that is holistic and patient centred. Ensuring that nursing care provided is within the scope of practice of nurses and legal framework. Maintain a professional and ethical practice as well as enabling environment for ethical practice. Maintain a constructive working relationship with nursing and other stakeholders. Participate in management and utilize physical, financial and human resources to fulfil operational and developmental functions in accordance with legislation and policies. Participate in research, training of staff, students, personal development and CPD (Continuing Professional Development). Ensure compliance with six key priorities.
- ENQUIRIES APPLICATIONS** : Mr SE Mofokeng Tel No: (012) 841 0961  
must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, PO Rethabile, 0122, hand delivery to Human resource, 19742 CNR Tsamaya & Serapeng Street, Mamelodi Regional Hospital.
- FOR ATTENTION NOTE** : Mr SE Mofokeng  
Applications must be completed fully on a Z83 form, certified copies of all required documents of ID and qualifications not longer than six (6) months. If you did not hear from us within three months, consider your application unsuccessful. The hospital reserved the right to appoint or not to appoint. Successful candidates will be required to undergo police clearance and physical verification at Home Affairs. The specific reference number must be quoted, failure to comply with the instruction will disqualify applications from being processed.
- CLOSING DATE** : 06 April 2021
- POST 10/110** : **PROFESSIONAL NURSE SPECIALTY NURSING PAEDIATRIC REF NO: HRM/2021/05 (X1 POST)**  
Directorate: nursing
- SALARY** : Grade 1: R383 226 – R444 277 per annum (OSD)  
Grade 2: R471 333 – R579 696 per annum (OSD)
- CENTRE REQUIREMENTS** : Mamelodi Regional Hospital  
National Senior Certificate and Basic R425 (i.e DIPLOMA/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse and proof of current registration. A Post Basic Nursing qualification with duration of at least 1 year, accredited with SANC as a Speciality in Paediatric. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.
- DUTIES** : Provision of a high quality Nursing Care that is holistic and patient centred. Ensuring that nursing care is provided within the scope of practice of nurses and legal framework. Maintain a professional and ethical practice as well as an



		enabling environment for ethical practice. Maintain a constructive working relationship with nursing and other stakeholders. Participate in management and utilise physical, financial and human resources to fulfil operational and developmental functions in accordance with legislation and policies. Participate in research, training of staff, personal development and CPD (Continuing Professional Development). Ensure compliance with six key priorities.
<b><u>ENQUIRIES</u></b>	:	Mr SE Mofokeng Tel No: (012) 841 8392
<b><u>APPLICATIONS</u></b>	:	must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 PO Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Road and Serapeng Street, Mamelodi Regional Hospital.
<b><u>FOR ATTENTION</u></b>	:	Mr SE Mofokeng
<b><u>NOTE</u></b>	:	Must be completed fully on a Z83 form, CV, certified copies of all required documents of ID and qualifications not longer than Six (6) months. If you did not hear from us within three months, consider your application unsuccessful. The hospital reserved the right to appoint or not to appoint. Successful candidates will be required to undergo police clearance and physical verification at home affairs. The specific reference number must be quoted, failure to comply with the instruction will be disqualify application from being processed.
<b><u>CLOSING DATE</u></b>	:	06 April 2021
<b><u>POST 10/111</u></b>	:	<b><u>PROFESSIONAL NURSE PSYCHIATRIC WARD SPECIALTY REF NO: HRM/2021/13</u></b> (X2 Contract Ending 31 March 2022) Directorate: Nursing
<b><u>SALARY</u></b>	:	Grade 1: R383 226 – R444 2776 per annum Plus 37% in Lieu of benefits (OSD)
	:	Grade 2: R471 333 – R579 696 per annum Plus 37% in Lieu of benefits (OSD)
<b><u>CENTRE</u></b>	:	Mamelodi Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate and Basic R425 (i.e Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse (Midwifery and Psychiatry). Registration with SANC as a Professional Nurse and proof of current registration. A Post Basic Qualification accredited with SANC as a Speciality in Psychiatric Nursing. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.
<b><u>DUTIES</u></b>	:	Provision of a high quality nursing care in area of speciality Mental Health units, care that is holistic and patient centred. Ensuring that nursing care provided is within the scope of practice of nurses and legal framework. Maintain a professional and ethical practice as well as an enabling environment for ethical practice. Maintain a constructive working relationship with nursing and other stakeholders. Participate in management and utilize physical, financial and human resources to fulfil operational and developmental functions in accordance with legislation and policies. Participate in research, training of staff, students, personal development and CPD (Continuing Professional Development). Ensure compliance with six key priorities.
<b><u>ENQUIRIES</u></b>	:	Mr SE Mofokeng Tel No: (012) 8410961
<b><u>APPLICATIONS</u></b>	:	Applications to be sent to: Mamelodi Regional Hospital, Hand post- delivery to 19472 Serapeng Street and Tsamaya Road or Private Bag X0032 PO Rethabile Mamelodi East, 0122.
<b><u>FOR ATTENTION</u></b>	:	Mr SE Mofokeng (Recruitment Section)
<b><u>NOTE</u></b>	:	Must be submitted on a new Z83 form, obtainable from any Public Service Department website, which must be completed in full and attach your CV, certified copies of your identity document and academic qualification. The specific reference number of the post must be quoted, failure to comply with these instruction will disqualify applications from being processed. Successful candidates will be required to undergo Police clearance and physical verification at Home Affairs. Suitable candidates will be subjected to security screening and vetting process. Successful candidate will undergo a medical surveillance. No faxed or emailed application will be accepted
<b><u>CLOSING DATE</u></b>	:	06 April 2021
<b><u>POST 10/112</u></b>	:	<b><u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS COORDINATOR REF NO: REFS/008451</u></b> Re-Advertisement those who previously applied for this post are advised to Re-apply) Directorate: Employee Health and Wellness
<b><u>SALARY</u></b>	:	R376 596 – R443 601 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	:	Helen Joseph Hospital
	:	A Degree or Diploma in Psychology or Social Work and Nursing. 5 years' experience as a Senior Practitioner within the Employee Health and Wellness (EHW) field. Skills & Expertise: Knowledge and understanding of the Employee Health and Wellness strategic framework for the Public Service, Knowledge of the Occupational Health and Safety Act, 1993 (Act 85 of 1993). Must have people management skills, must have the ability to interpret and apply legislation, policies and strategies. Functional knowledge of mainstreaming HIV and AIDS. Knowledge in the management of injury on duty. Knowledge of the PILIR. Excellent communication (verbal and written) skills. Knowledge and application of Employee Health and Wellness Counselling skills, Report writing, Program design and implementation skills, good presentation skills, assessment/diagnostic skills, problem solving, project management, planning skills, analytical skills, innovative, quality orientated, computer literacy, knowledge and understanding of relevant legislations and their alignment to 132 of the public Service EHWP Strategic Framework and understanding of data management processes.
<b><u>DUTIES</u></b>	:	Coordinate the Employee Health and Wellness Programme in line with the overall Strategy of the institution. Develop, implement and review the Employee Health and Wellness Programme Policies and Strategies. Coordinate the implementation of wellness programmes, projects and interventions. Liaise with relevant external parties for referrals and identify appropriate institutions that will assist staff. Develop and implement the Employee Health and Wellness marketing and promotion strategy. Identify departmental health risk trends and implement effective EHW Programmes to enhance the health and wellness of employees and the organization. Advise management regarding the trends that could influence overall work performance as a result of social malfunctioning. Provide the facilitation of onsite critical incident stress debriefing following traumatic incidents. Identify, manage and implement life management service or lifestyle development interventions e.g. health screenings, Stress management Workshops, Relationships Management Workshops or training, financial management and Debt control. Oversee the functioning of the sports and other physical and recreational activities. Monitor, evaluate and report to all stakeholders to ensure continuous improvement of the Employee Health and Wellness Programme in the Office of the Human Resources Manager. Conduct staff satisfaction survey, analyse, evaluate data and communicate information, statistics and results.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. D Mkwanazi Tel No: (011) 489- 1089 / 0557
	:	must be hand delivered to Human Resources department, Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Basement, Johannesburg (There is also a dedicated box at hospital entrance – ask Security Officers on duty for assistance). Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X 47, Auckland Park, 2006.
<b><u>FOR ATTENTION NOTE</u></b>	:	Human resources department
	:	Applications must be submitted on Z83 form, obtainable from any Public Service Department or on <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s, Identity document (no copies of certified copies allowed, certification should not be more than six months old). N.B. Failure to attach relevant certified documents will result in your application disqualified. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.
<b><u>CLOSING DATE</u></b>	:	09 April 2021
<b><u>POST 10/113</u></b>	:	<b><u>OCCUPATIONAL THERAPIST REF NO: HRM/2021/14 (X2 POSTS)</u></b> Directorate: Mental Health Unit
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	Grade 1: R317 976 per annum (OSD)
	:	Mamelodi Regional Hospital
	:	National Senior Certificate and Degree in Occupational Therapy, registration with the health professional council (HPCSA) as an Occupational Therapist, and proof of current annual registration to be attached. One year experience post community service. Knowledge of mental health related legislation, legal and ethical principles. Good communication and interpersonal skills. Ability to work independently and multi-disciplinary team. Analytic thinking, independent decision making and problem solving skills.

- DUTIES** : Provide Occupational Therapy services to mental health users, follow prescribed O.T processes in mental health such as assessment, and planning and executing treatment. Actively do program planning within the unit and group treatment as planned. Work effectively in a multidisciplinary team. Perform other relevant administrative functions as required.
- ENQUIRIES APPLICATIONS** : Mr SE Mofokeng Tel No: (012) 842 0961  
: must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, PO Rethabile, 0122, hand-delivery to: Human Resource, 18472 CNR Tsamaya Road and Serapeng Street, Mamelodi Regional Hospital.
- FOR ATTENTION NOTE** : Mr SE Mofokeng (Recruitment Section)  
: Must be completed fully on Z83 form, CV, certified copies of all required documents of ID and qualifications not longer than six (6) months. If you did not hear from us within three months, consider your application unsuccessful. The hospital reserved the right to appoint and not to appoint. Successful candidates will be required to undergo police clearance and physical verification at Home Affairs. The specific reference number must be quoted, failure to comply with the instruction will be disqualify application from processed. 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. Applications must be submitted form Z83 obtainable from any Public Service Department website, which must be completed in full and attached CV, certified copies of all required documents of ID and other qualifications not longer than six (6) months. The specific reference number of the post must be quoted, failure to comply with this instruction will disqualify applications from being processed.
- CLOSING DATE** : 06 April 2021
- POST 10/114** : **PRODUCTION OCCUPATIONAL THERAPY PSYCHIATRY GRADE 1 REF NO: REFS/008356 (X2 POSTS)**  
Directorate: Clinical- Allied Health Discipline
- SALARY CENTRE REQUIREMENTS** : R317 976 per annum plus benefits  
: Helen Joseph Hospital  
: Interested candidates should have a BSc Degree in Occupational Therapy. Currently registered with the HPCSA as an Independent Practice Occupational Therapist. One-year community service experience completed. Experience in Mental Health will be an added advantage.
- DUTIES** : To provide optimal and evidence based Occupational Therapy individual and group treatment for in- and out- patients in all areas of OT including Psychiatry. Administer standardised and clinical assessments to patients requiring FCEs and other clinical reports. To provide essential supervision and management of OT services in all sectors of the department including Psychiatry. To perform and complete administrative functions including data compilation, stock management, various internal and external meetings, submission of monthly reports in all sectors of the department. Plan and prepare for all internal and external audits within the hospital as well as departmentally. Administer PMDS and evaluation of junior level staff. Participate in the mentorship and training of community service therapists and students. Participate and implement the departmental policy on training and continuous professional development. To ensure departmental standards and effective patient service delivery, understanding of Ideal Hospital Realization and Maintenance Framework.
- ENQUIRIES APPLICATIONS** : Ms. T. Alli Tel No: (011) 489 0292  
: must be hand delivered to Human Resources department, Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Basement, Johannesburg (There is also a dedicated box at hospital entrance – ask Security Officers on duty for assistance). Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X 47, Auckland Park, 2006.
- FOR ATTENTION NOTE** : Human resources department  
: Applications must be submitted on Z83 form, obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s, Identity document (no copies of certified copies allowed, certification should not be more than six months old). N.B. Failure to attach relevant certified documents will result in your application disqualified. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

**CLOSING DATE** : 09 April 2021

**POST 10/115** : **ORAL HYGIENIST GRADE 1-3**  
Directorate: Orthodontics

**SALARY** : R317 976 – R532 959 per annum (Plus benefits)  
**CENTRE** : University of Pretoria Oral Health Centre  
**REQUIREMENTS** : A bachelor of Oral Hygienist degree or a Diploma in Oral Hygiene with expanded functions. Registration with HPCSA as an Oral Hygienist. Basic computer skills. Teaching experience (preferably in Orthodontics). Experience in the supervision and assessment of students, as well as curriculum development Recommendations: Postgraduate qualification, preferably in the field of education and training. Research experience / publications.

**DUTIES** : Lecturing to, and discussion classes with Oral Hygiene students. Clinical supervision of Oral Hygiene students. Research. Administrative duties. Treating of patients.

**ENQUIRIES** : Dr MF Sulliman Tel No: (012) 319 2343  
**APPLICATIONS** : Quoting the relevant reference number. Direct applications to Ms N Kubheka, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001.

**NOTE** : Kindly attach certified copies of your qualifications. Identity book, Curriculum Vitae, current registration with HPCSA and Z83 must be attached (no copies of certified copies allowed, certification should not be more than six months old). Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.

**CLOSING DATE** : 09 April 2021

**POST 10/116** : **SOCIAL WORKER GRADE 1 REF NO: REFS/008357 (X2 POSTS)**  
Directorate: Allied Services

**SALARY** : R257 592 per annum (plus benefits)  
**CENTRE** : Helen Joseph Hospital  
**REQUIREMENTS** : Recognized four-year Degree in Social Work. Registration with the SA Council for Social Service Professions and proof of current registration. Competencies Knowledge /experience regarding Mental Health legislation and related legal and ethical practices will be an advantage. Good communication, problem-solving skills and computer literacy will be beneficial. Applicant must be able to function within a multi-disciplinary team. Applicant must be willing to rotate between different sections of the hospital.

**DUTIES** : Render comprehensive health care social work services (incorporating case and group work) to patients and their next of kin. Participate in community work and projects when needed. Function as member of multi- disciplinary team. Administrative accountability through keeping statistics and effective record keeping as prescribed. Liaison and networking with community resources. Study, interpret and apply relevant legislation, policies and protocols. Engage in continuous professional development activities.

**ENQUIRIES** : Ms. H. du Plessis Tel No: (011) 489- 0426 / 0731  
**APPLICATIONS** : must be hand delivered to Human Resources department, Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Basement, Johannesburg (There is also a dedicated box at hospital entrance – ask Security Officers on duty for assistance). Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X 47, Auckland Park, 2006.

**FOR ATTENTION** : Human resources department  
**NOTE** : Applications must be submitted on Z83 form, obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s, Identity document (no copies of certified copies allowed, certification should not be more than six months old). N.B. Failure to attach relevant certified documents will result in your application disqualified. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

**CLOSING DATE** : 09 April 2021

- POST 10/117** : **SOCIAL WORKER GRADE 1 REF NO: HRM/2021/10 (X1 POST)**  
Directorate: Mental Health Unit
- SALARY** : R257 592 per annum (OSD)  
**CENTRE** : Mamelodi Regional Hospital  
**REQUIREMENTS** : Bachelor's degree in Social work. Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. Proof of current registration must be attached. Applicants must be in possession of a valid South African driver's license. Knowledge of mental health related legislation, legal and ethical principles. PFMA and public services act and regulations. Good communication and interpersonal skills. Ability to work independently and in a multi-disciplinary team. Analytic thinking, independent decision making and problem-solving skills.
- DUTIES** : Provide Social work services to mental health users, follow prescribed Social Work processes in mental health such as assessment, and planning and executing treatment. Actively do program planning within the unit and group treatment as planned. Work effectively in a multidisciplinary team. Perform other relevant administrative functions as required.
- ENQUIRIES** : Mr. SE Mofokeng Tel No: (012) 841 0961  
**APPLICATIONS** : must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Road and Serapeng Street, Mamelodi Regional Hospital.
- FOR ATTENTION** : Mr. SE Mofokeng (HR Recruitment Section)  
**NOTE** : Must be completed fully on a new Z83 form, CV, certified copies of all required documents of ID and qualifications not older than Six (6) months. If you did not hear from us within three months, consider your application unsuccessful. The hospital reserved the right to appoint or not to appoint. Successful candidates will be required to undergo police clearance and physical verification at home affairs. The specific reference number must be quoted, failure to comply with the instruction will disqualify an application from being processed.
- CLOSING DATE** : 06 April 2021
- POST 10/118** : **HUMAN RESOURCE CLERK (SUPERVISOR) REF NO: HRM 7 /2021 (X1 POST)**  
Directorate: Human Resources
- SALARY** : R257 508 per annum (plus benefits)  
**CENTRE** : Sterkfontein Psychiatric Hospital  
**REQUIREMENTS** : Grade 12 or equivalent with more than 10 years' experience in Human Resource Department or Diploma in Human Resource Management with 3 years experience in human resource practices. Knowledge and understanding of Public Service Regulations and Procedures, Knowledge of HR Policies and the Persal System. Must be computer literate. Good written and advanced communication skills. Must have leadership, planning, organising and problem-solving skills. Ability to work under pressure in a high volume and highly pressurised environment. A valid driver's license.
- DUTIES** : To Supervise and render Human Resource Clerical services within the Department. Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices. HR Provisioning (Recruitment and Selection, Appointments, Transfers, 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, PILIR etc.). Termination of service. Recommend (approve) transactions on Persal according to delegations. Performance Management (PMDS). Prepare reports on Human Resource Administration issues and statistics. Handle Human Resource Administration enquiries. Supervise Human Resources/staff. Allocate and ensure quality of work. Assess staff performance. Apply disciplinary procedure processes.
- ENQUIRIES** : Ms. A.T. Morake Tel No: (011) 951-8365  
**APPLICATIONS** : Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Psychiatric Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- NOTE** : Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizen verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance process. Suitable candidates will undergo a medical test.

		Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
<b><u>CLOSING DATE</u></b>	:	09 April 2021 at Time: 12h00
<b><u>POST 10/119</u></b>	:	<b><u>CUSTOMER CARE COORDINATOR (PNA5) REF NO: REFS/008450</u></b> Directorate: Quality Assurance Re-Advertisement (Those who previously applied for this post are advised to Re-apply)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R256 905 per annum (plus benefits) Helen Joseph Hospital Basic qualification accredited with the SANC in terms of government notice 425 (Diploma/ Degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Minimum of 7 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the 7 years' experience in Quality Assurance unit will be an added advantage. Skills: Good communication skills, good ethical practice, good interpersonal skills and caring attitude, basic computer skills and professional dependency.
<b><u>DUTIES</u></b>	:	Co-ordinate the activities of Quality Assurance. Manage customer care programs, complaints, compliment Management, Clients satisfaction. Monitor waiting time. Manage accreditation program for the hospital in line with regulated standards (NCS). Assist in clinical Audits system. Reporting and investigation of patient safety indent. Liaise with central and District Office on Quality matter. Prepare and present Quality Important Reports. Monitor and evaluate compliance with ideal hospital. Assist with clinical records audits. Conduct walk about support about, Support Quality champions, Assist with Staff Excellence Awards. Attend district and Provincial Meetings. Serve on institutional/district or provincial committee for selected provincial clinical audit projects, PSI and PEC. Coordinate provision of and compliance to national and provincial clinical guidelines within the district. Provide initiative to improve customer care and facility user-friendly environment. Advocate for and ensure the promotion of Quality Assurance activities. Advocate for and ensure the promotion of Quality Assurance activities. Monitor the implementation of policies, protocols, guidelines, programmes, practices and procedures pertaining to quality improvement plans and SOP's. Conduct patient Experience of Care Surveys and share results with relevant stakeholders. Ensure that internal audits are conducted in patients care units and compliance with Norms and Standards.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr.N.D.Xaba Tel No: (011) 489 0873 must be hand delivered to Human Resources department, Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Basement, Johannesburg (There is also a dedicated box at hospital entrance – ask Security Officers on duty for assistance). Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X 47, Auckland Park, 2006.
<b><u>FOR ATTENTION NOTE</u></b>	:	Human resources department Applications must be submitted on Z83 form, obtainable from any Public Service Department or on <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s, Identity document (no copies of certified copies allowed, certification should not be more than six months old). N.B. Failure to attach relevant certified documents will result in your application disqualified. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.
<b><u>CLOSING DATE</u></b>	:	09 April 2021
<b><u>POST 10/120</u></b>	:	<b><u>CLIENT INFORMATION CLERK REF NO: REFS/006544 (X1 POST)</u></b> Directorate: Admin
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R173 703 - R204 612 per annum (plus benefits) Dr Yusuf Dadoo Hospital Grade 12 plus 3 years' experience in switchboard environment or call centre certificate coupled with 1year experience. Good communication and interpersonal skills, ability to work under pressure and shifts. Incumbent should be multilingual, a methodical worker and able to take instructions.
<b><u>DUTIES</u></b>	:	handle incoming calls, outgoing calls and transferring calls to appropriate extensions. Making calls on behalf of staff, keeping records and taking

		<p>messages. Answer general enquiries pertaining to hospital clients and staff. Report faulty telephone lines and keep record. Ensure switchboard apparatus are handled properly to pass message to hospital community through PAS or PAGING. Be presentable at all times.</p>
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	<p>Mr. S Zwane Tel No: (011) 951 6179</p> <p>must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.</p>
<b><u>NOTE</u></b>	:	<p>Please attach the following in your application: Z83 fully completed and signed, CV, certified copies of ID and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to Personnel Suitability Check (PSC) – Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.</p>
<b><u>CLOSING DATE</u></b>	:	09 April 2021
<b><u>POST 10/121</u></b>	:	<p><b><u>STAFF NURSE GRADE 1 RE NO: REFS/006541 (X3 POSTS)</u></b></p> <p>Directorate: Nursing</p>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	<p>R171 381 - R192 879 per annum (plus benefits)</p> <p>Dr Yusuf Dadoo Hospital</p> <p>Qualification that allow registration with SANC as a Staff Nurse. Current registration with SANC as a Staff Nurse.</p>
<b><u>DUTIES</u></b>	:	<p>Execute nursing care plan for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and maintain hygiene, comfort and re-assurance of patients' administration of oral medication and carry out other procedure according to scope of practice. Supervise and maintain fluid balance, oxygen and sensory promote healing of wounds, fractures and protection of skills. Prepare for and assist with ward specific therapeutic acts performed by registered person. Prepare for and assist with ward specific procedures. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, cooperatively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patient, promoting and advocating basic care including awareness and willingness to respond to patients need, requirement and expectation. Knowledge of Batho Pele Principle, Nursing Values and 6 Ministerial Priorities.</p>
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	<p>Ms. DS Ngwenya Tel No: (011) 951 6045</p> <p>must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.</p>
<b><u>NOTE</u></b>	:	<p>Please attach the following in your application: Z83 fully completed and signed, CV, certified copies of ID and qualifications including matric, SANC registration as a certificate and proof of current registration, relevant service certificates (where applicable). Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to Personnel Suitability Check (PSC) – Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.</p>
<b><u>CLOSING DATE</u></b>	:	09 April 2021
<b><u>POST 10/122</u></b>	:	<p><b><u>HOUSE KEEPER 1 REF NO: REFS/006542 (X1 POST)</u></b></p> <p>Directorate: Nursing</p>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	<p>R145 281 – R171 138 per annum (plus benefits)</p> <p>Dr Yusuf Dadoo Hospital</p> <p>Grade 10 with 5 years' experience in cleaning and knowledge of hospital environment. Good personal relations and communication skills and other skills that are relevant to the environment. Must be able to cope with physical demands of the position, be able to work as a team and under pressure, willing to work shifts and interact with student Nurses.</p>
<b><u>DUTIES</u></b>	:	<p>supervise, control, co-ordinate and inspect activities in students' dormitories. Do requisition and monitor management of assets in nursing residence. Ensure and secure environment for patients and personnel. Clean floors, bathrooms,</p>

	:	kitchen, and windows. Disposing of general waste and manage dirty linen. Collect cleaning material and waste containers.
<b><u>ENQUIRIES</u></b>	:	Ms. Letlala BR Tel No: (011) 951 6198
<b><u>APPLICATIONS</u></b>	:	must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.
<b><u>NOTE</u></b>	:	Please attach the following in your application: Z83 fully completed and signed, CV, certified copies of ID and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to Personnel Suitability Check (PSC) – Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.
<b><u>CLOSING DATE</u></b>	:	09 April 2021
<b><u>POST 10/123</u></b>	:	<b><u>SECURITY GUARD REF NO: REFS/006545 (X2 POSTS)</u></b> Directorate: Support
<b><u>SALARY</u></b>	:	R122 595 – R144 411 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Dr Yusuf Dadoo Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or equivalent. Relevant experience with PSIRA Grade C security certificate. Minimum of 3-5 years' experience. Knowledge of control of access to public premises and vehicle ACT 53 of 1985. Understanding security acts, regulations and directives of public sector (MISS). Must be prepared to work shifts and under pressure. No criminal records.
<b><u>DUTIES</u></b>	:	Search for prohibited items. Search vehicles at all times when entering the hospital premises and leaving. Ensure that all visitors vehicles and staff are parked at the appropriate bays. Check the building at regular intervals, wards, office blocks and workshop area and look out for suspicious objects. Report incidents breaches in the occurrence book (OB). Keep control of visitors' register. Render escort service to staff, visitors and patients when a need arises. Vehicles searching and enforce departmental policies.
<b><u>ENQUIRIES</u></b>	:	Ms. GS Mazibuko, Tel No: (011) 951 6217
<b><u>APPLICATIONS</u></b>	:	Must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.
<b><u>NOTE</u></b>	:	Please attach the following in your application: Z83 fully completed and signed, CV, certified copies of ID and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to Personnel Suitability Check (PSC) – Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.
<b><u>CLOSING DATE</u></b>	:	09 April 2021
<b><u>POST 10/124</u></b>	:	<b><u>FOOD SERVICE AID REF NO: REFS/006543 (X1 POST)</u></b> Directorate: Support
<b><u>SALARY</u></b>	:	R102 534 - R120 780 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Dr Yusuf Dadoo Hospital
<b><u>REQUIREMENTS</u></b>	:	Abet/ equivalent, ability to read and write and be prepared to work under pressure. Must have sound interpersonal relations. Food Service experience will be added advantage.
<b><u>DUTIES</u></b>	:	perform specific duties regarding receiving, storage, preparation, cooking, dishing up, deliveries and serving of food, snack and beverage to patients. Loading and off-loading of food containers/plates from the food trolley. Operate and care for equipment's and also report broken equipment. Responsible for general neatness and hygiene with regards to cleaning tasks. Wear appropriate uniform and protective clothing. Work according to duty rooster and leave procedures. Act as a messenger when necessary. Perform all general work related to food service as delegated by the supervisor, expected to work as a team, work shifts and public holidays.
<b><u>ENQUIRIES</u></b>	:	Ms. GS Mazibuko Tel No: (011) 951 6217



- APPLICATIONS** : must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.
- NOTE** : Please attach the following in your application: Z83 fully completed and signed, CV, certified copies of ID and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to Personnel Suitability Check (PSC) – Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 09 April 2021

**OFFICE OF THE PREMIER**

***It is the department's intention to promote equity by achieving all numeric targets as contained in the Department's Employment Equity Plan by targeting the required race/gender for appointment. To promote equity, males of all races are encouraged to apply.***

- APPLICATIONS** : Applications may be directed to: The Director: Internal Human Resources Management, Ms Merles Motlhabane, Office of the Premier, 65 Ntemi Piliso Street, Turbine Hall, Johannesburg 2001 or by Email [Recruitment.Premier@gauteng.gov.za](mailto:Recruitment.Premier@gauteng.gov.za) or online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za), (GPG Professional Job Centre) (Please do not send applications to 30 Simmonds street)
- CLOSING DATE** : 06 April 2021
- NOTE** : Applications must be submitted on the new Z83 Form available on [www.dpsa.gov.za](http://www.dpsa.gov.za), accompanied by copies of qualification(s), identity document (certified in the past 3 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these documents will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by 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 assessments tools. Gauteng Office of the Premier reserve the right to utilise practical exercise/test for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). Gauteng Office of the Premier reserves the right to cancel the filling / not fill a vacancy that was advertise during any stage of the recruitment process. We thank all applicants for their interest.

**MANAGEMENT ECHELON**

- POST 10/125** : **HEAD OF DEPARTMENT, GAUTENG DEPARTMENT OF HEALTH REF NO: 008391**  
(3-year performance-based contract, renewable for a further period of 2 years, dependent on performance)
- SALARY** : R1 978 533 – R2 228 820 per annum (all-inclusive remuneration package) plus a 10% non-pensionable allowance applicable to Heads of Departments.
- CENTRE** : Johannesburg

## **REQUIREMENTS**

: An appropriate undergraduate qualification (NQF level 7) in the Health sector and a postgraduate qualification in Public Management or Business Administration or equivalent. 8 to 10 years' experience at senior management level of which 5 years must be as a member of the Senior Management Service (SMS) in the Public Service or equivalent senior management position. Extensive knowledge of legislation governing the Health sector in order to give sound advice and leadership. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at national, provincial and local level. Demonstrable experience in management at an executive level, with a multi-billion-rand budget as well as a good understanding of and competency in Financial Management Systems including cost containment, budgeting, expenditure control, revenue collection and revenue generation. Knowledge and understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership change management and project management. Capabilities should include service delivery innovation, exceptional reporting skills as well as the ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long hours. Willingness to work irregular hours and travel extensively.

## **DUTIES**

: Support the Member of the Executive Council in her duties as political head of the portfolio. Serve as Accounting Officer of the Department in accordance with the provisions of the PFMA. Providing strategic leadership to the Department; Overseeing the development, implementation and monitoring of organisational programmes in line with organisational policies. Ensuring sound financial management and application of good corporate governance principles. Driving the implementation of the Growing Gauteng Together (GGT) 2030 Plan of Action and work closely with the Gauteng City Region (GCR) Executives, Accounting Officers, Oversight committees, stakeholders and business on implementing the Premier's vision of a 'smart province. Management of provincial entities reporting to the department including the repositioning of entities to drive the delivery agenda of the GPG, Over-seeing the development, implementation and monitoring of Departmental programmes and projects; structures, systems and processes to deliver on mandates and contributing to the broader strategic environment of Gauteng. Work closely with the Health Intervention Task Team appointed by the Minister of Health and Premier to improve the delivery of sustainable healthcare to the citizens of Gauteng. Driving the Gauteng Provincial Government comprehensive health response to COVID-19. Overall management of Health Services within the Gauteng Department of Health by aligning all departmental plans with the Negotiated Service Delivery Agreement (NSDA), National and Provincial Government Strategic Objectives. Facilitation, promotion and implementation of a Health Service Delivery Model that will reduce the burden of disease within the province. Overall management of Health Services within the Gauteng Provincial Government by aligning all departmental plans with national and provincial government objectives and strategies. Coordination and management of the diverse responsibilities and relationships of the Department with internal and external stakeholders. Provision of strategic leadership that will contribute to the effective management of health services in the province. Represent the department at various intergovernmental fora at provincial and national level.

## **ENQUIRIES**

: Ms Sylvia Mtshali Tel No: (011) 355 6280 or Ms Gugulethu Mdhluhi Tel No: (011) 355 6178

## **NOTE**

: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be required to enter into an employment contract with the Premier of Gauteng and conclude an annual performance agreement with the Member of the Executive Council within three (3) months upon commencement of duty. The appointment of the successful candidate is subject to the issuing of a positive security clearance at the level of Top Secret by the State Security Agency. The incumbent will be required to disclose her/his financial interest in accordance with the prescribed regulations.

## DEPARTMENT OF ROADS AND TRANSPORT

**CLOSING DATE** : 09 April 2021  
**NOTE** : All shortlisted candidates will be subject to pre-employment screening (vetting). Preference will be given to women and Persons with disabilities. All applications and supporting documents (completed, initialed and signed Z83 form, certified copies of educational qualifications, driver's license and Identity Document) must be delivered: to Life Centre Building, 45 Commissioner Street, Marshalltown, Johannesburg, 2107 or posted to P.O Box X83, Marshalltown, 2107. Applications received after the closing date will be disqualified. Certified copies must not be older than six (6) months. Applications received after the closing date will be disqualified. Errors and omissions will be rectified. The Department reserves the right not to fill the position.

### OTHER POSTS

**POST 10/126** : **DEPUTY DIRECTOR: VEHICLE FITNESS REF NO: REFS/008393 (X1 POST)**

Branch: Transport Services

**SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11) (all-inclusive remuneration package).  
: Johannesburg  
: An appropriate 3 year tertiary qualification in licensing, transportation management, or equivalent NQF level 6 qualification with 3-5 years' experience within traffic law environment and in the supervisory/ middle management position. A working knowledge of NaTIS and NRTA is a requirement. Excellent management skill, leadership skills and advanced computer literacy are essential. Knowledge of the Public Finance Management Act, National Road Traffic act, Public Service Act and Treasury Regulations are essential. Project management and research skills will be an advantage. A valid driver's license is an inherent requirement of the position.

**DUTIES** : The incumbent will be responsible for the registration and monitoring of Vehicle Testing Stations, Manufacturers, Importers and Builders of vehicles and Authorised Officers, as prescribed by the National Road Traffic Act, 1996 (Act 93 of 1996) and related regulations. Develop and monitor service delivery standards and procedures. Perform any other function relevant to the Directorate. Give guidance on the interpretation of legislation and input into legislation, policy and procedure development and amendments. Represent the Province at various national, technical and policy committees. Manage Service Level Agreements. Keep and update a database of all service centres. Develop tools/controls for fighting fraud and corruption and improve service delivery at Vehicle Testing Stations. Create and manage working relationship with the law enforcement agencies. Ensure regular consultation with the service centres/proprietors and stakeholders on challenges and innovations relating to frontline services and customer care services in line with the Batho Pele principles. Manage human resources including direct supervision of staff and therefore effective HR management. Optimal management and utilization of the resources allocated.

