



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 12 OF 2021

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### 1. Introduction

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

### 2. Directions to candidates

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

### 3. Directions to departments

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

### 4 SMS pre-entry certificate

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

#### AMENDMENTS

**THE PRESIDENCY:** Kindly note that the position of Assistant Director: Financial Accounting-Payments with Post No: 11/87, as advertised in the Public Service Vacancy Circular 11 dated 26 March 2021 with closing date of 13 April 2021 indicated an incorrect notch. The correct Salary per annum is R376 596 per annum (level 9). **FREE STATE: DEPARTMENT OF POLICE ROADS AND TRANSPORT:** Kindly note that the following corrections in the post advertised on Circular 11 of 2021 dated 26 March 2021. The Job title and

Duties have been amended as follows. Job Title: Supply Chain Specialist-Demand. Duties: Management Implement departmental related policies including supply chain management policy, supply chain management procedure manual and delegations. Manage and co-ordinate the implementation and maintenance of supply chain system. Implement the three-year supply chain management strategy and demand plan. Determine strategy on how to approach the market to ensure that an equitable distribution of business. Conduct expenditure, commodity, and industry analysis to determine expenditure trend, type of commodities frequently required and alternative to what the market offers. Align activities to ensure synergy with regards to the implementation of strategic and operational plans to ensure that the budget allocations for goods and services meet the requirements of existing business unit. Determine proper and correct product/items specification prior to placing an order to ensure that supply chain management unit acquires what the end user requires. Ensure effective management, monitoring and control over the provincial centralized database when sourcing quotations. Manage human resources which include training and capacity development all officials involved in implementation of demand management system. Authorize supply chain management transactions in according with the supply chain management delegations. Manage and resolve all demand management related. Closing Date: 23 March 2021

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## DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 23 April 2021 at 16:00
- NOTE** : The requirements for appointment at Senior Management Services (SMS) level include the successful completion of the Pre-entry Programme as endorsed by the National School of Government (NSG). Applicants should therefore at least have proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. Shortlisted candidates must provide proof of successful completion of the course. No appointment will take place without the successful completion of the Pre-entry Certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection 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 be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. DALRRD may conduct reference checks which will include social media profiles of the shortlisted candidates. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual Performance Agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and Directorships that they may be associated with Applications: The reference number should be featured in the subject line in the application e-mail sent to the Department. DALRRD requests applicants to apply by submitting applications on the new Z83 form obtainable from any Public Service Department or from the DPSA web site link: <http://www.dpsa.gov.za/dpsa2g/vacancies.asp> that should be accompanied by comprehensive CVs (previous experience must be expansively detailed) and certified copies of qualifications, service certificates to support SMS experience where applicable, identification document and permanent residency/work permit. Foreign qualifications must be accompanied by an evaluation report issued by the SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. As from 1 January 2021, applications received on the incorrect application form (Z83) will not be considered. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. Attachments to emailed applications must be limited to 10 megabytes and be as a PDF document. The DALRRD cannot be held responsible for server delays. Failure to submit the required documents will result in your application not being considered. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondence will be entered into with short-listed candidates within three (3) months after the closing date of the post. If by then you have not been contacted for an interview you were not successful in your application Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position.

## MANAGEMENT ECHELON

- POST 12/01** : **DIRECTOR-GENERAL REF NO: 3/2/1/2021/001**
- SALARY** : R1 978 533 per annum (Level 16) (All-inclusive package to be structured in accordance with the rules for SMS plus 10% non-pensionable Head of Department allowance) (This is a performance-based contract position of five (5) years).
- CENTRE** : Pretoria

## **REQUIREMENTS**

: Successful completion of Pre-entry Certificate for SMS as endorsed by the NSG. Bachelor's Degree or Advanced Diploma (NQF Level 7) and a Postgraduate qualification (NQF Level 8) in relevant areas of Agriculture, Land Administration, Rural Development as recognised by SAQA. Postgraduate qualification in Business Administration, Project Management or Public Administration will be an added advantage. Eight (8) to ten (10) years relevant experience at executive managerial level in a large organisation of which at least three (3) years' experience within any organ of state and the ability to provide strategic leadership and direction to the current team. Job Related Knowledge: Applicants must have sound knowledge and understanding of the following: Knowledge of Public Service Legislation. Knowledge and understanding of relevant legal frameworks. Thorough understanding of the political mandate of the Department. Understanding of key government priorities. Knowledge and experience in Land Reform, Policy and Rural Development. Thorough knowledge and understanding of the Public Finance Management Act (PFMA). Ability to provide strategic leadership aimed at supporting the vision and mission of the Department. Ability to implement outcome-based performance management system. Extensive managerial experience in the management of financial and human resources. Proven ability to innovate. Ability to initiate and support organisational transformation and change. Ability to explore and implement new ways of delivering service. Ability to work together with civil society, business, academia and the international community. Highly developed liaison skills. Job Related Skills: Strategic capability and leadership. People management and empowerment. Financial management. Communication and negotiation. Monitoring and evaluation. Coordination and facilitation. Programme and Project management. Change management. Knowledge management. Service delivery innovation. Problem-solving and analysis. Client orientation and customer focus. A valid driver's license. Passion to drive the Department's critical mandate in ensuring and creating equal opportunities for rural communities by creating the necessary platforms for economic and social transformation and sustainability.

## **DUTIES**

: Improve governance and service excellence. Ensure compliance with government legal prescripts. Create an environment for innovation in service delivery. Build strong internal controls. Oversee the effectiveness of internal controls, governance and risk management of all business process. Ensure full compliance with policies. Support effective change management and capacity development. Oversee comprehensive result based on planning, monitoring and evaluation that drives performance of the Department and ensures delivery on expected outcomes. Oversee the effective, fair management of human resources; information and communication technology services; legal and legislation development services; the provision of strategic communication services; corporate support integration and reporting services; and the management of effective, efficient, economical and transparent use of financial resources within the Department. Oversee the rendering of safety and security services; and coordinate provincial and district operations of departmental services and programmes. Ensure Spatial Transformation, effective and efficient land administration. Oversee spatial integration-coordination, integrated and cohesive national development enabling economic growth and spatial transformation at scale. Oversee development of an Integrated Land Administration System; the target of achieving equitable access to land; the review of applicable legislation, namely Deeds and Cadastral; the creation of a uniform, recognisable and comprehensive system of Spatial Planning and Land Use Management that promotes social inclusion, economic inclusion, equal opportunity and equal access to government services. Oversee the management of processes relating to the National Spatial Development Framework (NSDF); and the finalisation of the Integrated Land Administration System (ILAS) Framework approval. Redress and provide equitable access to land and producer support. Oversee the implementation of the National Policy Comprehensive Producer Development Support (NPCPDS) by implementers to achieve food security, sustainable productivity and production in order to achieve the sustainable development goal. Oversee the development and coordination of policies and programmes in support of the implementation of land reform. Oversee the strive towards equitable access to land, land distributed to previously disadvantaged individuals allows them to effectively participate in land utilisation for agriculture, housing or commercial use. Coordinate and manage restitution support services and financial support