**ENQUIRIES** : Ms. K. Tshabalala Tel No: (011) 8910090

**POST 10/127** : **DEPUTY DIRECTOR: MOTOR VEHICLE REGISTRATION & LICENSING REF NO: REFS/008392 (X1 POST)**

Branch: Transport Services

**SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11) (all-inclusive remuneration package).  
: Johannesburg  
: An appropriate 3 year tertiary qualification in licensing, transportation management, relevant or equivalent NQF level 6 qualification with 3-5 years' experience within traffic law environment and in the supervisory/ middle management position. A working knowledge of NaTIS and NRTA is a requirement. Excellent management skills, leadership skills and advanced computer literacy are essential. Knowledge of the Public Finance Management Act, National Road Traffic act, Public Service Act and Treasury Regulations are essential. Project management and research skills will be an advantage. A valid driver's license is an inherent requirement of the position.

**DUTIES** : Manage a vehicle registration and licensing NaTIS high risk transaction help desk services, NaTIS hard and software calls and the NaTIS call Centre. Manage the effective application and performance of transactions by the Provincial Help Desk staff on the NaTIS Task Management System ensuring

compliance with Legislative prescripts i.e. the National Road Traffic Act, (Act 93 of 1996). Manage high level telephonic calls and faxes from Registering Authorities and other customers i.e. SAPS, SABS, Auditor-General, Motor Industry etc. Manage the registration and regulation of manufactures of number plates. Represent the province at the NaTIS User Group meeting and at the Interprovincial Policy and Procedure Work Group, and regular consultation with Registering Authorities. Give advice on all matters relating to vehicle registration and licensing. Develop, maintain and monitor Motor Vehicle Registering Authority's service delivery standards and procedures. Ensure regular consultation with registering authorities and stakeholders on challenges and innovations relating to frontline services and customer care services in line with Batho Pele principles. Perform any other function relevant to the Directorate. Manage the Provincial Help Desk Section including direct supervision of staff and therefore effective HR management. Optimal management and utilization of the resources allocated. Keep and update a database of all Registering Authorities. Develop tools for fighting fraud and corruption and improve service delivery at Motor Vehicle Registering Authorities (MVRA).

**ENQUIRIES**

: Ms. K. Tshabalala Tel No: (011) 8910090

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL**  
**DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**  
*The Department is an equal opportunity, affirmative action employer and is committed to empowering people with disability.*



- APPLICATIONS** : The Chief Director, Human Resource Management and Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or Hand Delivered To: The Chief Registry Clerk, 14<sup>th</sup> Floor North Tower, Natalia 330 Langalibalele Street, Pietermaritzburg.
- FOR ATTENTION** : Mr LA Nyilenda
- CLOSING DATE** : 06 April 2021 (Applications received after this date will not be accepted).
- NOTE** : To Applicants: Applications must be submitted on the new Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV together with originally certified copies of qualifications, driver's licence and ID. Applicants who possess a qualification which was obtained from a non-South African University must produce SAQA evaluations when submitting their applications. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome obtained from the State Security on the following checks (Security Clearance, Qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful.

**OTHER POSTS**

- POST 10/128** : **OPERATIONS MANAGER REF NO: 1/2021 (ICT)**  
 Chief Directorate: Corporate Services  
 Directorate: Information and Communications Technology
- SALARY** : R733 257 per annum (All inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in IT with a MOUS or ITIL or ICDL, A+ or MCP coupled with 3 junior management experience in Information Technology environment. Public service experience will be an added advantage. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of policy analysis, Knowledge of Service Level Agreements, Knowledge of IT strategy development, Knowledge of project management, Knowledge of Enterprise Architecture, Knowledge of IT Service Management, Planning and team development skills, Decision making and problem solving skills, Project management skills, Good communication skills (written and verbal), Computer literacy in MS Office, A valid code 8 driver's licence.
- DUTIES** : The successful candidate will be required to manage the Department's ICT Operations pertaining to user support, system maintenance, performance and service levels with the following key responsibilities: Manage service level agreements with regard to the operations of the service desk, Manage and maintain the departmental service desk, Manage the change, configuration and release management process, Provide IT procurement advice, Manage system support, maintenance and infrastructure, Manage the resources of the component.
- ENQUIRIES** : Mr SP Khanyi at Tel No: (033) 395 3323
- POST 10/129** : **SYSTEMS APPLICATION ARCHITECT REF NO: 2/2021 (ICT)**  
 Chief Directorate: Corporate Services  
 Directorate: Information and Communications Technology
- SALARY** : R376 596 per annum
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Information Technology as a minimum coupled with 3 years' experience in the Information and

Communications Technology environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:, Knowledge and understanding of various architecture frameworks including but not limited to GWEA, TOGAF and Zachman, Demonstrate proficiency in all techniques and procedures related to the design and development of complex IT systems, Knowledge of Databases Management Systems, Knowledge of various programming languages including but not limited to Java, VB.net, HTML and SQL, Knowledge and understanding of ITIL and COBIT frameworks will serve as an added advantage, Excellent organisation, time management, presentation and facilitation skills, Project planning and project management skills, Team development skills, Decision making and problem solving skills, Financial management skills, Good communication skills (written and verbal), Computer literacy in MS Office, A valid code 8 driver's licence.

**DUTIES** : The successful candidate will be required to coordinate and facilitate the provision of information systems as well as IT related business solutions with the following key responsibilities: Facilitate the improvement and development of information systems, Promote Information Systems as a strategic resource enabler, Provide support in the management of software development and database management contracts, Undertake research on information systems, Maintain and update the master systems plan.

**ENQUIRIES** : Mr SP Khanyi at Tel No: (033) 395 3323

## DEPARTMENT OF HEALTH

### OTHER POSTS

**POST 10/130** : **MEDICAL OFFICER GRADE 2 OR 3 REF NO: CTK 02/2021 (X1 POST)**

**SALARY** : Grade 1: R821 205 per annum (All inclusive)  
Grade 2: R938 964 per annum (All inclusive)  
Grade 3: R1 089 693 per annum (All inclusive)

**CENTRE** : Other Benefits: Rural allowance 18 % of basic salary, and Commuted overtime  
Christ the King Hospital (IXOPO)

**REQUIREMENTS** : Senior Certificate/STD 10/Grade12. Degree in MBCH recognized with HPCSA. Current registration with HPCSA (2021). Proof of experience endorsed by HR/ Certificate of service. **Grade 1:** No experience is required; **Grade 2:** A minimum of five (5) years' experience after registration with HPCSA as a Medical Practitioner. **Grade 3:** A minimum of 10 years' experience after registration with HPCSA as a Medical Practitioner .Knowledge Sound knowledge of legislation applicable to medical practices. Supervision, team building, conflict management and analytical skills. Appropriate clinical and theoretical knowledge. Sound interpersonal, communication, planning and organising skills, Ability to work under pressure. Good time management skills. Ability to work as part of an interactive team.

**DUTIES** : Provision of quality care to patients. Perform Caesarean section deliveries Performance of overtime Assist team members with quality assurance and quality improvement projects. Partake in morbidity and mortality reviews and monthly audits. Assist with the development of clinical guidelines. Formulate policies and procedures for Medical Services and ensure that they are in accordance with current statutory regulations and guidelines. Participate in the service training Programmes. Train junior doctors in the performance of their duties.

**ENQUIRIES** : Dr S.W. Mthiyane Tel No: (039) 834 7500  
**APPLICATIONS** : Please forward applications quoting reference number to: The Chief Executive Officer, Christ the King Hospital, Private Bag X542 Ixopo 3276

**NOTE** : Applications must be submitted on the New Application for Employment Form (Z83), which is obtainable at any Government Department or from website-[www.kzhealth.gov.za](http://www.kzhealth.gov.za). No faxed or e-mailed applications will be accepted. Certified copies of ID, Std 10 certificate, educational qualifications, where experience is required a confirmation letter of relevant experience from the employer on an official letterhead (not certificate of service) must be submitted together with your CV. People with disabilities should feel free to apply. Applicants in possession of foreign qualifications must attach an evaluation/ verification certificate from the South African Qualifications Authority (SAQA). Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.

**CLOSING DATE** : 06 April 2021

**POST 10/131** : **MEDICAL OFFICER GRADE 1, 2, 3 REF NO: RVH 05/2021 (X1 POST)**

**SALARY** : Grade 1: R821 205 - R884 670.per annum  
Grade 2: R938 964 - R1 026 693.per annum  
Grade 3: R1 089 693 – R1 362 366.per annum  
Other Benefits: 13<sup>th</sup> Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 22% Rural Allowance

**CENTRE REQUIREMENTS** : Rietvlei District Hospital  
: **Grade 1:** Requirements: Senior Certificate MBCHB degree or equivalent qualification Proof of current registration with HPCSA Certificate of registration with the HPCSA as a Medical Practitioner. Current registration with HPCSA as a Medical Practitioner OR, 1 year relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Qualified applicants will be liable for the performance of commuted overtime as per the roster. **Grade 2:** Requirements: Senior Certificate MBCHB degree or equivalent qualification Proof of current registration with HPCSA Certificate of registration with the HPCSA as a Medical Practitioner. Current registration with HPCSA as a Medical Practitioner plus 5 years' experience after registration with the HPCSA as a Medical Practitioner OR 6 years' experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa Qualified applicants will be liable for the performance of commuted overtime as per the roster. Proof of experience with from previous and current employer endorsed and stamped by HR must be attached (clear details: name of institution, rank start date, end date and duties). **Grade 3:** Senior Certificate MBCHB degree or equivalent qualification Proof of current registration with HPCSA Certificate of registration with the HPCSA as a Medical Practitioner. Current registration with HPCSA as a Medical Practitioner plus 10 years' experience after registration with the HPCSA as a Medical Practitioner OR 11 years' experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa Qualified applicants will be liable for the performance of commuted overtime as per the roster. Proof of experience with from previous and current employer endorsed and stamped by HR must be attached (clear details: name of institution, rank start date, end date and duties). Knowledge, Skills and Competencies Knowledge of health care system and medical ethics Knowledge of relevant acts, policies and regulations of the department of health Good team building and problem solver Excellent human, communication and leadership skills

**DUTIES** : Provision of quality patient centered care for all patients Examine, investigate, diagnose and oversee the treatment of patients Provision of after-hours services to care for emergency cases Provide medicine related information to clinical staff as may be required Undertake on-going care individual's patients to allow for continuity of care Maintain accurate health records in accordance with legal ethical considerations Train and guide staff and health associated professionals Actively participate in morbidity and mortality reviews Attend and participate in continuous medical education Participate in quality improvement programmes Ensure that cost effective service delivery is maintained within the respective department Attend to administrative matters as required Perform commuted overtime.

**ENQUIRIES APPLICATIONS** : Dr NT Dabata- Hlaneki Tel No: (039) 260 5000  
: All Applications Should Be Forwarded To: Chief Exective Officer P/Bag X 501 Stafford's Post 4686 Or Hand Delivered To: Human Resources Department Rietvlei District Hospital.

**NOTE** : 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](http://www.kznhealth.gov.za). Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months Curriculum Vitae and Identity document Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. RVH 01/2020 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) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. 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

**CLOSING DATE**

: 09 April 2021

**POST 10/132**

: **PHARMACIST GRADE 1, 2 REF NO: PHARM1/ 2021 (X 1 POST)**

**SALARY**

: Grade 1: R693 372 per annum  
Grade 2: R751 026 per annum

**CENTRE**

: Addington Hospital: KwaZulu-Natal

**REQUIREMENTS**

: Experience: **Grade 1:** Not experience required. One year relevant experience after registration as a Pharmacist with a recognized foreign health professional council in respect of qualified employees of whom it is not required to perform community service, as required in South Africa. **Grade 2:** 5 year's appropriate experience after registration with the SAPC as Pharmacist. Six (6) year relevant experience after registration as a Pharmacist with a recognized foreign health professional council in respect of qualified employees of whom it is not required to perform community service, as required in South Africa. Minimum Requirements: Grade 12 certificate or equivalent. Certified copy of Degree in Pharmacy: Certified copy of registration certificate with South African Pharmacy Council as a Pharmacist: Proof of current registration with SAPC as a Pharmacist (2021) .In-Service applicants are required to provide proof of SAQA verification obtainable from the Human Resource Department. Copies of letters of service stating relevant experience as a Pharmacist – Locum experience must indicate – Full time or number of hours and actual dates must be specified. Recommendations: At least 1 year experience in a Hospital Pharmaceutical setting would be an advantage. Official Letter on Company letterhead indicating experience endorsed by Human Resource is required if applicable. A Valid code 8 driver's licence is recommended. Knowledge, Skills, Training and Competence Required: Knowledge of Pharmaceutical services policies, approaches and procedures. Knowledge and understanding of the legislative prescript governing the Public Service, Pharmacy Practice and Control of Medicines. Sound decision-making skills. Ability to communicate effectively with all levels of staff and the public. Ability to be part of an inter-active team. Commitment to service excellence, together with innovative and analytical thinking based on sound ethical principles. Ability to manage conflict and apply discipline. Ability to manage and co-ordinate productivity. Appropriate clinical and theoretical knowledge. Computer literacy.

**DUTIES**

: Perform duties of a Pharmacist. Prepare mixtures, solutions, ointments, drops, powders and re-packing of medicines. Issue medicine per prescription to specific patients. Give expert advice of a professional/specialist nature to health professionals. Provide pharmaceutical information to patients. Perform cytotoxic screening/reconstitution and all other sterile work. Ensure effective distribution and control of medicines to the wards by doing ward visits and issuing stock to wards. Perform standby over weekends, after hours and public holidays Retrieve, interpret, evaluate and supply information regarding the nature and use of medicines. Drug supply management including the control of the schedule 5 & 6 medicines. Supervise and provide training to Pharmacist Interns, Assistants and Students. Assist in the implementation of the EML/STGs program. Conduct surveys on rational medicine use and compliance to STG's. Compile daily statistics of patients dispensed and recording of all patients not receiving a full quota of a prescribed medication. Implement all PTC recommendations as internal measures to improve medicine use and reducing costs or wastage.

**ENQUIRIES**

: Mr K Ramasir Tel No: (031) 327 2556

**APPLICATIONS**

: All applications to be posted to: Recruitment, Human Resource Dept, Addington Hospital, P O Box 977 Durban, 4000 Or dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban.



<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. <b><u>NB:</u></b> Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. 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 Employers and verification from the Company Intellectual Property Commission (CIPC). 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 the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview.
<b><u>CLOSING DATE</u></b>	:	06 April 2021
<b><u>POST 10/133</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING PHC REF NO: RVH: IB 06/2021 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R562 800 per annum. Other Benefits: Home Owner Allowance (conditions apply), 13 <sup>th</sup> Cheque, Medical Aid (Optional), Rural Allowance (12% of Basic Salary)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Rietvlei Hospital: Ibisi Clinic
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate/ Grade 12/STD 10. Basic R425 qualification (i.e. Degree, Diploma in nursing qualification that allows registration with the South African Nursing Council as a Professional Nurse plus. A post basic nursing qualification in Primary Healthcare with duration of at least one year, accredited with the South African Nursing Council in PHC. Registration certificate with SANC as Professional Nurse. A minimum of 9 years recognizable experience in nursing after registration as Professional Nurse with South African Nursing Council in General Nursing. At least 05 years of the period referred to above must be recognizable experience in PHC specialty obtaining 1 year post basic qualification in PHC. Current Registration with SANC 2021. Proof of experience with from previous and current employer endorsed and stamped by HR must be attached (clear details: name of institution, rank start date, end date and duties). Recommendation: Driver's Licence. Computer Certificate. NIMART training / HIV Management. Knowledge, Skills and Competencies In depth understanding of nursing legislation and related legal and ethical nursing practices and how it impacts on service delivery: e.g. Nursing Act, Health Act, Occupational Health and Act, Disciplinary Code and Procedure, Grievance Procedure. Basic understanding of Human Resources and Financial policies and practices. Effective Communication skills with all stakeholders. Team work and report writing skills. Leadership, organisational, decision making and problem solving abilities. Diversity management, Change Management. Interpersonal Relations. Basic computer skills.
<b><u>DUTIES</u></b>	:	Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by Rietvlei Hospital. Promote quality of nursing standards as directed by the professional scope of practice and standards in line with facility Operational plan. Ensures effective performance management of staff in line with Performance Management and Development System policy of the department. Effective management of Ideal Clinic Realization project, National Core Standards initiatives prioritization and Complaints Mechanism. Ensures effective utilization of resources allocated to the clinic in line with allocated budget including training and development of staff. Effective implementation of disciplinary code and procedures fairly and equally. Ensures effective records management and submission of reports/stats accordingly.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs NC Maphetshana Tel No: (039) 260 0000
<b><u>APPLICATIONS</u></b>	:	All Applications Should Be Forwarded To: Chief Executive Officer P/Bag X 501 Stafford's Post 4686 Or Hand Delivered To: Human Resources Department Rietvlei District Hospital.
<b><u>NOTE</u></b>	:	The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months Curriculum Vitae and Identity document Faxed applications will not be accepted The reference number must be indicated in the column provided on

the form Z83 e.g. RVH 01/2020 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) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. 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

- CLOSING DATE** : 09 April 2021
- POST 10/134** : **OPERATIONAL MANAGER NURSING: PHC REF NO: RVH: LO 08/2021 (X1 POST)**
- SALARY** : R562 800 per annum. Other Benefits: Home Owner Allowance (conditions apply), 13<sup>th</sup> Cheque, Medical Aid (Optional), Rural Allowance (12% of Basic Salary)
- CENTRE REQUIREMENTS** : Rietvlei Hospital: Lourdes Clinic  
: Senior Certificate/ Grade 12/STD 10. Basic R425 qualification (i.e. Degree, Diploma in nursing qualification that allows registration with the South African Nursing Council as a Professional Nurse plus. A post basic nursing qualification in Primary Healthcare with duration of at least one year, accredited with the South African Nursing Council in PHC. Registration certificate with SANC as Professional Nurse. A minimum of 9 years recognizable experience in nursing after registration as Professional Nurse with South African Nursing Council in General Nursing. At least 05 years of the period referred to above must be recognizable experience in PHC specialty obtaining 1 year post basic qualification in PHC. Current Registration with SANC 2021. Proof of experience with from previous and current employer endorsed and stamped by HR must be attached (clear details: name of institution, rank start date, end date and duties). Recommendation: Driver's Licence. Computer Certificate. NIMART training / HIV Management. Knowledge, Skills and Competencies In depth understanding of nursing legislation and related legal and ethical nursing practices and how it impacts on service delivery: e.g. Nursing Act, Health Act, Occupational Health and Act, Disciplinary Code and Procedure, Grievance Procedure. Basic understanding of Human Resources and Financial policies and practices. Effective Communication skills with all stakeholders. Team work and report writing skills. Leadership, organisational, decision making and problem solving abilities. Diversity management, Change Management. Interpersonal Relations. Basic computer skills.
- DUTIES** : Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by Rietvlei Hospital. Promote quality of nursing standards as directed by the professional scope of practice and standards in line with facility Operational plan. Ensures effective performance management of staff in line with Performance Management and Development System policy of the department. Effective management of Ideal Clinic Realization project, National Core Standards initiatives prioritization and Complaints Mechanism. Ensures effective utilization of resources allocated to the clinic in line with allocated budget including training and development of staff. Effective implementation of disciplinary code and procedures fairly and equally. Ensures effective records management and submission of reports/stats accordingly.
- ENQUIRIES APPLICATIONS** : Mrs NL Mateyisi Tel No: (039) 260 0000  
: All Applications Should Be Forwarded To: Chief Executive Officer P/Bag X 501 Stafford's Post 4686 Or Hand Delivered To: Human Resources Department Rietvlei District Hospital
- NOTE** : 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](http://www.kznhealth.gov.za). Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months Curriculum Vitae and Identity document Faxed applications will not be

accepted The reference number must be indicated in the column provided on the form Z83 e.g. RVH 01/2020 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) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. 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.