programmes; Oversee the identification and mapping-out of restituted farms and the provision of smallholder producers with comprehensive support packages to enable participation in the mainstream economy. Increase production in the Agriculture Sector. Oversee strategic guidance and frameworks for the development of legislation, policies and strategies in relation to animal production (this includes game farming/wildlife ranching) and plant production. Oversee coordination of participation in national, regional and international structures for purposes of promoting and managing agricultural production. Provide strategic and policy leadership with regards to sustainable natural resources. Increase market access and maintenance of existing markets. Oversee market access initiatives – ability of agribusinesses to penetrate and participate in mainstream value chains and agricultural exports. Oversee the provision of comprehensive support for small businesses and the implementation of trade agreements by trading partners, adherence to product standards (Global-Gap), Product competitiveness in global market and the buying power of trading partners. Initiate and oversee trade policy reform. Oversee trade facilitation and implementation – infrastructure, regulatory framework, trade agreement; the provision of capacity and skills for trade-related infrastructure; the implementation of the international Relations Strategy. Oversee prioritisation of high return industries and avail support programmes. Oversee the leveraging private sector investments with public investment. Ensure integrated and inclusive rural economy. Oversee planning and coordination in the provision of basic services and rural town development (inclusive of job creation in rural areas); the mobilisation and organisation of rural communities (inclusive of job creation in rural areas), and the support to rural enterprises and operationalising Agri-parks comprising of three distinct but interrelated basic components namely the Farmer production Support Units, Agri-Hubs and Rural Urban Market Centres; the initiation of enabling rural development legislation and the Rural Development policy and Rural Development Strategy. Ensure extensive stakeholder involvement across all spheres of government. Enhance biosecurity and effective disaster risk reduction. Oversee strategic guidance and frameworks for the development of legislation, policies and strategies in animal health, plant health, food safety, disaster risk management and protection of the environment. Oversee the provision of strategic guidance and frameworks for the development of legislation, policies and strategies in relation to quality assurance and inspection services. Oversee coordination of participation in national, regional and international structures for purposes of promoting and managing agricultural production, food safety, biosecurity and disaster risk management. Oversee community networks created to support government initiatives to promote biosecurity.

**ENQUIRIES  
APPLICATIONS**

: Ms K Kgang Tel No: (012) 319 7333  
 : Please ensure that you email your application to: [3212021.001@dalrrd.gov.za](mailto:3212021.001@dalrrd.gov.za) before the closing date as no late applications will be considered.

**POST 12/02**

: **DEPUTY DIRECTOR-GENERAL: RURAL DEVELOPMENT REF NO:  
3/2/1/2021/002**  
 Branch: Rural Development

**SALARY**

: R1 521 591 per annum (Level 15) (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for SMS.

**CENTRE  
REQUIREMENTS**

: Pretoria  
 : Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree or Advanced Diploma (NQF level 7) in Built Environment Professions in Engineering / Town Planning / Architecture / Quantity Surveying / Sustainable Agriculture / Rural Development / Project Management and Honours Degree or Postgraduate Diploma (NQF level 8) in Built Environment Professions in Engineering / Town Planning / Architecture / Quantity Surveying / Sustainable Agriculture / Rural Development / Project Management. Registration as a Built Environment Professional. Eight (8) to Ten (10) years' experience at senior managerial level. Job Related Knowledge: Applicants must have sound knowledge and understanding of the following: Construction Industry Development Board Act of 2000 and Regulations; Council for Built Environment Act of 2000; Public Financial Management Act / Division of Revenue Act / Treasury Regulations, Practice Notes, Instructions, Circulars. National Building Standards Act of 1977

- and Regulations; Occupational Health and Safety Act of 1993 and Regulations. Job Related Skills: Advanced communication, motivational and influential skills. Strong networking and interpersonal skills. High level presentation and negotiation skills. Project management skills and advanced computer literacy. High level planning, organising, problem solving and conflict management skills. A valid driver's licence. Ability to work proactively and under pressure.
- DUTIES** : Provide social organisation and development towards economic upliftment. Facilitate community mobilisation and institution building to reduce household poverty in accordance with Comprehensive Rural Development Programme (CRDP). Provide strategic direction and policy monitoring and advice in supporting the NARYSEC Programme recruitment. Coordinate and facilitate infrastructure development services. Coordinate the funds of all Sector Departments to facilitate the implementation of projects. Coordinate and facilitate infrastructure development services to all Agri-Parks sites. Develop and adapt innovative and appropriate technologies. Promote indigenous knowledge systems and environment and natural resource utilisation within rural areas. Conduct research of innovative technology and development focused on rural innovations and natural resources. Liaise with relevant organisations regarding technology, research and development programmes / projects. Provide financial and administrative support services. Manage the projects across the Provincial Offices. Facilitate the mainstreaming of rural women, youth and persons with disabilities in Branch. Facilitate alignment of corporate policies and programmes to support implementation of rural women, youth and persons with disabilities transformation imperatives.
- ENQUIRIES** : Ms K Kgang Tel No: (012) 319 7333
- APPLICATIONS** : Please ensure that you email your application to: [3212021.002@dalrrd.gov.za](mailto:3212021.002@dalrrd.gov.za) before the closing date as no late applications will be considered.
- POST 12/03** : **DEPUTY DIRECTOR-GENERAL: FOOD SECURITY AND AGRARIAN REFORM REF NO: 3/2/1/2021/003**  
Branch: Food Security and Agrarian Reform
- SALARY** : R1 521 591 per annum (Level 15) (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for SMS
- CENTRE** : Pretoria
- REQUIREMENTS** : Successful completion of Pre-entry Certificate for SMS as endorsed by the NSG. Bachelor's Degree (NQF 7) and Honours / Postgraduate (NQF 8) in Agricultural Studies / Agricultural Economics. 8 to 10 years' experience at senior managerial level. Job Related Knowledge: Applicants must have sound knowledge and understanding of the following: Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the Public Financial Management Act and Treasury Regulations, the Public Service Act, the Labour Relations Act etc. Understanding of the South African government imperatives, priorities and sector requirements (especially with regards to capacity development, agrarian reform and food security matters). Knowledge of Government policies and priorities in terms of food security. Knowledge and understanding of the food security systems in the country. Knowledge and understanding of international laws, agreements and commitments and their impact on food security. Knowledge and understanding of the Southern African Development Community, African Union and United Nations activities around matters related to food security. Understanding of social development and poverty aspects affecting the country. Understanding of health and nutrition matters. Understanding of rural and small farmers issues and requirements. Knowledge and understanding of the white paper on the transformation of the Public Service (Batho Pele). Job Related Skills: Financial management. Strategic Capability and Leadership. Programme and Project management. Knowledge management. Service Delivery Innovation. Problem Solving and Analysis. People management and Empowerment. Client Orientation and Customer Focus. Communication. Honesty and Integrity. Change management. Extended working hours. Travel (Including international travel).
- DUTIES** : Provide national frameworks to promote sustainable household food security programmes. Oversee partnerships with other national and International stakeholders involved in the food security initiatives. Develop and provide strategic support to Land Reform beneficiaries. Facilitate the provision of the DALRRD education and Training in support of sustainable growth and

equitable participation in the sector. Provide national extension support services. Develop and assess the effectiveness of various extension and advisory service delivery methodologies or approaches relevant for the sector. Provide sound development finance services for development of DALRRD programmes. Coordinate the development of national policy and facilitate the implementation of financing programmes. Provide strategic direction and guidance with regards to the management of resources within the Branch. Provide support to the Minister and Director-General in relation to the development of solutions for challenges specific to the Branch, to ensure delivery of the Branch related key result areas (including playing a direct role regarding inputs into strategy, being accountable for relevant inputs to parliamentary committee meetings, cluster meetings, implementation of the sector plan, etc.). Lead the Branch in the implementation of policy priorities and the realisation of the Branch's strategic objectives – including setting of targets.

**ENQUIRIES** : Ms K Kgang Tel No: (012) 319 7333  
**APPLICATIONS** : Please ensure that you email your application to: [3212021.003@dalrrd.gov.za](mailto:3212021.003@dalrrd.gov.za) before the closing date as no late applications will be considered.

**POST 12/04** : **DEPUTY DIRECTOR-GENERAL: SPATIAL PLANNING AND LAND USE MANAGEMENT (SPLUM) REF NO: 3/2/1/2021/004**  
 Branch: Spatial Planning and Land Use Management

**SALARY** : R1 521 591 per annum (Level 15) (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for SMS.

**CENTRE** : Pretoria  
**REQUIREMENTS** : Successful completion of Pre-entry Certificate for SMS as endorsed by the NSG. Bachelor's Degree (NQF level 7) in Town and Regional Planning / Urban and Regional Planning and Honors Degree or Post graduate Diploma (NQF level 8) in Town and Regional Planning / Urban and Regional Planning. Registered at the South African Council for Town and Regional Planners. 8 to 10 years' experience at senior management level. Job Related Knowledge: Applicants must have thorough knowledge and understanding of the following: Public Service environment, Public Finance Management Act and related Treasury Regulations. Understanding of the South African economy with respect to industrial development, growth, equity and empowerment. Sound understanding of the interconnectedness of Government policies and strategies. Job Related Skills: Strong strategic planning and leadership skills. Advanced analytical, problem solving, interpersonal and human resource management skills. Applicants must be innovative, skilled negotiators and self-confident decision makers. Applicants must have good report writing and excellent financial management skills. High level of computer literacy and ability to communicate effectively at all levels. A valid driver's license and a willingness to travel both locally and internationally.

**DUTIES** : Manage the development policy and standards, provide support and monitor implementation of SPLUM Spatial Data Infrastructure legislation and capacitate organs of state. Manage the provision of Spatial Development Frameworks, Spatial Information and Environmental Planning Services. Manage the provision of integrated spatial planning. Manage the provision of development and planning support for Land Use Management, Spatial Planning and Spatial Information Services at Provincial level. Provide oversight to the South African Council for Planners. Ensure the promotion of the collaboration between planners, communities, civil society and other interested parties. Oversee the provision of programme management support. Manage strategic, business and operational plans of the Branch. Report to Parliament Committees and to the Minister when required and instructed by the Director-General.

**ENQUIRIES** : Ms K Kgang Tel No: (012) 319 7333  
**APPLICATIONS** : Please ensure that you email your application to: [3212021.004@dalrrd.gov.za](mailto:3212021.004@dalrrd.gov.za) before the closing date as no late applications will be considered.



**POST 12/05** : **DEPUTY DIRECTOR-GENERAL: PROVINCIAL OPERATIONS REF NO: 3/2/1/2021/005**  
Branch: Provincial Operations

**SALARY** : R1 521 591 per annum (Level 15) (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for SMS.

**CENTRE** : Pretoria

**REQUIREMENTS** : Successful completion of Pre-entry Certificate for SMS as endorsed by the NSG. Bachelor's Degree (NQF level 7) and Honours/Postgraduate Diploma (NQF level 8) in Public Administration / Management / Business Administration / Management / Economics / Law. 8 to 10 years' experience at senior management level. Job Related Knowledge: Applicants must have sound knowledge and understanding of the following: Public Finance Management Act, Treasury Instructions, Procurement policies, Public Service Transformation, Transformation imperatives of government including mandates of the Department, Governance principles, and good knowledge of various stakeholders. Cross cultural insight and sound knowledge of protocols. Job Related Skills: High level communication skills. Computer literacy, Coordination and Facilitation skills, Project management and Conflict management skills. Applicants must demonstrate technical expertise, Strategic planning and organisational and leadership skills, advanced presentation and negotiation skills. Applicants must be flexible, innovative and creative, demonstrate analytical thinking, able to multitask, work in a team and under pressure. A valid driver's license.

**DUTIES** : Monitor, direct and manage the implementation of departmental services at Provincial and District level. Build an enterprise project management capability. Coordinate sector planning and implementation management. Develop and build a centre of excellence. Manage the implementation of departmental projects. Render corporate support services and financial, supply chain and transport support services, including support to the Office of the Regional Land Claims Commissioner. Co-ordinate provincial rural development programmes, the provision of land acquisition services, land development support services, property management services, land acquisition services and spatial planning and land use management services as well as the implementation of land tenure and land rights programmes. Coordinate provincial offices. Ensure coordination and integration of delivery of the departmental programs. Monitor the mainstreaming of gender and transformation initiatives in development programme. Facilitate alignment of corporate policies and programmes to support implementation of transformation imperatives.

**ENQUIRIES** : Ms K Kgang Tel No: (012) 319 7333

**APPLICATIONS** : Please ensure that you email your application to: [3212021.005@dalrrd.gov.za](mailto:3212021.005@dalrrd.gov.za) before the closing date as no late applications will be considered.

**DEPARTMENT OF BASIC EDUCATION**

*The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through filling of these posts and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees.*

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at [www.education.gov.za](http://www.education.gov.za) or the Department of Public Service and Administration vacancy circulars at [www.dpsa.gov.za](http://www.dpsa.gov.za)
- FOR ATTENTION** : Ms M Thubane / Mr A Tsamai
- CLOSING DATE** : 30 April 2021
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. NB as of 1<sup>st</sup> July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants. Shortlisted candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered.