- CLOSING DATE** : 09 April 2021
- POST 10/135** : **OPERATIONAL MANAGER NURSING – PHC - NIGHT DUTY SERVICES REF NO: EB 3/2021 (X1 POST)**
- SALARY** : R562 800 – R633 432 per annum. Additional Benefits: 13<sup>th</sup> Cheque, Medical Aid (optional), home owners allowance (employees must meet prescribed requirements)
- CENTRE REQUIREMENTS** : East Boom Community Health Centre  
 : Matric /Senior certificate/grade 12. Basic R425 qualification (i.e. Diploma/degree in Nursing) or equivalent qualification that allows registration with the SANC as a professional Nurse.1 year post-basic nursing qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing and midwifery. A minimum of 5 years appropriate/recognisable after attaining diploma in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). At least 1 year of the period referred to above must be at supervisory level. Current registration with SANC (2021). Certificate of service from previous/current employer is compulsory and must be stamped by HR  
 Knowledge, Skills, Trainings and Competencies Required: Knowledge in nursing care processes and procedures. Knowledge of nursing regulations and legal framework. Knowledge of human resource and financial management policies. Knowledge of nursing care and service delivery approach. Good communication, interpersonal relations, problem solving, conflict management skills. Operational management, co-ordination, networking liaison skills. Planning, organizing and report writing skills.
- DUTIES** : Delegate, supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of quality comprehensive service delivery. Demonstrate effective communication with patients, community and multi-disciplinary team. Manage and monitor proper utilization of human, financial and material resources. Monitor safe patient service and improve client satisfaction. Manage patient safety incidents and complaints. Ability to participate in and supervise medical and surgical emergencies and refer appropriately. Ensure implementation, monitoring and evaluation of EPMDS of staff under your supervision. Participate and contribute to the attainment of Ideal Clinic (ICRM) status and Office of the Health Standards Compliance. Flexibility to work and supervise in all sectors of the nursing component.
- ENQUIRIES APPLICATIONS** : Mrs. S. Gopichand Tel No: (033) 2644902  
 : to be submitted, East Boom CHC Private Bag X4018, Willowton, Pietermaritzburg, 3201.
- FOR ATTENTION NOTE** : Mr. S Ngcobo  
 : Employment Equity Target for this post is: African Male
- CLOSING DATE** : 06 April 2021

<b><u>POST 10/136</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING PHC REF NO: RVH: RM 10/2021 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R562 800 per annum. Other Benefits: Home Owner Allowance (conditions apply), 13 <sup>th</sup> Cheque, Medical Aid (Optional), Rural Allowance (12% of Basic Salary)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Rietvlei Hospital: Rietvlei Mobile
	:	Senior Certificate/ Grade 12/STD 10. Basic R425 qualification (i.e. Degree, Diploma in nursing qualification that allows registration with the South African Nursing Council as a Professional Nurse plus. A post basic nursing qualification in Primary Healthcare with duration of at least one year, accredited with the South African Nursing Council in PHC. Registration certificate with SANC as Professional Nurse. A minimum of 9 years recognizable experience in nursing after registration as Professional Nurse with South African Nursing Council in General Nursing. At least 05 years of the period referred to above must be recognizable experience in PHC specialty obtaining 1 year post basic qualification in PHC. Current Registration with SANC 2021. Proof of experience with from previous and current employer endorsed and stamped by HR must be attached (clear details: name of institution, rank start date, end date and duties). Recommendation: Driver's Licence. Computer Certificate. NIMART training / HIV Management. Knowledge, Skills and Competencies In depth understanding of nursing legislation and related legal and ethical nursing practices and how it impacts on service delivery: e.g. Nursing Act, Health Act, Occupational Health and Act, Disciplinary Code and Procedure, Grievance Procedure. Basic understanding of Human Resources and Financial policies and practices. Effective Communication skills with all stakeholders. Team work and report writing skills. Leadership, organisational, decision making and problem solving abilities. Diversity management, Change Management. Interpersonal Relations. Basic computer skills.
<b><u>DUTIES</u></b>	:	Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by Rietvlei Hospital. Promote quality of nursing standards as directed by the professional scope of practice and standards in line with facility Operational plan. Ensures effective performance management of staff in line with Performance Management and Development System policy of the department. Effective management of Ideal Clinic Realization project, National Core Standards initiatives prioritization and Complaints Mechanism. Ensures effective utilization of resources allocated to the clinic in line with allocated budget including training and development of staff. Effective implementation of disciplinary code and procedures fairly and equally. Ensures effective records management and submission of reports/stats accordingly.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs NL Mateyisi Tel No: (039) 260 0000
	:	All Applications Should Be Forwarded To: Chief Executive Officer P/Bag X 501 Stafford's Post 4686 Or Hand Delivered To: Human Resources Department Rietvlei District Hospital
<b><u>NOTE</u></b>	:	The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months Curriculum Vitae and Identity document Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. RVH 01/2020 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) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. 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
<b><u>CLOSING DATE</u></b>	:	09 April 2021

<b><u>POST 10/137</u></b>	:	<b><u>OPERATIONAL MANAGER SPECIALTY: MIDWIFERY AND NEONATAL NURSING SCIENCE REF NO: NKO 01/2021</u></b> Maternity
<b><u>SALARY</u></b>	:	Grade 1: R562 800 per annum, Plus 12% Rural Allowance, 13th Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Nkonjeni Hospital
	:	Grade 12 (Senior Certificate) Degree or Diploma in Nursing and Midwifery Proof of current registration with SANC, Minimum of 9 years appropriate / recognizable experience in nursing, At least 5 years of the period referred to above must be appropriate recognizable experience in the specialty area after obtaining the one year Post Basic Nursing Qualification in Advanced Midwifery and Neonatal Nursing Science, Proof of previous and current work experience endorsed and stamped by Human resource department, Certificate of service endorsed by HR and Proof of current registration with SANC. Recommendation: A valid code 8 license, Degree or Diploma in Nursing Administration, Proof of computer literacy. Knowledge, Skills, Training & Competence Required: Knowledge of SANC Rules and Regulations, Knowledge of Legislative Framework and Departmental prescripts, Leadership, organizational, decision – making and problem solving and interpersonal skills, Basic financial management skills, Knowledge of Human Resource Management, Personal Attitude, Responsive, Professionalism, Supportive, Assertive and Team player role, Conflict management, Interpersonal & Communication skills and decision making skills Leadership and supervisory skills.
<b><u>DUTIES</u></b>	:	Coordination of optimal holistic specialized nursing care within the set standards and professional / legal framework, Ensure accurate and reliable statistics and report generated through the information management section, Monitor and evaluate the effectiveness of nursing staff development practices in the hospital against the set standards with view to identify and address problem areas timeously , Ensure the effective efficient economic use of all allocated resources, including human resources, Provision of support to nursing service, Coordination of provision of effective training and research, Maimane professional growth/ ethical standards and self-development, Participate in all the initiatives with an aim to achieve quality service provision, Strengthen the implementation of MCWH programmer/ practices i.e. EMTCT, ESMOE, CARMMA, PPIP etc, Identify , develop and control Risk Management systems within the unit, Attend Perinatal Mortality meetings on monthly basis and ensure that avoidable factors are addressed, Management of obstetrical emergencies and High Risk conditions, Implementation and management of Infection Prevention and control protocols.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr Z.E. Zulu Tel No: 035 873 0013
	:	Please forward application quoting the reference number to The Human Resource Department, Nkonjeni Hospital, Private Bag X509, Mahlabathini, 3885 or hand delivered to Nkonjeni Hospital, Human Resource Department, Admin Block.
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr Z.P. Ndlela
	:	Application must be submitted on the Application for Employment Form (Form Z83), which is obtainable at any Government Department or from the website – <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> must accurately completed the column provided on the form Z83, Comprehensive Curriculum Vitae, certified copies of identity document educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to app for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. 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 aforementioned instructions will result to your application being disqualified. 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.
<b><u>CLOSING DATE</u></b>	:	06 April 2021 (Late applications will not be accepted)

<b><u>POST 10/138</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (PHC) REF NO. NKO 02/2021</u></b> Kwamame Clinic
<b><u>SALARY</u></b>	:	Grade 1: R562 800 per annum, Plus 12% Rural Allowance, 13th Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Nkonjeni Hospital
	:	Diploma/Degree in General Nursing that allows registration with South African Nursing Council as a Profession Nurse in General Nursing. One year post basic qualification in Primary Health Care Nursing. Current registration with the SANC as a Professional Nurse. A minimum of 9 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, At least 5 years of the period referred above must be appropriate/recognizable experience in Primary Health Care Unit after obtaining post basic qualification in Primary Health Care Nursing. Proof of working experience (certificate of service) endorsed by Human Resource. Recommendation: Managerial skills Advanced knowledge and skills of nursing care processes and procedures, nursing statutes and other relevant legal framework. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Insight into the public health sector strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care. Basic computer skills. Knowledge, Skills and Experience Required: Appropriate Specialist procedures and protocols within field of expertise, Understanding of basic HR matters including Labour Relations, Control of budget, monitoring expenditure and project management, Knowledge of legislative prescripts governing the public service, Assessment, diagnosis and management of patient within the field of expertise, Managerial and financial management skills, Computer skills, Problem solving and project management, Concerns of excellence, Courtesy and Interpersonal skills, Stress tolerance skills and innovation and drive, Awareness of cross-cultural differences.
<b><u>DUTIES</u></b>	:	Provide effective and professional leadership within clinic. Oversee a provide a safe therapeutic environment in the allocated clinic that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable. Conduct compliance audits regularly. Establish effective communication between clinic and hospital, other health professionals and relevant stakeholders. Compile reports as means of reporting regularly. 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. Assist in development and implementation of quality assurance programs, policies, operational plan, standard operating procedures and guidelines for the clinic. Oversee the improve quality care through reduction of patient complaints. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution and other regulating bodies. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Ensure that infection control and prevention policies are implemented by clinics. Manage and supervise effective utilization of all the resources e.g. human, financial material. Develop, monitor and evaluate staff in terms of EPMDS. Exercise control over discipline, grievance and all labour relations issues. Attend to meetings and workshops as directed. Adhere to correct channels of communication as per the hospital organogram. Perform other duties as assigned by the supervisor and hospital management. Ensure implementation of NCS, Ideal Clinic and other departmental initiatives including provincial priorities. Design operational plan on implementation of CBM within given population. Ensure implementation of DHMIS and SOP in order to produce quality data.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs B.A. Mbatha Tel No: 035 873 0013
	:	Please forward application quoting the reference number to The Human Resource Department, Nkonjeni Hospital, Private Bag X509, Mahlabathini, 3885 or hand delivered to Nkonjeni Hospital, Human Resource Department, Admin Block.
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr Z.P. Ndlela
	:	Application must be submitted on the Application for Employment Form (Form Z83), which is obtainable at any Government Department or from the website – <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> must accurately completed the column provided on the form Z83, Comprehensive Curriculum Vitae, certified copies of identity document educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to app

for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. 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 aforementioned instructions will result to your application being disqualified. 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.

- CLOSING DATE** : 06 April 2021 (Late applications will not be accepted)
- POST 10/139** : **OPERATIONAL MANAGER NURSING (PHC) REF NO: NKO 03/2021**  
Mabedlane Clinic
- SALARY** : Grade 1: R562 800 per annum, Plus 12% Rural Allowance, 13th Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)
- CENTRE** : Nkonjeni Hospital
- REQUIREMENTS** : Diploma/Degree in General Nursing that allows registration with South African Nursing Council as a Profession Nurse in General Nursing. One year post basic qualification in Primary Health Care Nursing. Current registration with the SANC as a Professional Nurse. A minimum of 9 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, At least 5 years of the period referred above must be appropriate/recognizable experience in Primary Health Care Unit after obtaining post basic qualification in Primary Health Care Nursing. Proof of working experience (certificate of service) endorsed by Human Resource. Recommendation: Managerial skills Advanced knowledge and skills of nursing care processes and procedures, nursing statutes and other relevant legal framework. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Insight into the public health sector strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care. Basic computer skills. Knowledge, Skills and Experience Required: Appropriate Specialist procedures and protocols within field of expertise, Understanding of basic HR matters including Labour Relations, Control of budget, monitoring expenditure and project management, Knowledge of legislative prescripts governing the public service, Assessment, diagnosis and management of patient within the field of expertise, Managerial and financial management skills, Computer skills, Problem solving and project management, Concerns of excellence, Courtesy and Interpersonal skills, Stress tolerance skills and innovation and drive, Awareness of cross-cultural differences.
- DUTIES** : Provide effective and professional leadership within clinic. Oversee a provide a safe therapeutic environment in the allocated clinic that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable. Conduct compliance audits regularly. Establish effective communication between clinic and hospital, other health professionals and relevant stakeholders. Compile reports as means of reporting regularly. 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. Assist in development and implementation of quality assurance programs, policies, operational plan, standard operating procedures and guidelines for the clinic. Oversee the improve quality care through reduction of patient complaints. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution and other regulating bodies. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Ensure that infection control and prevention policies are implemented by clinics. Manage and supervise effective utilization of all the resources e.g. human, financial material. Develop, monitor and evaluate staff in terms of EPMDs. Exercise control over discipline, grievance and all labour relations issues. Attend to meetings and workshops as directed. Adhere to correct channels of communication as per the hospital organogram. Perform other duties as assigned by the supervisor and hospital management. Ensure implementation of NCS, Ideal Clinic and other departmental initiatives including provincial

priorities. Design operational plan on implementation of CBM within given population. Ensure implementation of DHMIS and SOP in order to produce quality data.

**ENQUIRIES  
APPLICATIONS**

: Mrs B.A. Mbatha Tel No: 035 873 0013  
: Please forward application quoting the reference number to The Human Resource Department, Nkonjeni Hospital, Private Bag X509, Mahlabathini, 3885 or hand delivered to Nkonjeni Hospital, Human Resource Department, Admin Block.

**FOR ATTENTION  
NOTE**

: Mr Z.P. Ndlela  
: Application must be submitted on the Application for Employment Form (Form Z83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed the column provided on the form Z83, Comprehensive Curriculum Vitae, certified copies of identity document educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to app for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. 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 aforementioned instructions will result to your application being disqualified. 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.

**CLOSING DATE**

: 06 April 2021 (Late applications will not be accepted)

**POST 10/140**

: **OPERATIONAL MANAGER NURSING (PHC) REF NO: NKO 04/2021**  
Ulundi A Clinic

**SALARY**

: Grade 1: R562 800 per annum, Plus 12% Rural Allowance, 13th Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)

**CENTRE  
REQUIREMENTS**

: Nkonjeni Hospital  
: Diploma/Degree in General Nursing that allows registration with South African Nursing Council as a Profession Nurse in General Nursing. One year post basic qualification in Primary Health Care Nursing. Current registration with the SANC as a Professional Nurse. A minimum of 9 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, At least 5 years of the period referred above must be appropriate/recognizable experience in Primary Health Care Unit after obtaining post basic qualification in Primary Health Care Nursing. Proof of working experience (certificate of service) endorsed by Human Resource. Recommendation: Managerial skills Advanced knowledge and skills of nursing care processes and procedures, nursing statutes and other relevant legal framework. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Insight into the public health sector strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care. Basic computer skills. Knowledge, Skills and Experience Required: Appropriate Specialist procedures and protocols within field of expertise, Understanding of basic HR matters including Labour Relations, Control of budget, monitoring expenditure and project management, Knowledge of legislative prescripts governing the public service, Assessment, diagnosis and management of patient within the field of expertise, Managerial and financial management skills, Computer skills, Problem solving and project management, Concerns of excellence, Courtesy and Interpersonal skills, Stress tolerance skills and innovation and drive, Awareness of cross-cultural differences.