**MANAGEMENT ECHELON**

- POST 12/06** : **CHIEF DIRECTOR: HR MANAGEMENT, DEVELOPMENT AND LABOUR RELATIONS REF NO: 29218/01**  
Branch: Finance and Administration  
Chief Directorate: HR Management, Development and Labour Relations

- SALARY** : R1 251 183 per annum (All-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate and recognised Bachelor's degree or equivalent qualification plus a minimum of at least five (5) years proven experience at managerial level in the field of Human Resource Management, Development and Labour Relations. Thorough understanding of Government's regulatory framework and processes. In-depth knowledge of policy formulation, implementation and monitoring. Demonstrated knowledge of the Public Service Act, Public Service Regulations, the Employment of Educators Act, the Skills Development Act, the Employment Equity Act and the Public Finance Management Act. Strong organisational and Leadership abilities. Extensive experience in the area of transformation. Proven track record of the ability to multi task and manage in a highly pressurised environment with high volumes of work. Strong service orientation and an ability to effectively develop and manage relationships across all levels of the Department. Competent team worker; Strong analytical skills; Client orientation skills; Problem solving and communication skills. A highly credible and accomplished professional with a good mix of people management and technical skills. Sound interpersonal skills. Process competencies: Thorough understanding of the Education sector, Knowledge of and experience in human resource system (e.g. PERSAL and BAS). Innovative thinking in the human resource management and performance management systems. Ability to ensure cost-efficiency of personnel budget expenditure. Ability to plan, prepare and control a large budget as well as crises and conflict management. Core Competencies: Strategic capacity and leadership, People Management and Empowerment, Financial Management, Change management.
- DUTIES** : Providing strategic leadership and guidance on matters relating to human resources and translating strategic decisions taken by Top Management into actionable human resource projects and activities; Driving change management initiatives of the Department; Managing change management strategies to deal with Public Service Transformation and Restructuring processes; Ensuring Departmental compliance with Government legislation; Promoting and maintaining sound labour relations; Giving strategic direction in the development and implementation of policies regarding personnel

administration; adopting a strategic approach towards the development and training of human resources; Fostering high employee morale within the Department; Consulting on human resource matters with the relevant line functionaries and stakeholders. Driving employee wellness including EAP and HIV programmes in the Department; Rendering support to Provincial Department of Education regarding policy, administrative and human resource matters.

**ENQUIRIES  
NOTE**

: Mr A Tsamai Tel No: (012) 357 3321/Ms M Thubane Tel No: (012) 357 3297  
 : A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link [https://www.thensg.gov.za/training-course/sms-pre-entry\\_programme/](https://www.thensg.gov.za/training-course/sms-pre-entry_programme/). All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

**OTHER POSTS**

**POST 12/07**

: **DEPUTY DIRECTOR (PROGRAMME MANAGER): READING PROMOTION AND READ TO LEAD REF NO: DBE/33/2021**  
 Branch: Delivery and Support Unit  
 Chief Directorate: Foundations for Learning  
 Directorate: Reading

**SALARY  
CENTRE  
REQUIREMENTS**

: R869 007 per annum (All-inclusive remuneration package)  
 : Pretoria  
 : A 3 year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA). At least Four (4) years' relevant experience at a supervisory/middle managerial level in the Education Sector with a specific focus on reading promotion initiatives. At least five (5) years relevant experience in programme management or alternatively project management, coordinating campaign projects and report writing. The position requires a proactive person with strong conceptual, analytical and leadership skills; Knowledge of current education policies, strategies and sector priorities, particularly those which support reading promotion and how these link to attainment of educational outcomes; Good self-management and problem-solving skills; Excellent mobilisation and coordinating skills with experience of working with stakeholders and other sectors including communities; Good communication skills (verbal and written) and Good interpersonal skills are essential. Experience in using computer applications including knowledge of MS Office software (Word, Excel, Outlook, PowerPoint and Access) and willingness to work long hours and travel extensively. Be in possession of a valid driver's licence.

**DUTIES**

: The successful candidate will be expected to manage the development and implementation of policies and strategies aimed at promoting reading; Manage all aspects of the Reading Promotion initiatives and the Read to Lead Campaign including daily operational matters which comprise carrying out administrative duties; Coordinate the programme/campaign activities; Develop promotional material as well as develop and communicate the campaign's messages to different audiences using different media; Plan and set up the reading promotion activations and exhibitions, as well as draft and present briefs for them and provide the necessary reports; Implement tracking and measurement systems for data on the implementation of reading initiatives; Support Provincial Education Departments in their implementation of reading improvement programmes, the Read to Lead Campaign, and the promotion of functionality of school libraries. Liaise and network with partner organisations as well as establish and maintain a database of partners and collaborators; Write reports and develop sector monitoring tools as well as perform any other duties delegated to them.

**ENQUIRIES** : Ms M Thubane Tel No: (012) 357 3297/ Mr A Tsamai Tel No: (012) 357 3321  
**NOTE** : Shortlisted candidates may be required to make a presentation to the interview panel and undertake a writing test.

**POST 12/08** : **ASSISTANT DIRECTOR: READING AND INNOVATION REF NO: DBE/34/2021**  
Branch: Delivery and Support Unit  
Chief Directorate: Foundations for Learning  
Directorate: Reading

**SALARY** : R470 040 per annum (Level 10)  
**REQUIREMENTS** : A 3 year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA. At least three (3) years proven experience in the Education Sector. The position requires a proactive person with strong administration and conceptual skills; Strong communication skills (both verbal and written), organisational and interpersonal skills; Knowledge of current education policies and sector priorities, particularly in the field of reading promotion; Sound knowledge of how innovation can be harnessed to promote reading; Considerable experience in using computer applications including knowledge of MS Office software (Word, Excel, Outlook, PowerPoint and Access); Willingness to work long hours and travel extensively. Be in possession of a valid driver's licence.

**DUTIES** : The successful candidate will be expected to lead the use of innovation in reading promotion; Track and report on the implementation of the reading sector plan activities; Plan, coordinate and manage logistics for workshops and training activities on behalf of the Directorate; Develop monitoring tools to track and report on the availability of resources in provinces; Coordinate and compile reports for the Directorate; Manage and report on finances for the Directorate; Undertake monitoring activities in provinces and report on these; Participate in sector and community mobilisation activities; Manage development and publication of materials and educational resources; Support provinces in the implementation of library and information services; liaise with and support our partners; Oversee the overall administration for the Directorate, as well as perform any other duties delegated to them.

**ENQUIRIES** : Ms M Thubane Tel No: (012) 357 3297/ Mr A Tsamai Tel No: (012) 357 3321  
**NOTE** : Shortlisted candidates may be required to make a presentation to the interview panel and undertake a writing test.