**DUTIES**

: Provide effective and professional leadership within clinic. Oversee a provide a safe therapeutic environment in the allocated clinic that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable. Conduct compliance audits regularly. Establish effective communication between clinic and hospital, other health professionals and relevant stakeholders. Compile reports as means of reporting regularly. 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. Assist in development and implementation of quality assurance programs, policies, operational plan, standard operating procedures and guidelines for the clinic. Oversee the improve quality care through reduction of patient complaints. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution and other regulating bodies. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Ensure that infection control and prevention policies are implemented by clinics. Manage and supervise effective utilization of all the resources e.g. human, financial material. Develop, monitor and evaluate staff in terms of EPMS. Exercise control over discipline, grievance and all labour relations issues. Attend to meetings and workshops as directed. Adhere to correct channels of communication as per the hospital organogram. Perform other duties as assigned by the supervisor and hospital management. Ensure implementation of NCS, Ideal Clinic and other departmental initiatives including provincial priorities. Design operational plan on implementation of CBM within given population. Ensure implementation of DHMIS and SOP in order to produce quality data.

**ENQUIRIES** : Mrs B.A. Mbatha Tel No: 035 873 0013  
**APPLICATIONS** : Please forward application quoting the reference number to The Human Resource Department, Nkonjeni Hospital, Private Bag X509, Mahlabathini, 3885 or hand delivered to Nkonjeni Hospital, Human Resource Department, Admin Block.

**FOR ATTENTION** : Mr Z.P. Ndlela  
**NOTE** : Application must be submitted on the Application for Employment Form (Form Z83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed the column provided on the form Z83, Comprehensive Curriculum Vitae, certified copies of identity document educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to app for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. 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 aforementioned instructions will result to your application being disqualified. 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.

**CLOSING DATE** : 06 April 2021 (Late applications will not be accepted)

**POST 10/141** : **CLINICAL PROGRAMME CO-ORDINATOR GRADE1: PHC DISTRICT TRAINER**

**SALARY** : R444 276 per annum PLUS 8% Rural allowance. Benefits: 13th Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed conditions)

**CENTRE** : Umgungundlovu District Office  
**REQUIREMENTS** : Matric (National Senior Certificate) Bachelor's Degree/National Diploma in Nursing. Current registration with the South African Nursing Council. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse of which 5 years of the period must be appropriate / recognizable primary Health care environment. Valid Driver's License. Proof of current work experience endorsed and stamped by Human Resource. Computer literacy Proof of current and previous work experience endorsed by the employer must be attached. Knowledge, Skills, Training and Competencies required:-Understanding of Acts, regulations and policy framework governing education and training in the Public Sector. Strong communication and leadership skills. Ability to interpret course material accurately to facilitate a better understanding. Ability to facilitate at all levels. Strong human relation skills. Presentation/education skills. Report writing skills. Networking and liaison skills. Decision making skills. Chairing of meetings .An understanding of the challenges facing the Public Health Sector.

**DUTIES** : Develop comprehensive District Training Plan. Coordinate skills audit evaluations across the district. Facilitate district and sub-districts trainings.

Collate district and sub-district training reports and partner training reports. Capture database of all trainings conducted across the district. Co-ordinate the activities of training stakeholders. Analyse innovative human resource development programme solutions. Liaise with appropriate service providers to direct course content to meet the requirement of the department skills development plan. Manage training requirements as identified through monitoring and evaluation activities within the District. Translate health care policies as stipulated by Provincial and District Programme Management into District Training initiatives. Ensure the efficiency and effective utilisation of resources allocated to the component. Facilitate development of and adherence to mentorship plans following all trainings and submission of POEs/logbooks. Ensure staff at all levels is kept abreast with current changes in the nursing practice and appropriate nursing standards. Participate in ideal clinic realization and maintenance (ICRM) and national core standards (NCS) audits/activities. Support CCMDD trainings. Participate in institutional and district health education training and development committee activities ensuring that in-serve staff attend basic and post basic courses. Pursue opportunities to extend Health Training activities through other government department and NGOs. Support implementation of formal orientation and induction program for outreach teams. Support implementation of District Community Based Outreach Model. Coordinate training of newly appointed clinic committees.

- ENQUIRIES APPLICATIONS** : Mrs SW Mbambo Tel No: (033) 8971000  
 : All applications should be forwarded to: The District Director Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg 3200 or Hand Deliver to: 171 Hoosen Haffjee Street (Burg street) Pietermaritzburg
- FOR ATTENTION NOTE CLOSING DATE** : Human Resource Department  
 : Preference will be given to African Males  
 : 09 April 2021
- POST 10/142** : **CLINICAL PROGRAMME COORDINATOR: IPC REF NO: RVH: IPC 07/2021 (X1 POST)**
- SALARY** : R444 4276 per annum. Other Benefits: Home Owner Allowance (conditions apply), 13<sup>th</sup> Cheque, Medical Aid (Optional), Rural Allowance (12% of Basic Salary)
- CENTRE REQUIREMENTS** : Rietvlei Hospital  
 : Senior Certificate/ Grade 12/STD 10. Degree/ National Diploma in General Nursing Current registration with SANC as Professional Nurse Registration certificate with SANC as Professional Nurse Minimum of 07 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing Proof of experience with from previous and current employer endorsed and stamped by HR must be attached (clear details: name of institution, rank start date, end date and duties).Recommendation: Driver's Licence. Computer Certificate. Knowledge, Skills and Competencies Good management and analytical skills Good communication skills, interpersonal, leadership Ability to work under pressure and knowledge of relevant prescripts like Provincial Health Acts 2000, the Nursing Act, Occupational Health and Safety Act.
- DUTIES** : Develop and ensure implementation of infection control plan for the institution Provide support to the Hospital management team to ensure that a higher standard of infection control is maintained. Advise the Hospital Management of all identified infection control risks and recommendation there of protocols and that these are implemented. Ensure that all departments and clinics are provided with infection control guidelines and protocols and that these are implemented. Provide management and supervisors with current IPC practices; provide effective and efficient infection control services in the institution. Ensure that written SOP and procedures for infection and control services are reviewed and implemented. Plan the budget or infection control department and exercise control over utilisation of such budget, review outbreak of infection and advise how outbreak can be managed and prevented. Surveillance of Health care associated infection, anti-microbial resistance and notifiable conditions.
- ENQUIRIES APPLICATIONS** : Ms S Mpongoma Tel No: (039) 260 0000  
 : All Applications Should Be Forwarded To: Chief Executive Officer P/Bag X 501 Stafford's Post 4686 Or Hand Delivered To: Human Resources Department Rietvlei District Hospital
- NOTE** : 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. Certified copies of highest educational qualification –

not copies of certified copies and certified copies must not be older than 3 months Curriculum Vitae and Identity document Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. RVH 01/2020 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) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. 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.

**CLOSING DATE**

: 09 April 2021

**POST 10/143**

: **CLINICAL NURSE PRACTITIONER OR PROFESSIONAL NURSE SPECIALTY: ADVANCE MIDWIFERY (PHC) REF NO: NKO 05/2021**  
Kwamame Clinic

**SALARY**

: Grade 1: R383 226 - R444 276 per annum  
Grade 2: R471 333 - R579 696 per annum  
Plus 12% Rural Allowance, 13th Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)

**CENTRE REQUIREMENTS**

: Nkonjeni Hospital  
: **Grade 1:** Diploma / Degree in General Nursing, 1 year post basic qualification in Primary Health Care Nursing / Advance Midwifery Registration with the SANC as a Professional Nurse, A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. And Attach proof of working experience endorsed by Human Resource Department/ Employer. **Grade 2:** Diploma / Degree in General Nursing, A 1 year post basic qualification in Primary Health Care Nursing / Advance Midwifery, A minimum of 14 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, At least 10 years of the period referred above must be appropriate/recognizable experience in Primary Health Care / Maternity after obtaining post basic qualification in Primary Health Care /Advance Midwifery and Attach proof of working experience endorsed by Human Resource Department. Knowledge, Skills and Experience Required: Appropriate Specialist procedures and protocols within field of expertise, Understanding of basic HR matters including Labour Relations, Control of budget, monitoring expenditure and project management, Knowledge of legislative prescripts governing the public service, Assessment, diagnosis and management of patient within the field of expertise, Managerial and financial management skills, Computer skills, Problem solving and project management, Concerns of excellence, Courtesy and Interpersonal skills, Stress tolerance skills and innovation and drive, Awareness of cross-cultural differences.

**DUTIES**

: Provide effective and professional leadership within the clinic, Oversee and provide a safe therapeutic environment in the allocated clinic that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable, Conduct compliance audit regularly, Establish effective communication between clinic and hospital, other health professionals and relevant stakeholders, Compile reports as means of reporting regularly, 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, Assist in the development and implementation quality assurance programs, policies, operational plan, standard operating procedures and guidelines for clinic, Oversee the improve quality care through reduction of patient complaints, Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution and other regulating bodies, Develop / establish and maintain constructive working relationship with nursing and other stakeholders ,Ensure that infection

control and prevention policies are implemented by clinic ,Manage and supervise effective utilization of all the resources e.g. human, financial material, Develop, monitor and evaluate staff in terms of EPMDs, Exercise control over discipline, grievance and all labour relations issues, Attend to meetings and workshops as directed, Adhere to correct channels of communication as per the hospital organogram, Perform other duties as assigned by the supervisor and hospital management, Ensure implementation of departmental initiatives including provincial priorities, Design operational plan on implementation of CBM within given population, Ensure implementation of DHMIS and SOP in order to produce quality data.

**ENQUIRIES  
APPLICATIONS**

: Mrs B.A. Mbatha Tel No: 035 873 0013  
 : Please forward application quoting the reference number to The Human Resource Department, Nkonjeni Hospital, Private Bag X509, Mahlabathini, 3885 or hand delivered to Nkonjeni Hospital, Human Resource Department, Admin Block.

**FOR ATTENTION  
NOTE**

: Mr Z.P. Ndlela  
 : Application must be submitted on the Application for Employment Form (Form Z83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed the column provided on the form Z83, Comprehensive Curriculum Vitae, certified copies of identity document educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to app for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. 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 aforementioned instructions will result to your application being disqualified. 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.

**CLOSING DATE**

: 06 April 2021 (Late applications will not be accepted)

**POST 10/144**

: **CLINICAL NURSE PRACTITIONER OR PROFESSIONAL NURSE  
SPECIALTY: ADVANCE MIDWIFERY (PHC) REF NO: NKO 06/2021**  
 Umdumezulu Clinic

**SALARY**

: Grade 1: R383 226 - R444 276 per annum  
 Grade 2: R471 333 - R579 696 per annum  
 Plus 12% Rural Allowance, 13th Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)

**CENTRE  
REQUIREMENTS**

: Nkonjeni Hospital  
 : **Grade 1:** Diploma / Degree in General Nursing, 1 year post basic qualification in Primary Health Care Nursing / Advance Midwifery Registration with the SANC as a Professional Nurse, A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. And Attach proof of working experience endorsed by Human Resource Department/ Employer. **Grade 2:** Diploma / Degree in General Nursing, A 1 year post basic qualification in Primary Health Care Nursing / Advance Midwifery, A minimum of 14 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, At least 10 years of the period referred above must be appropriate/recognizable experience in Primary Health Care / Maternity after obtaining post basic qualification in Primary Health Care /Advance Midwifery and Attach proof of working experience endorsed by Human Resource Department. Knowledge, Skills and Experience Required: Appropriate Specialist procedures and protocols within field of expertise, Understanding of basic HR matters including Labour Relations, Control of budget, monitoring expenditure and project management, Knowledge of legislative prescripts governing the public service, Assessment, diagnosis and management of patient within the field of expertise, Managerial and financial management skills, Computer skills, Problem solving and project management, Concerns of excellence, Courtesy and Interpersonal skills, Stress tolerance skills and innovation and drive, Awareness of cross-cultural differences.

<b><u>DUTIES</u></b>	:	Provide effective and professional leadership within the clinic, Oversee and provide a safe therapeutic environment in the allocated clinic that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable, Conduct compliance audit regularly, Establish effective communication between clinic and hospital, other health professionals and relevant stakeholders, Compile reports as means of reporting regularly, 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, Assist in the development and implementation quality assurance programs, policies, operational plan, standard operating procedures and guidelines for clinic, Oversee the improve quality care through reduction of patient complaints, Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution and other regulating bodies, Develop / establish and maintain constructive working relationship with nursing and other stakeholders ,Ensure that infection control and prevention policies are implemented by clinic ,Manage and supervise effective utilization of all the resources e.g. human, financial material, Develop, monitor and evaluate staff in terms of EPMDS, Exercise control over discipline, grievance and all labour relations issues, Attend to meetings and workshops as directed, Adhere to correct channels of communication as per the hospital organogram, Perform other duties as assigned by the supervisor and hospital management, Ensure implementation of departmental initiatives including provincial priorities, Design operational plan on implementation of CBM within given population, Ensure implementation of DHMIS and SOP in order to produce quality data.
<b><u>ENQUIRIES</u></b>	:	Mrs B.A. Mbatha Tel No: 035 873 0013
<b><u>APPLICATIONS</u></b>	:	Please forward application quoting the reference number to The Human Resource Department, Nkonjeni Hospital, Private Bag X509, Mahlabathini, 3885 or hand delivered to Nkonjeni Hospital, Human Resource Department, Admin Block.
<b><u>FOR ATTENTION</u></b>	:	Mr Z.P. Ndlela
<b><u>NOTE</u></b>	:	Application must be submitted on the Application for Employment Form (Form Z83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed the column provided on the form Z83, Comprehensive Curriculum Vitae, certified copies of identity document educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to app for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. 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 aforementioned instructions will result to your application being disqualified. 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.
<b><u>CLOSING DATE</u></b>	:	06 April 2021 (Late applications will not be accepted)
<b><u>POST 10/145</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALTY (ADVANCED MIDWIFERY) REF NO: GROUT 01/2021 (X1 POST)</u></b> Component: Groutville Clinic
<b><u>SALARY</u></b>	:	Grade 1: R383 226 per annum Plus 8% rural allowance Grade 2: R471 333 per annum Plus 8% rural allowance Benefits 13 <sup>th</sup> Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed conditions)
<b><u>CENTRE</u></b>	:	Ilembe Health District Office
<b><u>REQUIREMENTS</u></b>	:	<b>Grade1-</b> Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Midwifery and Neonatal Nursing Science(Advanced midwifery), Current registration with SANC as General Nurse and Advanced midwifery, A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse <b>Grade 2 -</b> Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate).Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Midwifery and Neonatal

Nursing Science (Advanced midwifery), Current registration with SANC as General Nurse with Midwifery and Neonatal Nursing Science (Advanced midwifery) plus, A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognizable Advanced midwifery experience after obtaining a one year post basic qualification in Midwifery and Neonatal Nursing Science(Advanced midwifery), 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 etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills, co-ordination and planning skills. Team building and supervisory skills Good interpersonal relationship skill Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies. NB: Proof of Previous and Current Work Experience Endorsed and Stamped by HR Office Must Be Attached.

**DUTIES**

: Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined for obstetric unit. Ensuring proper utilization and safekeeping basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Able to plan and organize own work and that of support personnel to ensure proper nursing. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's needs and expectations according to Batho Pele Principles. Diagnose and manage obstetric emergencies in the absence of a Doctor e.g. Eclampsia, APH etc. Identify high risk clients during ante-partum and post-partum periods manage them or refer them according to policy Develop mission and vision and objectives for obstetric unit Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Facilitate facility perinatal Mortality review or meetings. Strengthen data systems and treatment outcomes by assisting and capturing on Tier.net Assist with capturing patients on patient registration (HPRS) system. Support the realization and maintenance of Ideal Clinic Programme in the facility. Coordinate and manage the provision of the services to manage COVID 19 pandemic.