**POST 12/09** : **ASSISTANT DIRECTOR: LEARNER SOCIAL SUPPORT PROGRAMMES REF NO: DBE/32/2021**  
Branch: Social Mobilisation and Support Services  
Chief Directorate: Social Inclusion and Partnership in Education  
Directorate: Social Cohesion and Equity in Education

**SALARY** : R470 040 per annum (Level 10)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A 3 year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA; A three (3) years relevant work experience, which includes the development, administration and implementation of social cohesion, equity and learner social support programmes; Knowledge of the social welfare and education sector policies and strategies guiding the development, implementation and management of care and support programmes in schools; Understanding of current thinking of sector-wide learner social support mandates, including the DBE's Care and Support for Teaching and Learning (CSTL Framework); Vast knowledge and experience in the administration of the Truth and Reconciliation Commission Educational Assistance programme in respect of Basic Education: Promotion of National Unity and Reconciliation Act, 1995 is essential; Experience in provision of essential services to orphans and vulnerable children is desirable; Strong knowledge of the education sector is essential; Strong communication skills (both verbal and written) are essential as are organisational and administrative skills, networking skills and the ability to liaise with officials at all levels of Government; The successful candidate will be a self-starter who works well independently as well as in a team with demonstrated ability to apply accountability measures in their work.

**DUTIES** : The successful candidate will coordinate the development of policies, strategies, policies and programmes to promote the provision of learner social

support programmes; Be responsible for coordination of learner social support programmes of the Directorate; Provide support for the corresponding teacher capacitation and parental support programmes; Coordinate the inter-Branch contributions to the realisation of CSTL in the DBE, including support for the regional SADC CSTL engagements, development of plans, monitoring budgets and reporting on programmes; Oversee the overall administration of the Truth and Reconciliation Commission Educational Assistance programme in respect of Basic Education: Promotion of National Unity and Reconciliation Act, 1995; Facilitate social mobilisation and advocacy campaigns; Liaise and co-operate with departmental units, provincial education departments, national government departments, universities, research organisations as well as NGOs, civic organisations and the SADC Secretariat; Represent the Department and Directorate both internally and externally as required; Liaise with and report to project funders and manage internal and external partnerships; Applicants must have a valid driver's license and be willing to travel.

**ENQUIRIES**  
**NOTE**

- : Mr A Tsamai Tel No: (012) 357 3321/Ms M Thubane Tel No: (012) 357 3297
- : Shortlisted candidates may be required to undergo a writing test and will be subjected to a security clearance.

## DEPARTMENT OF DEFENCE



- CLOSING DATE** : 23 April 2021 16:00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : The advertisement (s) contained herein is/are meant for the attention/perusal from all interest job seekers whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Person not employed by the DOD/Public Services are encouraged to apply for the vacancies advertised in this circular. The advertisement (s) contained herein is/are meant for the attention/perusal from all interest job seekers whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Person not employed by the DOD/Public Services are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge, experience and etc) and all required documents attached must be certified a true copy and must be dated. Certification must not be older than six months at the closing date of the advert. (i.e. Educational qualifications, ID Copy and Driver s license). 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(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All applications received after closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified. Should an application be received where an applicant applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. If an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Potential candidates, declared in excess must indicate their excess status on Z83, Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months regarding the prescribed rules and will be expected to sign a performance agreement. The Department reserves the right not to make appointment(s) to the advertised post(s).

## OTHER POSTS

- POST 12/10** : **ADMINISTRATION CLERK: PRODUCTION REF NO: DLSD/06/21/01**  
Defence Legal Services Division
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)  
: Pretoria  
: A minimum of Grade 12 plus 1 year previous experience as a clerk. Special requirements (Skills needed): Computer literate (MS Excel, MS PowerPoint and MS Word, MS Outlook.). Good communication (Verbal and Written), Co-ordination, Planning and Organisational skills. Flexibility, Teamwork Interpersonal relationship skills, Problem solving, Maintain discipline.
- DUTIES** : Render of clerical services to the Military Legal Services: Performing a variety of routine directive-intensive clerical duties. Handling of less complicated

routine correspondence, processing documents (letters notices, memorandum and submission etc, in relation to the Division functional activities. Answering of the telephone, making telephone calls on behalf of the Office in charge and canilise telephone calls. Taking notes and do typing of the Officer in charge. Submitting the inland, Expenditure and Accommodation claims. Keeping the Officer in charge's diary and reminding of any meeting. Receiving visitors, arrange for refreshments. Filing of Documents. Performing a variety miscellaneous tasks for the officer in charge such as compiling and typing of letters of thanks and to accept, address or decline invitations. Performing elementary calculations and maintain and issuing of statistics .Receive and transmitting messages with a fax machine.

**APPLICATIONS** : Department of Defence, Defence Legal Services Division, Private Bag X161, Pretoria 0001 or may be hand delivered to Department of Defence, Defence Legal Services Division, C/C Nossob and Boeing Street, Erasmuskloof (Armcor Building) Pretoria, 0001.

**ENQUIRIES** : Lt Col E.T. Segoaale Tel No: (012) 355 5334.

**POST 12/11** : **TAILORS/SEAMSTRESS REF NO: ARMY/08/21/01 (X4 POSTS)**

**SALARY** : R145 281 per annum (Level 04)  
**CENTRE** : JSB Garrison, Pretoria  
**REQUIREMENTS** : Grade 10 or ABET L1-4. Applicants with experience in operating sewing machine or trade test certificate will be an added advantage. Special requirements (Skills needed): Computer literate (MS Excel, MS PowerPoint and MS Word, MS Outlook.). Good communication (Verbal and Written), Co-ordination, Planning and Organisational skills. Flexibility, Teamwork Interpersonal relationship skills, Problem solving, Maintain discipline.

**DUTIES** : Perform duties collectively and directly concerning the outfitting and maintenance of clothing items worn by the SANDF employees for the purpose of the operational mission of the SANDF or in the support thereof. The executing of a tailor service. Carry out tailor tasks according to instructions, Execution of tailor workload, Implement the repair process, be able to utilise tailor resources. Specific knowledge and skills are applied to provide advice and to design, manufacture, fit and maintain clothing items. Effective written and oral communication is undertaken, information systems are used, prescribed procedures are adhered to and documentation, drawings and publications are used. The maintaining of clothing items of military employees in accordance with the requirements of the members concerned.

**ENQUIRIES** : Lt Col G.V. Mositi Tel No: (012) 684 2198 or Ms M.T.P. Lekgetho Tel No: (012) 684 2029.

**APPLICATIONS** : Department of Defence, Joint Support Base Garrison, Private Bag X1001, Thaba Tshwane Pretoria 0143 or may be hand delivered to Department of Defence, JSB Garrison No1 Van Reeback road, Thaba Tshwane Pretoria, 0001

## DEPARTMENT OF FORESTRY FISHERIES AND THE ENVIRONMENT

- APPLICATIONS** : Director-General, Department of Environment Forestry and Fisheries, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
- FOR ATTENTION** : Human Resource Management
- CLOSING DATE** : 26 April 2021
- NOTE** : Application must be submitted on a signed and dated Z83 form with a copy of a comprehensive CV, certified copies of qualifications, ID document and where a driver's license is requirement, a certified copy must be attached 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. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The persons appointed to this position will be subjected to a security clearance. The Department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

## OTHER POSTS

- POST 12/12** : **DEPUTY DIRECTOR: PROJECT MONITORING & EVALUATION, SOCIAL AND ENVIRONMENT RISK REF NO: BC02/2021**  
(3 Year Contract)



- SALARY** : R733 257 per annum (An all-inclusive annual package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's Degree in Environmental Sciences / Project Management (NQF 7) or equivalent relevant qualification with at least 3-5 years' experience in Project Management; Project Monitoring and Evaluation; Social and Environmental Risk Management/Safeguards for donor funded projects; Experience in Procurement and Financial procedures; Experience in Departmental/United Nations procedures and prescripts; Document management and Administration fields. Provided technical leadership and support to multi-stakeholder type projects through working groups, task teams and experts implementing a project, including reviewing of reports, conducting necessary meetings, workshops and field visits to support progress and guarantee the quality of work. Led the development and implementation of Project M&E Framework in multi-stakeholder type projects. Led problem solving and backstopping of project work streams in light of Social and Environmental Risk Management; Skills required: Team player and leader in multi-stakeholder type projects. Verbal and Written communication skills to engage in relevant dialogues to promote the project. Innovative Knowledge Management Capabilities in projects. Passion driven, Proactive; People centric, Integrity, and Performance driven with the ability to work under pressure and long hours.
- DUTIES** : Work closely with the Project manager to coordinate the implementation of various project elements and related activities in compliance with Departmental, UNDP and GEF policies, regulations and procedures. Work closely with the Project manager to coordinate and oversee preparation of the substantive and operational reports with project partners from the project. Working with the National Project Manager, contribute to the proper management of funds according to UNDP requirements, and budget planning and control. Ensure compliance of the project by providing regular information to the UNDP corporate systems (ATLAS, Transparency Dashboard, Sharepoint, ATLAS Risk Log, Results Orientated Annual Reporting (ROAR) processes, PIMS+. Work closely with the Project manager to finalise the



project's monitoring and evaluation matrix. Establish the project's baselines. Coordinate and finalise implementation of the project's monitoring and evaluation matrix. Conduct Social and environment risk management during the project implementation in compliance with all UNDP and GEF policies, regulations and procedures i.e. development of relevant safeguards. Develop quarterly reports on the implementation of project safeguards. Provide support to the development of information management tools to ensure project sustainability. Identify innovative methods to create and disseminate outputs from the implementation of the knowledge management strategy. Monitor and evaluate the implementation of the knowledge management strategy in an integrated manner with project partners. Work with the Project Manager to create strategic alliances with other partners for project sustainability.

**ENQUIRIES** : Ms P Naicker Tel No: (012) 399 9616; Cell: 082 7090 619

**POST 12/13** : **ASSISTANT DIRECTOR: EPWP REPORTING REF NO: EP05/2021**

**SALARY** : R470 040 per annum (Total package of R646 193 per annum/ conditions apply)  
**CENTRE** : Pretoria

**REQUIREMENTS** : A recognized tertiary qualification in the Social Sciences, Statistics, Economics or a related field, with strong numeracy and analytical skills coupled with at least 5 years post qualification experience. Extensive practical (hands-on) experience in data bases management, stakeholder management and have experience in working with spreadsheets. The job holder must have an understanding of EPWP reporting and systems used backed up by applicable legislation and other prescripts governing EPWP. The job holder must also possess interpersonal and communication skills and proven experience in managing staff at junior level. Must possess a valid code B driver's license and be willing to travel extensively. Ability to work independently and under pressure. Must be in possession of valid driver's license.

**DUTIES** : Contribute to management of Branch EPWP reporting function. Develop and maintain EPWP electronic data management system (EDMS). Manage capturing of all EPWP reports into the EPWP reporting system. Ensure quality management of EPWP reports submitted by the Branch. Ensure effective functioning of the mechanisms for coordination.

**ENQUIRIES** : Ms P. Masipa Tel No: (012) 399 9739

**POST 12/14** : **PRINCIPAL COMMUNICATIONS OFFICER: GRAPHIC DESIGN REF NO: CMS15/2021**

**SALARY** : R316 791 per annum (Total package of R460 251 per annum/ conditions apply)  
**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate three-year degree or diploma in Graphic Design (Multimedia Graduates can only be considered if they have worked as Graphic designers for a minimum of two years. Minimum of two years' experience as a Junior Designer preferably in the public sector. Creativity and original ideas. A thorough working knowledge of the Government CI Manual and design style. Must be proficient in Apple Macintosh Operating Systems. Must be proficient in Adobe In Design, Photoshop and Illustrator. Ability to interpret client briefs and convert into creative concepts. Intermediate photography skill. Excellent written and verbal communication skill, and the ability to conduct basic language editing on designed products. Ability to work long hours, work under pressure and meet deadlines. Drivers' licence (a must) and the ability to drive to support events. A problem solver with a strong sense of responsibility & good organisational skills. Ability to work within a team.

**DUTIES** : Implementing & assisting with design, layout and cover concepts for Departmental reports (e.g. Annual Reports, Strategic Plans, branch research reports etc.). Implementing design, layout, quality control and production of printed products and publications, in collaboration with Editorial Services. Developing & implementing creative concepts and products for departmental campaigns, projects, events and exhibitions (design of exhibition stands, branding of promotional items, campaign concepts, event invitations and programmes). Developing multimedia content. Providing support to departmental events and campaigns. Providing advice and ensuring the correct application of logos and co-branding on departmental material, in line with the prescripts of the DEA Corporate Identity Manual & the Government CI Manual, developed by the GCIS. Liaising with internal clients and external service providers (including communications agencies, printers, publishing

houses & copy-writers) on the production of all Departmental visual communication material. Making sure artwork is correct and supplied in the right format/sizes/colour codes before being sent for production facilities. Ability to work on multiple briefs at the same time. Archiving all visuals and publications produced, accordingly, for purposes of institutional memory. Support the Web Developer through supplying multimedia content for the website and intranet. NB: All applications must be accompanied by a printed portfolio of previous work, of no more than five A4 pages. The first three pages must reflect work done using the three Adobe Software packages (Photoshop, InDesign & Illustrator, the fourth page must reflect design & layout of an Annual Report or APP Report. (no CDs or USBs will be accepted). Shortlisted candidates will be required to complete a computer based test on the interview date.

Mr B Chapole Tel No: (012) 399 9943

CV'S Not Accompanied by a 5 Page Portfolio will be disqualified.