**ENQUIRIES**

: Mr. A.P Makhani: (Operational Manager Nursing: PHC Supervisor) Tel No: (032) 5513686

**APPLICATIONS**

: Please forward applications for the attention of: The District Director: Human Resource Management Services, Ilembe Health District Office, Private Bag X10620 KwaDukuza 4450 OR Hand delivered to: 1 on 1 King Shaka Street, King Shaka Centre KwaDukuza 4450

**NOTE**

: Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-[www.kznhealth.gov.za](http://www.kznhealth.gov.za) Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DARN 02/2020.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a

Performance Agreement with his/her immediate supervisor. 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. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

- CLOSING DATE** : 16 April 2021
- POST 10/146** : **CLINICAL NURSE PRACTITIONER (PHC STREAM) COMPONENT: DARNALL CLINIC REF NO: DARN 01/2021 (X1 POST)**
- SALARY** : Grade 1: R383 226.per annum Plus 8% rural allowance  
Grade 2: R471 333.per annum Plus 8% rural allowance  
Benefits: 13<sup>th</sup> Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed conditions)
- CENTRE** : Ilembe Health District Office
- REQUIREMENTS** : Grade1: Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC).A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. **Grade 2:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC),Current registration with SANC as General Nurse and Midwifery, plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC).A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Knowledge, skills and competencies: 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 etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skill, Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies. NB: Proof of previous and current work experience endorsed and stamped by HR Office must be attached. Recommendations.
- DUTIES** : Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping of basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring 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 assists patients to develop a sense of self-care. Support the realization and maintenance of Ideal Clinic Programme in the facility. Ensure data management and record keeping management for the clinic.
- ENQUIRIES** : Mrs. R Bhagwandin [Operational Manager Nursing: PHC Supervisor) Tel No: 032-4373600
- APPLICATIONS** : Please forward applications for the attention of: The District Director: Human Resource Management Services, Ilembe Health District Office, Private Bag

X10620 KwaDukuza 4450 OR Hand delivered to: 1 on 1 King Shaka Street, King Shaka Centre KwaDukuza 4450

**NOTE**

: Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-[www.kznhealth.gov.za](http://www.kznhealth.gov.za). Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DARN 02/2020.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. 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. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

**CLOSING DATE**

: 16 April 2021

**POST 10/147**

: **PROFESSIONAL NURSE: SPECIALTY- GRADE 01 OR 02 REF NO: RVH: PW09/2021 (X1 POST)**  
Component: Paediatric Ward

**SALARY**

: Grade 1: R383 226 per annum  
Grade 2: R471 333 per annum  
Other Benefits: Home Owner Allowance (conditions apply), 13<sup>th</sup> Cheque, Medical Aid (Optional), Rural Allowance (12% of Basic Salary)

**CENTRE REQUIREMENTS**

: Rietvlei Hospital  
Senior Certificate/ Grade 12/STD 10. Basic R425 qualification i.e. Degree, Diploma in nursing qualification that allows registration with the South African Nursing Council as a Professional Nurse plus. A post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the glossary of terms. Registration certificate with SANC as Professional Nurse. Current Registration with SANC as General Nurse and Post basic Child Nursing Science (2021). Proof of experience with from previous and current employer endorsed and stamped by HR must be attached (clear details: name of institution, rank start date, end date and duties). **Grade 1** A minimum of 4 years recognizable experience in nursing after registration as Professional Nurse with South African Nursing Council in General Nursing and Midwifery. **Grade 2:** A minimum of 14 years recognizable experience in nursing after registration as Professional Nurse with South African Nursing Council in General Nursing and Midwifery. At least 10 years of the period referred to above must be recognizable experience in the specific specialty after obtaining 1 year post basic qualification in qualification in Child Nursing Science. Knowledge, Skills and Competencies Knowledge of nursing care and processes and procedures Indept knowledge of Acts, Policies, Procedures, Prescripts and Legislations. Disciplinary codes, human resource policies, hospital generic and specific policies Leadership, supervisory and good communication skills Team building and cross cultural awareness Knowledge of SANC rules and regulations Knowledge of Batho Pele Principles and patient's rights charter

**DUTIES**

: Provides holistic nursing care to patients in a speciality unit in a cost effective, efficient and equitable manner. Assist in planning/organising and monitoring of



the objective of the specialised unit in consultation with subordinates. Provide direct and indirect supervision of all nursing staff/housekeeping staff and give guidance. To 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 utilisation of all resources eg. Human, Finance, 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 operating theatre.

**ENQUIRIES  
APPLICATIONS**

: Ms TT Nxokweni Tel No: (039) 260 0000  
 : All Applications Should Be Forwarded To: Chief Executive Officer P/Bag X 501 Stafford's Post 4686 Or Hand Delivered To: Human Resources Department Rietvlei District Hospital

**NOTE**

: 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. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months Curriculum Vitae and Identity document Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. RVH 01/2020 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) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. 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

**CLOSING DATE**

: 09 April 2021

**POST 10/148**

**CLINICAL NURSE PRACTITIONER (PHC STREAM) REF NO: KDC 01/2021  
(X1 POST)**

Component: Kwadukuza Clinic

**SALARY**

: Grade 1: R383 226 per annum Plus 8% rural allowance  
 Grade 2: R471 333 per annum Plus 8% rural allowance  
 Benefits: 13<sup>th</sup> Cheque, home owner's allowance, and Medical aid optional)  
 (Employee must meet prescribed conditions)

**CENTRE  
REQUIREMENTS**

: Ilembe Health District Office  
 : **Grade1-** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC).A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. **Grade 2 -** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC),Current registration with SANC as General Nurse and Midwifery, plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC).A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Knowledge, skills and competencies: 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 etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skill, Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies. NB: Proof of previous and current work experience endorsed and stamped by HR Office must be attached.

**DUTIES**

: Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the Knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring 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 assists patients to develop a sense of self-care. Strengthen data systems and treatment outcomes by assisting and capturing on Tier.net Assist with capturing patients on patient registration (HPRS) system. Support the realization and maintenance of Ideal Clinic Programme in the facility. Coordinate and manage the provision of the services to manage COVID 19 pandemic.

**ENQUIRIES**

: Mrs. R Bhagwandin (Phc Supervisor) Tel No: (032)-4373600

**APPLICATIONS**

: Please forward applications for the attention of: The District Director: Human Resource Management Services, Ilembe Health District Office, Private Bag X10620 KwaDukuza 4450 OR Hand delivered to: 1 on 1 King Shaka Street, King Shaka Centre KwaDukuza 4450

**NOTE**

: Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-[www.kznhealth.gov.za](http://www.kznhealth.gov.za) Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DARN 02/2020.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. 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. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

**CLOSING DATE**

: 16 April 2021

**POST 10/149** : **CLINICAL NURSE PRACTITIONER (PHC STREAM) REF NO: GLEN 01/2021 (X1 POST)**  
Component: Glenhills Clinic

**SALARY** : Grade 1: R383 226 per annum Plus 8% rural allowance  
Grade 2: R471 333 per annum Plus 8% rural allowance  
Benefits: 13<sup>th</sup> Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed conditions)

**CENTRE REQUIREMENTS** : Ilembe Health District Office  
: **Grade1-** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC).A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. **Grade 2 -** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC),Current registration with SANC as General Nurse and Midwifery, plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC).A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Knowledge, skills and competencies: 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 etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skill, Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies. NB: Proof of previous and current work experience endorsed and stamped by HR Office must be attached.

**DUTIES** : Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the Knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring 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 assists patients to develop a sense of self-care. Strengthen data systems and treatment outcomes by assisting and capturing on Tier.net Assist with capturing patients on patient registration (HPRS) system. Support the realization and maintenance of Ideal Clinic Programme in the facility. Coordinate and manage the provision of the services to manage COVID 19 pandemic.

**ENQUIRIES APPLICATIONS** : Mrs. R Bhagwandin (PHC Supervisor) Tel No: (032) 4373600  
: Please forward applications for the attention of: The District Director: Human Resource Management Services, Ilembe Health District Office, Private Bag X10620 KwaDukuza 4450 OR Hand delivered to: 1 on 1 King Shaka Street, King Shaka Centre KwaDukuza 4450

**NOTE** : Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-[www.kznhealth.gov.za](http://www.kznhealth.gov.za) Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy,

Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DARN 02/2020.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. 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. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

- CLOSING DATE** : 16 April 2021
- POST 10/150** : **CLINICAL NURSE PRACTITIONER: BEATRICE ST CLINIC PRIMARY HEALTH CARE SERVICES REF NO: CNPS1\BEATRICE/2021 (X1 POST)**
- SALARY** : Grade 1: R383 226 per annum  
Grade 2: R471 333 per annum  
Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)
- CENTRE REQUIREMENTS** : Addington Hospital: KwaZulu-Natal  
Experience: **Grade 1:** A minimum of 4 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nurse and Midwife. A post-basic qualification with a duration of at least 1 year accredited with SANC in the Primary Health Care. **Grade 2:** A minimum of 14 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate/Recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality. Certified copies of Degree/Diploma in General Nursing and Midwifery. Certified copy of Registration certificate with SANC in General Nursing and Midwifery. Certified copy of certificate of one year Post Basic Qualification in the relevant speciality accredited by the SANC. Current Registration receipt with the South African Nursing Council (2021). Certified copies of letters of service stating relevant experience as a Professional Nurse Plus experience in the speciality- Primary Health Care applicable. SAQA verification from Human Resource Department if applicable. Recommendations: At least 1 - 2 year experience in a Primary Health Care setting would be an advantage. A valid driver's license would be a recommendation. Knowledge, Skills, Training And Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as Nursing Acts, Mental Act, Patients' Rights Charter, Labour relations Act, Grievance Procedures etc. Good verbal and written communication and report writing skills. Decision make and problem solving skills. Conflict management and negotiation skills. Project Management skills. Must have good knowledge of Cardiac Conditions. Basic Computer skills.
- DUTIES** : Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care Facility. Promote preventive and promote health for clients and the community in the Clinic. Assist in planning, organizing and monitoring of objectives of the Primary Health Care facility. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. 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). Work as part of the multidisciplinary team to ensure good nursing care at Primary Health Care Level. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate and understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records. Ensure proper utilization and safe keeping of basic medical, surgical pharmaceutical and stock supplies. Ability to assess diagnose treat and refer the patients with clinical problems.

**ENQUIRIES  
APPLICATIONS**

: Mrs B N Ndhlovu Tel No: (031) 327 2000  
 : All applications to be posted to: Recruitment, Human Resource Dept, Addington Hospital, P O Box 977 Durban, 4000 Or dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban.

**NOTE**

: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will Not be accepted. 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 Employers and verification from the Company Intellectual Property Commission (CIPC). 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 the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview. Note: Employment Equity: Preference will be given to the following candidates as per Employment Equity target: African Male, any person with disability regardless of race and gender. 06 April 2021

**CLOSING DATE**

:

**POST 10/151**

:

**SPEECH THERAPIST - PRODUCTION LEVEL 1,2 OR 3 REF NO: GS 13/21 (X2 POSTS)**  
 Component – Speech Therapy & Audiology Department

**SALARY**

:

Grade 1: R317 976 per annum  
 Grade 2: R372 810 per annum  
 Grade 3: R439 164 per annum  
 Other Benefits: Medical Aid (optional). 13<sup>th</sup> cheque, Housing Allowance (employee must meet the prescribed requirements)

**CENTRE  
REQUIREMENTS**

:  
 :

Greys Hospital, Pietermaritzburg  
 Appropriate Degree as a Speech and Language Therapist from a recognised University Plus Registration Certificate as an independent practitioner with Health Professional Council of South Africa (HPCSA) Plus current annual registration with the HPCSA as a Speech Therapist Knowledge, Skills, Training And Competencies: Sound knowledge and skills in speech, language and dysphagia therapy for paediatric and general diagnostic and therapeutic procedures. Knowledge of departmental administrative tasks. Knowledge of ethical code and scope of practice. Supervisory skill for junior staff and students. Ability to problem solve, and apply analytical processes to patient care. Ability to work within a multi-disciplinary team and under pressure. Experience with tertiary speech therapy services (tracheostomy, laryngectomy, Videofluoroscopic studies and Alternative and Augmentative communication) will be an added advantage. Post graduate training in the management of children with cerebral palsy would be an added advantage **Grade 1:** Experience: None after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. One year experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade**

**2 Experience:** Minimum of 10 years' experience after registration with the HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as requested in South Africa. Minimum eleven years of experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees who it is not required to perform community service, as required in South Africa. **Grade 3 Experience:** Minimum of 20 years' experience after registration with HPCSA in the relevant profession in respect of qualified employees who performed community service, as required in South Africa. Minimum of 21 years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Recommendations:** Valid Drivers licence A minimum of 1 year experience working in an acute care hospital with neurologically impaired paediatrics.

**DUTIES**

: Provision of effective and comprehensive assessment and treatment for both paediatric and adult patients in adherence with to the scope of practice. Sound knowledge of paediatric and adult dysphagia assessment and management. Comprehensive caregiver training, patient education about related concerns. Perform outreach services as needed. Conduct group work/therapy and or block therapy as identified. Confidential and ethical multidisciplinary approach to treatment of patients. Conduct home and school visits and other community visits as needed. Administrative work related to patient care: report writing, statistics, meetings, case conferences, legal reports as needed e.g. disability grants, medicolegal work and insurance. Quality improvement initiatives: clinical guidelines, teaching and training, audits (core standards, infection control, ideal hospital, etc.) Effective communication with all stakeholders (patients, NGOs, caregivers, etc.) Ensure professional development in line with patient care profile. Adherence to legislation regulations, ethical standards, policies, guidelines and protocols at a national, provincial and institutional level. Support the supervisor in all projects and transformative efforts.

**ENQUIRIES APPLICATIONS**

: Ms HJ Poole Tel No: (033) 033 8973179  
 : to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

**FOR ATTENTION NOTE**

: Mrs M Chandulal  
 : Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 13/21. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

**CLOSING DATE**

: 06 April 2021

**POST 10/152**

: **FACILITY INFORMATION OFFICER REF NO: UGU 01/2021**  
 Cluster: District Planning, Monitoring & Evaluation

**SALARY CENTRE REQUIREMENTS**

: R257 508 per annum (Level 07)  
 : UGU Health District Office  
 : Senior Certificate (Grade 12) or equivalent qualification plus National Diploma/ Degree in information Technology/Management information Systems Statistics /Computer Science. Valid driver's license Computer Literacy Ms Word, Ms Excel, Ms PowerPoint and Ms Outlook - Proof must be provided. Recommendation: A minimum of 1 year experience in Routine Health Information System (Anti-Retroviral Therapy – (ART) TIER.NET/District Health Information System (DHIS)/ Electronic TB Register (ETR.net) would be an added advantage. Knowledge, Skills, Training And Competencies Required: Strong communication skills; In depth knowledge and skill in Information Health System and Data Management; The ability to compile meaningful presentation and/or graphic presentation of statistics and to compare strategic objectives with reported results; High level of accuracy; Technical knowledge in the information Technology Environment; Ability to work under pressure and to meet tight deadlines.

- DUTIES** : Roll out (install) TB/HIV Information System (ART TIER.NET) in health facilities within the district; Conduct Training on routine Health Information System (ART TIER.NET/ETR.net/EDRWeb/DHIS); Maintain and provide d technical support to all routine Health Information System (ART TIER.NET/ETR.net/ District Health Information System (DHIS)/ Electronic Drug Resistant (EDR Web); Ensure accurate, consistent and timeous reporting of Health programmes data from all facilitieswithin the district; Co-ordinate the collection of routine and non-routine data inclusive of survey; Maintain, manipulate and ensure security of the district health and management InformationDatabases; Ensure data and information integrity to accurately represent the state of service delivery in the district; Compile summary and comprehensive information feedback reports (routine and non-routine); Provide supper user functions for routine health information systems; Maintain asset register for computer and IT related equipment to ensure safety thereof inaccordance with police specifications; Support facilities and institutions in terms of Data Management. Render administrative support tothe District Information Office; Manage the utilization of resources allocation to the unit; Actively participate in the district performed renew activities; Actively participate in the district monthly and quarterly report compilation processes; Continuously verify and validate date to ensure quality and decision making.
- ENQUIRIES** : Ms H.C. Shezi Tel No: (039) 688 3000
- APPLICATIONS** : Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240.
- FOR ATTENTION** : Mr J.L. Majola
- CLOSING DATE** : 06 April 2021

#### **DEPARTMENT OF TRANSPORT**

*The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer*

- APPLICATIONS** : Forward your application, quoting the relevant reference number to: Recruitment & Selection Section, Human Resource Practices Directorate, Private Bag X 9043, Pietermaritzburg, 3200 or e-mail to [dot.recruitment@kzntransport.gov.za](mailto:dot.recruitment@kzntransport.gov.za) (quoting the relevant reference number Only in the subject line) (Please attach only ONE PDF file of all the required documents). Applications may alternatively be hand-delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg.
- CLOSING DATE** : 06 April 2021 (at 16h00). Applications received after the closing date and time will not be considered.
- NOTE** : Applications must be submitted on the New prescribed application form Z83 obtainable from all Government Departments or can be downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za) (which must be originally signed and dated) (applications received using the incorrect application for employment (old Z83) will not be considered) and must be accompanied by a detailed CV and copies of required educational qualifications (including Senior Certificate where the requirement is a tertiary qualification) (including academic record / statement of results) set out in the advertisement (certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the graduation, will be accepted), copies of identity document as well as valid driver's licence (where a driver's licence is a requirement). Kindly note that documents are still required with your application, however these do not need to be certified. Shortlisted candidates will however be required to provide certified copies of required documents on the date of the interviews. Applicants must provide proof of supervisory or management experience (where it is a requirement) and certified copies of acting appointment letters for occupying acting positions. Curriculum Vitae (CV) dates of starting and leaving employment must be given as DD/MM/YY. Applications lacking evidence of relevant experience will not be considered. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the documentation must be submitted for each post applied for? Non-RSA Citizens/Permanent Resident Permit holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof of such evaluation to their application. Under no circumstances will faxed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications and should you not receive an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the

post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. Prior to appointment being made to an SMS post, the appointee must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. The Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend 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. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to fill the advertised post(s) at any stage of the recruitment process.

#### **OTHER POST**

- POST 10/153** : **CHIEF PROVINCIAL INSPECTOR (X4 POSTS)**  
 Kindly note that the Post at RTI Nquthu is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
- SALARY CENTRE** : R470 040 per annum  
 : Ladysmith Region: RTI Nquthu Ref No: P02/2021  
 : Durban Region: RTI Pinetown Ref No: P03/2021  
 : RTI Winkelspruit Ref No. P04/2021  
 : Pietermaritzburg Region: RTI Ixopo Ref No. P05/2021
- REQUIREMENTS** : A relevant tertiary qualification (3-year Diploma/Degree in a Traffic/Management/Law field – NQF 6); plus a Basic Traffic Officer’s Diploma; plus 3-5 years’ supervisory experience in a Traffic Law Enforcement field; plus 7-10 years’ working experience in Traffic Law Enforcement field; plus All valid relevant driving licences (A and EC); plus Valid Peace Officer’s Certificate; plus No criminal record. Knowledge, Skills, Training and Competencies Required: Extensive knowledge of Traffic Management policies and regulations. Knowledge of relevant legislations and traffic management regulations. Knowledge of vehicle inspections / impoundment. Knowledge of driving skills. Records and resource management skills. Customer relationship management skills. Planning, organizing, leadership, controlling and monitoring skills. People Management skills. Service delivery, communication and decision-making skills. Results and quality management skills. Problem solving skills. Innovation/continuous improvement skills. Analytical skills. Computer literacy. Negotiation and initiative skills. Project management, mentoring and coaching skills.
- DUTIES** : Manage the implementation of operational law enforcement plan: Complete and update environmental analysis to ensure that it is used as a base line for planning. Develop operational plan for station/centre based on provincial annual performance plan and ensure successful implementation. Plan and monitor the execution of projects relating to the implementation of the strategy/plan. Monthly monitoring of the annual performance plan targets. Communicate regularly with station/centre management and facilitate the development of and participation in a centre strategic/operational plan. Participate in integrated partnerships with local authorities. Ensure effective and efficient leadership: Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs). Management of service delivery improvement: Manage administration systems. Implement administrative processes to ensure registers are inspected weekly. Ensure that statistics kept are correct, current and forwarded by due dates and monitored and made available at centres. Manage and ensure effective external community communication and liaise with local Community Police Forums. Ensure that Testing Centre Stations (TCS) are operating optimally. Ensure that



prescribed Acts, Policies and Procedures of the Department are implemented and adhered to. Ensure that all the relevant records and registers thereof are filed properly and kept up to date at all times. Management of Human Resources: Manage grievances according to prescribed procedures. Facilitate at least one team building activity per quarter for the centre. Ensure that leave is utilized and managed according to the relevant policies and instructions. Develop and implement in-service training program and monitor formal training needs of the unit. Manage performance of staff. Financial Management: Monitor monthly expenditure and inspection reports from the Province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings. Document overtime planning based on priorities. Participate in budget planning as required by the Province. Respond to requests from head office regarding outstanding financial queries within provided time limit. Ensure effective and efficient Asset Management: Monitor vehicle costs for station / centre vehicles (as per worksheet) and identify and monitor members involved in accidents and ensure that motor vehicle fleet is managed properly and that vehicles are in good running order. Ensure effective loss control measures are in place to address loss of firearms and other related equipment i.e. the relevant equipment that gets lost and put measures in place to deal with it. Manage assets as per inventories of station / centre.

**ENQUIRIES**  
**NOTE**

- : Mr VK Chetty Tel No: (033)-355 8880/8071
- : It is the intention of this Department to consider equity targets when filling these positions. Short-listed candidates may be required to undergo a competency test. The Successful candidates will be required to enter into a Performance Agreement.

**PROVINCIAL ADMINISTRATION: NORTH WEST  
DEPARTMENT OF ARTS, CULTURE, SPORTS AND RECREATION**

*The Department is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of posts. Candidates whose transfer/promotions/appointment will promote representivity will receive preference. People from the designated groups are encouraged to apply and will be given preference. Preference will be given to women and disabled people.*

- APPLICATIONS** : Applications must be forwarded for attention: The Director Human Capital Management, Department of Arts, Culture Sport and Recreation, Private Bag X 90, Mmabatho, 2735, or hand deliver to Human Capital Management, 760 Dr James Moroka Drive, Gaabomotho Building, Mmabatho.
- FOR ATTENTION** : Director: Human Capital Management
- CLOSING DATE** : 09 April 2021
- NOTE** : Applications must be accompanied by signed and new updated Z83, a recent updated Comprehensive CV with at least names of three (3) referees with current contact details, originally certified copies of all qualification(s), and ID document/National Identity card. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of foreign qualifications must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by certified copies of academic record/transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidate requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointment and correspondence will be limited to shortlisted candidates only. Previous employment records will be verified. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

**MANAGEMENT ECHELON**

- POST 10/154** : **HEAD OF THE DEPARTMENT: ARTS, CULTURE, SPORT AND RECREATION**
- SALARY** : R1 521 591 per annum (Level 15) (All-inclusive remuneration package consist of a basic salary and flexible portion structured according to personal needs) plus 10% non-pensionable Head of Department allowance. (5 year fixed term Contract)
- CENTRE REQUIREMENTS** : Mmabatho  
An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) in the field of Humanities/ Public Administration as recognized by SAQA. A minimum of 8 to 10 years of senior managerial experience of which at least years must be with any organ of state as defined by the Constitution, Act 108 of 1996. Senior Management five (5) Pre-entry Programme Certificate. No applicant shall be recommended for appointment without producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za> Competencies: Strategic capability and leadership; Programme and project management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer focus; Communication.
- DUTIES** : Reporting to the MEC for Arts, Culture, Sport and Recreation; the incumbent will provide strategic and operational support to the Office of the Executive Authority, Serve as the Accounting Officer of the Department as prescribed in the Public Finance Management Act and Public Service Act, 1994. Provide strategic leadership to the Department and ensure the effective coordination, integration and implementation of Arts, Culture, Sport and

**ENQUIRIES**  
**NOTE**

Recreation Prescripts, Services and Programmes in the Province. Manage and Oversee Cultural Affairs and Libraries. Manage and oversee Sport and Recreation Services. Liaise with and co-ordinate partnerships with other governmental, non-governmental institutions and other partners.

: Mr T Mpuisang Tel No: (018) 388 2738

: The Department of Arts, Culture, Sport and Recreation is an equal employment opportunity and affirmative action employer and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability. People with disabilities who meet the requirements are encouraged to apply. The Employment Equity plan of the Department will be considered when filling these position. Applications must be completed using new Z83 Application Form, obtainable from any Public Service Department, and should include a certified copy of ID, certificates and comprehensive CV with three contactable referees, certified copies of your educational qualifications. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two day competency assessments at a venue and date determined by the Department. Late, faxed and e-mailed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the above positions will be required to undergo personnel suitability checks, which includes, criminal records, citizenship, financial checks, qualifications and previous employment (Reference checks) and should have been vetted Top Secret or should be able to meet Top Secret vetting requirements within 6 months of assuming duties failing which the contract will be terminated. It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority. If you do not hear from the Department within three months from the date of the advertisement consider your application to be unsuccessful. The Department reserves the right not to fill the position.

**PROVINCIAL ADMINISTRATION: WESTERN CAPE  
DEPARTMENT OF AGRICULTURE**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- CLOSING DATE** : 06 April 2021
- NOTE** : Only applications submitted online will be accepted. 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 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. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

**MANAGEMENT ECHELON**

- POST 10/155** : **DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: AGR 11/2021**
- SALARY** : R1 057 326 per annum (Level 13) (All-inclusive salary package)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : A 3-year degree in supply chain management and/ or accounting or a relevant equivalent NQF 7 qualification; At least six years relevant middle management experience; The successful completion of the Senior Management Pre-entry Programme Recommendation: Excellent networking and network formation skills; Strong conceptual and formulation skills; Numeracy and accuracy; Strong leadership skills with specific reference to the ability to display thought leadership in complex application; Team building and strong inter-personal skills; Excellent communication skills (verbal and written); Outstanding planning, organising and people management skills. Computer literacy skills; and A formal legal qualification. Competencies: Knowledge of the human resource management function; Knowledge of Constitutional, legal and institutional arrangements governing the South African public sector Knowledge of provincial policies of the government of the day; Knowledge of strategy development, strategy management and strategy monitoring and review processes; Knowledge of financial management processes; Research and reporting procedures; Client needs, planning and organising interpretation of policy matters; Knowledge of financial norms and standards (Public Finance Management Act - PFMA, National Treasury Regulations - NTRs, Provincial Treasury Directives/ Instructions - PTIs, Supply Chain Management Legislation and Regulations).
- DUTIES** : Establish, develop and implement Supply Chain and Asset Management system inclusive of mechanisms, tools, templates and institutional bodies to render acquisition and contract management; Strategic capability and leadership (including Change Management); Ensure efficient and effective oversight and management for all financial resources/ aspects of the Chief Directorate and all performance requirements as related to the PFMA and corporate governance; and Human Resource Management.
- ENQUIRIES** : Mr F. Huysamer at Tel No: (021) 808 5007
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

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

#### **MANAGEMENT ECHELON**

**POST 10/156** : **CHIEF EXECUTIVE OFFICER**  
Red Cross War Memorial Children's Hospital I

**SALARY** : R1 251 183 per annum (A portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Red Cross War Memorial Children's Hospital

**REQUIREMENTS** : Minimum educational qualification: An undergraduate qualification (NQF 7) in a Health/Social Science or related field as recognized by SAQA with at least 5 year of experience at a senior managerial level. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete as such as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name Certificate for entry into SMS and full details can be sourced by following link: [https://www.thensg.gov.za/training-coure/sms\\_pre-entry-programme/](https://www.thensg.gov.za/training-coure/sms_pre-entry-programme/) . All costs associated hereof will be the responsibility of the applicant). Experience: Applicants should have a proven, extensive track record in all major aspects of health facility, health service and resources management. Proven extensive management experience of health services. Inherent requirements of the job: Valid driver's license and willingness to travel. Competencies (knowledge/skills): Proven skills and abilities in the financial and human resources management of a health service. General strategic management, project management and capacity to draft and assess operational policies. Good interpersonal skills and self-awareness. Computer literacy (MS Word, Excel, PowerPoint, internet and email). Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and understanding of Health Systems. Knowledge of financial and people management. Proven experience in the provision and management of health services. Proven leadership capabilities.

**DUTIES** : Manage the implementation of health services in line with the relevant National and Departmental policies. Manage and Support the implementation of health service priorities. Ensure that quality of care is maintained and improved in line with the National Core Standards. Serve on various internal and external committees and provide input into the development of Provincial policy and strategy on the provision of health/medical care. Ensure implementation of the Provincial strategy for Clinical Governance, inclusive of clinical audits. Establish interfaces with institutes of higher education. Ensure sound relations and a well-functioning health care delivery system in conjunction with referring institutions. Collaborate with key stakeholders within the districts, like other government department, community structure, non-profit organisation (NPOs), local government, and private sector. Develop and implement a communication and marketing strategy for the hospital that is aimed at a broad range of internal and external stakeholders. Co-ordinate the rendering of professional support services (including information management) within the hospital. Manage the corporate services of the hospital i.e Financial-, Supply Chain-, Infrastructure-, and People Management as well as Support Services.

**ENQUIRIES** : Dr S Kariem Tel No: (021) 483-3478

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to competency testing.

**CLOSING DATE** : 09 April 2021

#### **OTHER POSTS**

**POST 10/157** : **MANAGER: MEDICAL SERVICES GRADE 1**  
Groote Schuur Hospital

**SALARY** : R1 173 900 per annum (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

**CENTRE** : Groote Schuur Hospital

<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: A minimum of 3 years' appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Valid (Code B/EB) drivers license. Competencies (knowledge/skills): Appropriate and proven managerial experience in a Health Care environment, showing leadership, strategic and operational skills. Knowledge and proven managerial experience with regard to managing Clinical Services; Human Resource and Financial Resource Management. Extensive knowledge of National, Provincial and institutional health delivery system, policies and law, governing resource allocations, as well as Medico-Legal matters. Proven skills in quality improvement strategies and implementation thereof. Excellent communication (written and verbal) and conflict management skills. Proven computer literacy with proficiency in (i.e. MS Word, Excel and PowerPoint) with the ability to understand and analyse statistical and financial information.
<b><u>DUTIES</u></b>	:	Overall strategic and operational management, clinical and corporate governance of clinical service departments. Participate in strategies to strengthen the regional and district health care system ensuring equity of access to tertiary care for adults within the GSA and the relevant priority grouping. Continuous improvement of technical quality, internal efficiency, effectiveness and appropriateness of relevant FBUs, i.e. ensuring well-functioning clinical centre within available resources. Special portfolios/projects, which may include data collection, manipulation and analysis. Ensure teaching, training and development. Ensure the highest standards of patient care are maintained and determine policies and practices regarding admission, treatment and discharge of patients within available resources. Effective, efficient and sustainable human resource management and planning within relevant general specialist and highly specialised clinical departments. Provide a platform for teaching, training, development and research.
<b><u>ENQUIRIES</u></b>	:	Dr B Eick Tel No: (021) 404-6288
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	09 April 2021
<b><u>POST 10/158</u></b>	:	<b><u>MEDICAL SPECIALIST: GRADE 1 TO 3 (FAMILY PHYSICIAN)</u></b> Overberg District
<b><u>SALARY</u></b>	:	Grade 1: R1 106 040 per annum Grade 2: R1 264 623 per annum Grade 3: R1 467 651 per annum (A portion of the package can be structured according to the individual's personal needs). Plus a rural allowance of 18% of basic salary.
<b><u>CENTRE</u></b>	:	Caledon Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Family Medicine. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Family Medicine. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Medical Specialist in Family Medicine. <b>Grade 2:</b> A minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Family Medicine. <b>Grade 3:</b> A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Family Medicine. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Participation in Commuted Overtime at Caledon Hospital. Competencies (knowledge/skills): Knowledge and understanding of the Department's Healthcare 2030 vision. Excellent administrative and research skills. Good communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, PowerPoint and Excel).
<b><u>DUTIES</u></b>	:	Participate in the Hospital and Sub-district Health Services team. Act as coordinator for Family Medicine Registrars allocated to the TWK sub-district as well as coordinator of undergraduate medical students from the University of Stellenbosch visiting Caledon Hospital. Responsible for clinical governance within the sub-district and report to the quality of care, the training needs as

well implementing the Quality Improvement Plan. Provide clinical services to patients (including emergency care, ward rounds, OPD, PHC consultations, Theatre work, Obstetrics, after-hours duties in order to ensure efficient delivery of the core package of services at a District Hospital and PHC platform). Develop, maintain and monitor protocols for proper clinical governance of the services in the Sub-district. Initiate supervise and conduct research appropriate to the needs of the Sub-district. Implement the Outreach and support policy of the Department with the relevant stakeholders.

**ENQUIRIES APPLICATIONS** : Dr MS Rambiyana Tel No: (028) 212-1070  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 09 April 2021

**POST 10/159** : **DEPUTY DIRECTOR: FINANCE**  
Chief Directorate: Rural Health Services

**SALARY** : R733 257 per annum (A portion of the package can be structured according to the individual's personal needs).

**CENTRE REQUIREMENTS** : Worcester Regional Hospital  
: Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in a Financial Management and/or Accounting fields. Appropriate managerial and supervisory experience. Inherent requirements of the job: Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Knowledge and understanding of the treasury regulations, Public Finance Management Act requirements and the Financial Business Units implementation. High level of computer literacy (Microsoft Office package). Strong people management skills, analytical thinking, problem solving, decision making and ability to work in a multi-disciplinary team. Strong technical financial skills, including report writing.

**DUTIES** : Manage overall performance of Finance, Supply Chain Management, Revenue departments. Co-ordinate processes to ensure compliance with supply chain policies, the PFMA and regulations as well as Treasury Instructions to achieve effective and efficient Corporate Governance. Analyse, interpret and report on relevant financial data for various FBUs, including management. Monitor overall hospital budget, expenditure patterns and revenue projections. Function within the Executive Management Team. Provide support to the Hospital Facility Boards finances.