**ENQUIRIES**  
**NOTE**

## GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



- APPLICATIONS** : It is mandatory to email your application with the relevant supporting documentation to [rh.gpaa@adcorpgroup.com](mailto:rh.gpaa@adcorpgroup.com) quoting the reference number in the subject heading of the email.
- FOR ATTENTION** : Felicia Mahlaba – Recruitment
- CLOSING DATE** : 23 April 2021 at 12h00 noon No late applications will be considered.
- NOTE** : Take Note Of The Disclaimer Mentioned On Each Advert During Covid Lockdown. It is mandatory that applications with supporting documentation, including signed Z83 be emailed to the respective email addresses indicated on each advert. Ensure that you use the correct inbox/email. Applications send to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. Only send documents related to the requirements in the advert. From 1 January 2021, a new application for employment (Z83) from 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. Requirements: Applications must be submitted on form Z83, obtainable on the internet at <http://www.gpaa.gov.za> (Originally signed and scanned). The relevant reference number must be quoted on all documentation and on the subject heading of the email. Application should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) (2) copies of all qualifications (including matriculation), Identity document, valid driver's license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for virtual interviews at a date and time determined by GPAA. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. One of the minimum requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful

candidate will have to sign and annual performance agreement and will be required to undergo a security clearance.

#### OTHER POST

- POST 12/15** : **SENIOR STATE ACCOUNTANT: (MBA) PAYMENTS, RECONCILIATIONS AND TAX REF NO: SSA/MBA/2021-04-1PRA**  
Medical Benefits Administration Unit
- SALARY** : R316 791 per annum (basic salary) (Level 08)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate three year National Diploma/Degree/qualification in the Finance Field (at least 360 credits) coupled with 3 years' experience in a Financial Accounting environment of which one (1) year should be within a supervisory capacity/level. Knowledge of Medical Schemes Act. Knowledge of Employee Benefits. Knowledge of PFMA. Knowledge of GEPF services & products. Knowledge of Basic Accounting System (BAS). Knowledge of Microsoft Office products. Knowledge of PSCBC Resolutions, Determinations and Directives. Customer oriented. Ability to communicate at all levels (verbal and written). Outgoing personality. Ability to build strong network relationships. Teamwork. Ability to work under pressure. Ethical business conduct. Accountable at all times. Analytical skills. Effective organising skills. Problem solving skills. Numerical and reconciliations skill. Supervisory skills.
- DUTIES** : Purpose of the role: To implement the payment processes of post-retirement medical benefits to various stakeholders and beneficiaries within the Medical Benefit Administration Section for Programme 2.1. Administration of Pension Benefits: Conduct the payment processes within the unit. Receive the monthly and arrear subsidy files from various Medical Schemes. Monitor calculations of the monthly, reconciliation and arrear subsidy payments. Ensure 2nd verification of BAS payment advices. Ensure confirmation of letters forwarded to Medical Schemes. Oversee that the payment stubs and correctly typed letters are forwarded to medical schemes with payment schedules. Monitor that all medical subsidy files are saved before payment runs. Ensure that provisional end dates are followed up and corrected on the system. Monitor that monthly overpayments are recovered from the monthly payments when BAS payment advice is checked. Maintain system updates in accordance with membership certificates received from the medical schemes. Ensure all liability reports are requested and forwarded to Medical Schemes to claim arrears. Confirm entities, lump sum payments, monthly and arrear payments captured on BAS. Render manual and electronic tax calculations in the unit: Monitor effective data capturing on electronic and manual tax calculation. Provide reconciliation of income tax certificate calculated manually and electronically. Maintain correct monthly, bi-annually and annual tax reconciliation. Provide manual and electronic tax directive processes. Ensure general ledger reconciliation on taxation three days after the monthly payment run. Monitor verification and comparison of actual amount payable to South African Revenue Service and amounts per system used. Provide assistance of service income tax related enquiries. Present information to other business units on tax related issues. Ensure the administration of reconciliation processes: Integrate data between different income tax related administration systems. Consolidate income tax information on financial system for reconciliation purposes. Ensure assistance with the year-end reconciliation of PAYE payments. Supervise the administration of the Unit: Ensure effective supervision of staff performance. Ensure effective staff development and training. Ensure effective communication to staff. Ensure effective supervision of the Section and staff. Ensure that monthly statistics on the verifications of Medical Subsidy claims and lump sum benefits are forwarded to the ASD. Note One permanent Senior State Accountant position at Medical Benefits Administration is currently available at the Government Pensions Administration Agency.
- ENQUIRIES** : Ms Felicia Mahlaba on Tel No: (012) 319 1455  
**NOTE** : # Disclaimer during COVID 19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer).\_Ensure to certify all supporting documents on Level 1 and 2 of National Lockdown. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and

equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

## DEPARTMENT OF HIGHER EDUCATION AND TRAINING

- APPLICATIONS** : Email your application to [DHET01032021@dhet.gov.za](mailto:DHET01032021@dhet.gov.za)
- CLOSING DATE** : 23 April 2021
- NOTE** : NB: Please ensure that you take note of the disclaimer pertaining to the sending of applications during the applicable lockdown level. Ensure that you use the correct e-mail address as set in the advert. Applications with supporting documentation, including a signed Z83 form should be emailed to the respective email addresses. Applications sent to incorrect email addresses will regrettably not be considered. Requirements of applications: Applications must be submitted on a Z83 form obtainable on the internet at [www.gov.za/documents](http://www.gov.za/documents) and must be accompanied by (1) a comprehensive CV, and (2) certified copies of all qualifications (including matriculation/senior certificate), Identity Document, valid driver's license (where required) as one document in a PDF format. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representivity in terms of race, gender and disability will receive preference. NB: Prospective Applicants Must Please Use The New Z83 Form Which Is Effective As At 01 January 2021. 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 successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for an SMS position is the pre-entry (Nyukela) certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The Candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Applications received after the closing date will not be considered.

## MANAGEMENT ECHELON

- POST 12/16** : **DIRECTOR-GENERAL: DEPARTMENT OF HIGHER EDUCATION AND TRAINING REF NO: DHET/01/03/2021**  
(5 Year Contract)
- SALARY** : R1 978 533 per annum (Level 16) (All-inclusive remuneration package) comprising of basic salary (70% of package), employer's contribution to Government Employee Pension Fund (13% of basic salary) and a flexible portion. A non-pensionable allowance equal to 10% of the annual all-inclusive remuneration package is payable.
- CENTRE** : Pretoria
- REQUIREMENTS** : A senior certificate, an undergraduate qualification and a postgraduate qualification (NQF Level 8) in Business Administration/Public Management or any other related qualification as recognized by SAQA. Possession of a doctoral degree will be a distinct advantage. A relevant senior executive management and leadership certificate will be an added advantage. 8-10 years proven experience at senior managerial level of which at least 3 years must have been within any organ of State, as defined in the Constitution, Act 108 of 1996. Knowledge of the Post-Schooling Education and Training system as a whole; Knowledge of the Constitution, Public Service Act (PSA) and Regulations, Public Management Act, 2014 (PAMA), Public Finance Management Act (PFMA) (1999 and Regulations, and any other relevant prescript within the system of government. An understanding of the emerging Higher Education, Science and Innovation (HESI) landscape. Solid working knowledge of the following: White Paper on PSET; University Education, Skill Development; Technical and Vocational Education and Training (TVET) Community Education and Training (CET) legislation and policies; National Development Plan (NDP); Government Programme of Action; and the Human Resource Development Council Strategy. Advanced knowledge and

experience in Public Administration and Public Management; Knowledge of the Auditor-General's Audit Framework; Extensive experience in leading and managing a large-scale, complex organisation or program is an added advantage; Extensive knowledge and experience in policy research, policy analysis and policy development; A proven track record in conducting monitoring, evaluation and impact assessments; Advanced knowledge in government's Human Resource Management and Labour related legislation. Advanced experience in establishing and managing complex relationships and partnerships. Computer literacy. Core Competencies: Strategic capability and leadership, solid understanding of the political-administrative interface; Programme and Project management, advanced financial skills, Change management, People Management and Empowerment. A valid driver's license and a pre-entry certificate into SMS within the public service.