**ENQUIRIES APPLICATIONS** : Ms E Vosloo Tel No: (023) 348-1113  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 09 April 2021

**POST 10/160** : **DEPUTY DIRECTOR: FINANCIAL MANAGER (INFORMATION MANAGEMENT, PATIENT FEES AND ADMINISTRATION)**  
Groote Schuur Hospital

**SALARY** : R733 257 per annum (A portion of the package can structure according to the individual's personal needs)

**CENTRE REQUIREMENTS** : Groote Schuur Hospital  
: Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Extensive experience in Information Management, Patient Fees and Admin with extensive experience in a supervisory capacity. Inherent requirements of the job: Valid driver's license (Code B/EB) and willingness to travel. Competencies (knowledge/skills): Problem solving, lateral thinking and data analytic skills. Good communication, training, presentation, interpersonal relationships, exceptional leadership and conflict resolution skills. Advanced computer proficiency with extensive knowledge of cost centre management and source systems such as AR BILLING, CLINICOM, BAS, SYSPRO, JAC, HECTIS etc. Extensive knowledge

<b><u>DUTIES</u></b>	:	and understanding of the healthcare environment and the relevant legislation and regulations within Information Management, Patient Fees and Admin. (key result areas/outputs): Effectively and efficiently provide leadership and manage in the Information Management, Patient Fees and Admin sections in the Finance Directorate, to achieve its goals, objectives and targets by providing interpretation, application and ensure compliance to all policies, regulations, prescripts and instructions. Utilize available technology to meet the requirements of every changing healthcare environment. Monitor that the patient administration and billing systems are utilized correctly and implement strategies to reach collections targets and to ensure audit compliance. Liaise with auditors (external and internal) and deal with audit queries. Must adhere to the requirements of the different levels of reporting i.e. Provincial and National levels. Manage the performance, training and development of staff in the Information Management, Patient Fees and admin department. Manage the production of relevant, timeous and accurate operational reports.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms A Bezuidenhout Tel No: (021) 404-3248
<b><u>NOTE</u></b>	:	A competency test may form part of the selection process. No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	09 April 2021
<b><u>POST 10/161</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (SPECIALTY: MATERNITY AND NEONATOLOGY)</u></b> Garden Route District
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R562 800 per annum Oudtshoorn Hospital 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 requirements of the job: Valid (Code B/EB) drivers' licence and willingness to travel. Will be required to work shifts, weekends, and public holidays. Competencies (knowledge/skills): Computer literacy (MS Office). Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision making and conflict resolutions. Good organisational skills. Ability to effectively communicate in at least two of the official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	Manage, plan, co-ordinate and maintain an optimal, specialised nursing service in an Obstetrics and Neonatology setting. Effective management and utilisation of human and financial resources to ensure optimal operational functions. Initiate and participate in training and research. Provide support service to the nursing service and management. Maintain professional growth/ethical standards and self-development.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms H Human Tel No: (044) 203-7203
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	09 April 2021
<b><u>POST 10/162</u></b>	:	<b><u>CHIEF CLINICAL TECHNOLOGIST GRADE 1 (NEPHROLOGY)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	Grade 1: R466 199 per annum Tygerberg Hospital, Parow Valley Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technologist in Nephrology. Registration with a professional council: Registration with the HPCSA as a Clinical Technologist: Nephrology. Experience: A minimum of 3 years appropriate experience after registration with the HPCSA as a Clinical Technologist: Nephrology. Inherent requirement



		of the job: After-hour's service is compulsory. Ability to work under pressure. Ability to work within a group at all levels of authority. Capable of maintaining confidentiality. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Good computer skills in MS Word and MS Excel.
<b><u>DUTIES</u></b>	:	Equipment management, evaluation, troubleshooting and maintenance. Human resource management. Management of databases. Optimal patient care. Participation in academic programmes and research. Quality control. Stock control. Supervise and perform all renal replacement therapies. Supervise and perform water purification for haemodialysis and related purposes. Training of staff.
<b><u>ENQUIRIES</u></b>	:	Prof MR Davids Tel No: (021) 938-9246 / Mr J Maree Tel No: (021) 938-5558.
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	09 April 2021
<b><u>POST 10/163</u></b>	:	<b><u>CLINICAL PSYCHOLOGIST: GRADE 1 TO 3 (5/8TH POST) (ADULT NEUROPSYCHIATRY)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R445 851 (5/8th) per annum Grade 2: R520 248 (5/8th) per annum Grade 3: R603 774 (5/8th) per annum (A portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist. Registration with a professional council: Registration as a Clinical Psychologist with the HPCSA. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Experience: <b>Grade 1:</b> None after registration with the HPCSA as Psychologist in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> Minimum of 8 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 3:</b> Minimum of 16 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 17 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Ability to communicate in two of the three official languages of the Western Cape. Comprehensive knowledge of clinical psychology in general. Comprehensive knowledge of the Mental Health Care Act 17 of 2002 and ethos of the Professional Board of Psychology. Computer literate.
<b><u>DUTIES</u></b>	:	Assist intern clinical psychologist supervision. Execute psychometric and neuropsychological assessments. Participate in the Psychology Department meetings. Perform clinical assessments, diagnostic formulations and provide appropriate treatment interventions and/or referral to internal and external agencies. Perform relevant administrative tasks. Render clinical psychology services to patients presenting with psychiatric conditions and co-morbid psychological difficulties.
<b><u>ENQUIRIES</u></b>	:	Dr Riaan Olivier <a href="mailto:mrolivier@sun.ac.za">mrolivier@sun.ac.za</a> /Dr Christina van der Merwe <a href="mailto:christina@sun.ac.za">christina@sun.ac.za</a> , Tel No: (021) 938 6287/ 9455
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	09 April 2021
<b><u>POST 10/164</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL)</u></b> Garden Route District
<b><u>SALARY</u></b>	:	R444 276 per annum (PN-A5)
<b><u>CENTRE</u></b>	:	Alan Blyth Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (Diploma/Degree) or equivalent qualification that allows registration with the South African

Nursing Council (SANC) as a Professional Nurse. Registration with the professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2020). Experience: Minimum of 7 years appropriate/recognisable experience in nursing after registration as professional nurse with the SANC. Inherent requirements of the job: Will be required to work shifts, weekends and public holidays, if necessary. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.

**DUTIES** : Responsible for planning, managing, coordinating and maintaining an optimal quality Nursing Service as an Operational Manager in a Hospital setting. Participative management and utilisation of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources, and equipment of the clinical area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

**ENQUIRIES** : Ms AK Laubscher Tel No: (028) 551-1010

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 09 April 2021

**POST 10/165** : **CLINICAL PROGRAM COORDINATOR GRADE 1 (IPC)**

Rural Health Services

**SALARY** : R444 276 per annum

**CENTRE** : George Hospital

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the job, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the South African Nursing Council (SANC) as Professional Nurse and proof of current registration. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing. Inherent requirement of the job: Willingness to work after-hours. Ability and willingness to enter Infectious Disease area. Valid (Code B/EB) drivers license. Competencies (knowledge/skills): Knowledge of procedures, SOP's and policies relating to Infection Prevention and Control (IPC). Knowledge of IPC practices according to Ideal Hospital Standards and critical thinking and ability to analyse systems/information and to prepare reports. Knowledge of anti-microbial stewardship. Computer literacy in MS Word, Excel, Outlook and PowerPoint. Good written and verbal communication skills in at least two of the three official languages of the Western Cape.

**DUTIES** : Develop, coordinate, conduct and implement IPC orientation and induction programmes for all staff. Ensures optimal and effective infection control practices according to IDEAL HOSPITAL standards and proven principles. Ensures optimal and effective quality control practices & objectives. Participate in management of financial resources with emphasis on cost containment and compliance with IPC protocols. Maintain & promote professional growth/ethical standards and development of self & others.

**ENQUIRIES** : Ms D Williams Tel No: (044) 802-4371/4537 or [Drusilla.Williams@westerncape.gov.za](mailto:Drusilla.Williams@westerncape.gov.za)

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : Shortlisted candidates may be subjected to a practical and/or competency test.

**CLOSING DATE** : No payment of any kind is required when applying for this post.

**CLOSING DATE** : 09 April 2021

**POST 10/166** : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)**

West Coast District

**SALARY** : R444 276 per annum (PN-A5)

<b><u>CENTRE</u></b>	:	Clanwilliam Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife and proof of current registration (i.e. annual licensing receipt of 2020). Experience: A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards. Knowledge and insight of relevant legislation and policies related to nursing within the public sector. Good organisational, interpersonal, leadership, decision-making, and conflict resolution skills. Basic computer literacy.
<b><u>DUTIES</u></b>	:	Manage the clinical services during night duty. Supervise relevant staff and ensure the provision of effective quality patient care. Provide relevant health information in achieving optimal health care and rehabilitation of patients. Participate in the analysis, formulation and implementation of nursing guidelines, standards and procedures. Manage proper utilisation of human and financial resources. Render support to the supervisor and colleagues.
<b><u>ENQUIRIES</u></b>	:	Ms TJ Fredericks Tel No: (027) 482-2166
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	09 April 2021
<b><u>POST 10/167</u></b>	:	<b><u>CHIEF ARTISAN GRADE A: BUILDING MAINTENANCE (X2 POSTS)</u></b> Head Office, Cape Town
<b><u>SALARY</u></b>	:	Grade A: R386 487 per annum
<b><u>CENTRE</u></b>	:	Directorate: Engineering and Technical Services: Post A: Bellville Mobile Workshop, Karl Bremer (X1 Post) Post B: Metro West Hub, Retreat (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Ten years post qualification experience as an Artisan/Artisan Foreman. Appropriate supervisory/managerial experience of a multidiscipline workshop (Building, Plumbing, Carpentry and Painting). Sound SCM and Finance experience. Inherent requirements of the Job: Will have to work overtime and standby should the need arise, day or night. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy. Conversant with the requirements of the Machinery and Occupational Health and Safety Act. Sound knowledge of HRM. Sound SCM and Finance experience.
<b><u>DUTIES</u></b>	:	Supervision of workshop staff. Control over workshop, equipment, tools, plant and spares. Supervision and assistance with the execution of engineering projects/repairs at various Health Institutions and Clinics. Liaise with engineering management and private sector. Planning/scheduling of staff, project plants, repairs and equipment. Budgeting and expenditure control in respect of workshop. Drafting of monthly reports.
<b><u>ENQUIRIES</u></b>	:	Mr S Reichert Tel No: (021) 830-3768
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Kindly indicate clearly on your application if you apply for Post A or B or both posts.
<b><u>CLOSING DATE</u></b>	:	09 April 2021
<b><u>POST 10/168</u></b>	:	<b><u>PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: MATERNITY)</u></b> Garden Route District
<b><u>SALARY</u></b>	:	Grade 1: R383 226 per annum (PN-B1) Grade 2: R471 333 per annum (PN-B2)
<b><u>CENTRE</u></b>	:	Knysna Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with 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: <b>Grade 1:</b> 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 in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work overtime and on public Holidays when required. Competencies (knowledge/skills): Good communication (verbal and written) in at least two of the three official languages of the Western Cape. Good Interpersonal, problem solving and organisational skills. Knowledge of relevant legislation, policies and manuals. Basic computer skills.

**DUTIES** : Provide an optimal holistic perinatal care, and education according to individual needs of patients' family and communities. Participate in training, development and research. Effective utilisation of resources. Deliver a support service to the Nursing Service and the institution. Maintain professional growth/ethical standards and self-development.

**ENQUIRIES** : Ms GA Lloyd Tel No: (044) 302-8440  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

**CLOSING DATE** : 09 April 2021

**POST 10/169** : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT**  
West Coast District

**SALARY** : R173 703 per annum  
**CENTRE** : Citrusdal Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in People Management Administration and PERSAL. Inherent requirement of the job: Valid (Code B/EB) drivers license. PERSAL Salary Administration Certificate. Competencies (knowledge/skills): Ability to communicate (written and verbal) in at least two of the three official languages of the Western Cape. Good Computer (MS Word, Excel, Outlook) and numeracy skills. Knowledge of Human Resource prescripts in the Public Service. Good interpersonal and organisational skills and the ability to function under pressure and meet deadlines.

**DUTIES** : Perform all administrative duties pertaining to personnel administration, e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, distribution of payslips, debt management and verify documents and qualifications. Responsible for capturing transactions on PERSAL. Audit personnel and leave records. Handle all personnel enquiries and correspondence (written and verbal) and file personnel data, policies, regulations and circulars. Application of general administration, office correspondence, enquiries and supervisor support and implementation and application of People Management policies. Assist with Recruitment and Selection if needed and assist with the informal in-service training of new employees.

**ENQUIRIES** : Mr SP Cupido Tel No: (022) 921-2153  
**APPLICATIONS** : The Manager: Medical Services, Citrusdal Hospital, Private Bag X14, Citrusdal, 7340.

**FOR ATTENTION** : Mr SP Cupido  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 09 April 2021

**POST 10/170** : **CLEANER (X2 POSTS)**  
Chief Directorate: Metro Health Services

**SALARY** : R102 534 per annum

**CENTRE** : Elsie River Community Health Centre (X1 Post)  
Delft Community Health Centre (X1 Post)

**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience as a Cleaner in a health environment. Inherent requirements of the job: Ability to work with heavy equipment and supplies. Willingness to work shifts, including weekends and public holidays. Rotate in different departments according to operational needs and requirements. Relief according to the needs of the service. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Ability to work effectively in a team, independently and unsupervised, to accept accountability and responsibility. Ability to handle conflict and the ability to work under pressure. Ability to operate machinery and equipment.

**DUTIES** : General cleaning and maintenance (i.e. dusting, sweeping, polishing, scrubbing and mopping, cleaning windows and walls. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms and buckets are clean after usage and securely stored. Effective use of cleaning agents and stock as well as elementary stock control. Dispose/handle all waste according to waste policy.

**ENQUIRIES** : Ms L Jacobs Tel No: (021) 931-0211/0212

**APPLICATIONS** : The Northern/Tygerberg Sub-structure Office, Bellville Health Park, Private Bag X1, Bellville, 7535.

**FOR ATTENTION** : Ms A Kader

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

**CLOSING DATE** : 09 April 2021

**POST 10/171** : **FOOD SERVICES AID**  
Overberg District

**SALARY** : R102 534 per annum

**CENTRE** : Swellendam Hospital

**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in a Food Service Environment. Inherent requirements of the job: Willingness to work shifts and overtime, which include weekends and public holidays. Incumbent must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of hygiene, Occupational Health, HACCP and safety principals. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Good organising, interpersonal and communication skills.

**DUTIES** : Assist in the receipt and storage of all provisions and stock in the food service unit. Prepare and produce all normal and therapeutic diets. Weigh, dish and distribute foods to the wards. Clean all areas, utensils and equipment in the Food Service Department. Follow and adhere to Health and Safety prescripts. Follow and adhere to elementary control measures and standard operating procedures.

**ENQUIRIES** : Mr DW Brecht Tel No: (028) 514 1142

**APPLICATIONS** : The Director: Overberg District Office, Private Bag X07, Caledon, 7230.

**FOR ATTENTION** : Ms A Kriel

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

**CLOSING DATE** : 09 April 2021

**POST 10/172** : **DRIVER (LIGHT DUTY VEHICLE)**  
Groote Schuur Hospital

**SALARY** : R102 534 per annum

**CENTRE** : Groote Schuur Hospital

**REQUIREMENTS** : Minimum requirement: Basic reading and writing skills. Inherent requirement of the job: Valid (Code E/EB) drivers license. Valid PDP. Willing to perform standby duties and work irregular hours. Must be of sober habits. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of three official languages of the Western Cape. Knowledge of transport regulations.

**DUTIES** : Schedule and plan transport routes. Transport and load goods and safely transport clients and staff members. Inspect vehicles and timely reporting of minor and major defects. Responsible for the completion of trip authorization and logbook. Assist the Transport Officer to maintain the transport fleet in a clean and roadworthy condition. Prepare reports for the supervisor if and when needed.

**ENQUIRIES** : Mr L Terblanche Tel No: (021) 404-5037

**APPLICATIONS** : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935  
**FOR ATTENTION** : Mr MS Benjamin  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 09 April 2021

**POST 10/173** : **MESSENGER**  
Groote Schuur Hospital

**SALARY** : R102 534 per annum  
**CENTRE** : Groote Schuur Hospital  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate Messenger experience and functions within a state hospital. Inherent requirements of the job: Must be physically fit and able to be on your feet for long periods. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to safely operate a photocopy machine. Good understanding of municipal traffic regulations and driving ability. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Basic computer literacy.

**DUTIES** : Collect and distribute incoming and outgoing documents, goods and messages daily. Drive to collect and distribute goods, garden waste and documents on and off hospital grounds. Move assets to various departments. Making of Photocopies. Answering telephones and delivering messages. Maintain registers of duties conducted. Assist supervisor and staff members within the department in day to day activities with regards to filing of documents.

**ENQUIRIES** : Mr R Solomon Tel No: (021) 404-6430  
**APPLICATIONS** : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935

**FOR ATTENTION** : Mr MS Benjamin  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 09 April 2021

**POST 10/174** : **HOUSEHOLD AID**  
Cape Winelands Health District

**SALARY** : R102 534 per annum  
**CENTRE** : Stellenbosch Hospital  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a household/cleaning environment in a health facility. Inherent requirements of the job: Willingness to work weekends, overtime, public holidays and night duty. Ability to do physical tasks and operate heavy duty cleaning and household equipment. Rotate in wards according to the needs of the service. Competencies (knowledge/skills): Basic knowledge of cleaning of equipment. Knowledge of stock, assets, linen and equipment control. Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : Deliver an effective cleaning service and performing General household tasks including, removal of waste and healthcare risk waste. Adhere to safety measures and ensure adherence to Occupational Health, Safety policies and Infection Prevention Control measures at ward level. Render assistance to the supervisor with general housekeeping duties such as control of cleaning materials and household equipment, care and control of linen and serving of meals to patients.

**ENQUIRIES** : Ms R de Silva Tel No: (021) 808-6153  
**APPLICATIONS** : The Medical Manager: Stellenbosch Sub-District, Private Bag X5027, Stellenbosch, 7599.

**FOR ATTENTION** : Ms K Rossouw  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 09 April 2021

**POST 10/175** : **CLEANER**  
West Coast District

**SALARY** : R102 534 per annum  
**CENTRE** : Stellenbosch Hospital  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Must be willing to render a shift service on weekends, public holidays, day and night and duties and rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good communication skills

- (read, speak and write) in at least two of the three official languages of the Western Cape. Ability to operate machinery and equipment.
- DUTIES** : (key result areas/outputs): Renders effective, efficient and safe hygiene and domestic services in Nursing Component. Renders support services to Household supervisor. Contributes to effective management of domestic responsibilities. Contributes to effective utilization and functioning of apparatus and equipment. Adheres to loyal service ethics.
- ENQUIRIES** : Ms SM vd Westhuizen Tel No: (022) 487-9257
- APPLICATIONS** : The Manager: Medical Services, Swartland Hospital, Private Bag X2, Malmesbury, 7299
- FOR ATTENTION** : Ms A Groenewald
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 09 April 2021