**DUTIES**

: The successful candidate will, as the Head of Department, plan, implement, coordinate and communicate the Departmental vision, values, policies, statutory and strategic frameworks in terms of the relevant legislation and advise the Minister in determining policy, strategy, norms and standards as required by the Constitution and all relevant statutes; provide strategic direction to intergovernmental relations, stakeholder support and management of post-school education and training partner institutions and public entities in line with national policy, strategy, norms and standards; provide strategic leadership in monitoring and evaluating policy, governance, risk and compliance in order to achieve planned outcomes and impact for equitable access to, success of and institutional quality of the post-school education and training system, and report on the departmental performance to the Minister and other oversight structures including the Audit and Risk Committee, Parliament, National Treasury, Departments of Public Service and Administration (DPSA) and Performance Monitoring and Evaluation (DPME). The successful candidate will participate in and represent the Department in Governance and Administration structures including the committee for Directors-General (FOSAD) and any other structure as directed by the Minister. As the Accounting Officer, the successful candidate will, in terms of the PFMA, ensure that the department has and maintains effective, efficient and transparent systems of financial and risk management and internal controls, as well as ensure the efficient, economical and transparent use of the resources of the department; be responsible for the management, including the safeguarding and maintenance of the assets and liabilities, keep full and proper records of the financial affairs of the department and prepare annual financial statements; ensure the administration, implementation and documentation of international instruments relevant to the mandate and work of the Department. Disclaimer Considering restrictions on travel during phases 5 to 1 of lockdown levels, you are encouraged to e-mail your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

**ENQUIRIES**

: Mr T Mhlanga Tel No: (012) 312 5768

## DEPARTMENT OF JUSTICE AND 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** : 26 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](http://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.

**ERRATUM:** Kindly note that the post of Assistant Director: Provisioning Administration with Ref No: 54/21EC advertised in the Public Service Vacancy Circular 11 dated 26 March 2021 (Post 11/30), the Requirement of a valid driver's license has been removed from the above post of Assistant Director: Provisioning Administration. Enquiries: Ms S Maribeng Tel No: (012) 315 1103. We apologize for any inconvenience caused.

## MANAGEMENT ECHELON

**POST 12/17** : **DIRECTOR: ADMINISTRATION SUPPORT REF NO: 21/92/DG**

**SALARY** : R1 057 326 – R1 245 495 per annum. (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Pretoria

**REQUIREMENTS** : A Degree in Public Administration, Management Studies and Social Sciences at NQF level 7 or equivalent qualification; Post-Graduate qualification (NQF level 8) is an added advantage; A minimum of three (3) years in Public Administration; Minimum of 5 years' experience at a middle/senior managerial level; Experience in Public Service financial management and Departmental policies and Procedures; Knowledge of National Treasury and Department of Public Service Administration (DPSA) policies and procedures. 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; and Honesty and Integrity.

**DUTIES** : Key Performance Areas: Manage the administrative support services in the Office of the Director- General; Provide technical and administrative support pertaining to Parliamentary and various stakeholders offices and committees; Manage and oversee budget and procurement functions in the Office of the Director- General; Manage and monitor the implementation and development of departmental policies and other relevant prescripts; Provide effective people management.

**ENQUIRIES** : Mr. S Kgafela Tel No: (012) 315 1042



**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Email Address; [DOJ21-92-DG@justice.gov.za](mailto:DOJ21-92-DG@justice.gov.za)  
**NOTE** : Preference will be given to women and people with disability.

#### **OTHER POSTS**

**POST 12/18** : **DEPUTY MASTER MR-6 REF NO: 21/87/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: Nelspruit  
: 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: [DOJ21-87-MAS@justice.gov.za](mailto:DOJ21-87-MAS@justice.gov.za)

**NOTE** : People with disabilities are encouraged to apply.

**POST 12/19** : **ADMINISTRATION OFFICER REF NO: 21/VA12/NW**

**SALARY** : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement

**CENTRE REQUIREMENTS** : Christiana Magistrate Court  
: Three year Bachelor's Degree/National Diploma in Public Management/ Administration or equivalent; Two years relevant experience; Experience within the Court environment will serve as an added advantage; A valid driver's licence. Skills and competencies: Sound knowledge of financial management (Vote and Trust Account); Sound knowledge of human resources management; Computer literacy (Microsoft packages); Sound knowledge of asset management; Sound knowledge of supply chain management and risk management; Good interpersonal relations; Knowledge of PFMA, DFI, BAS and JYP; Leadership and Principles of Management.

**DUTIES** : Key Performance Areas: Control of the sections related to Family Courts; HR and Supply Chain; Management of the finance of the office (Third Party funds and Vote Account); Manage the criminal and civil court administration sections; General supervision of administration staff and implement formal and informal disciplinary matters; Compile statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage the facilities of the Department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of Justice; Implement Departmental policies; Manage and maintain prescripts related to the functions of the DOJ& CD and Public Service in general; Facilitate training and development of personnel; Management of performance in the office; and Performance of any other duties necessary to ensure smooth office running.

**ENQUIRIES** : Ms. L Shoai Tel No: (018) 397 7061.

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Email Address: [RecruitmentNW-AOCCMC@justice.gov.za](mailto:RecruitmentNW-AOCCMC@justice.gov.za) or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.
- NOTE** : All former contract workers and Casual Interpreters of the Department of Justice and Constitutional Development are encouraged to apply.
- POST 12/20** : **HUMAN RESOURCE PRACTITIONER: LABOUR RELATIONS REF NO: 21/83/HR**
- SALARY** : R257 508 – R303 339 per annum. The successful candidates will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria  
: A 3 years Degree or National Diploma at NQF level 6 in Law/Labour Law or equivalent qualification; Minimum of 3 year experience in Labour Relations; Knowledge of Labour Relations Act and other relevant HR prescripts especially in relation to Labour Relations in the Public Service; Knowledge of Persal will serve as an added advantage; A valid driver's license. Skills And Competencies: Good computer literacy (Ms Word, Excel and PowerPoint); Communication skills (verbal and written); Interpersonal relations skills; Problem solving skills; Maintaining discipline; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Facilitate management of grievance processes; Provide labour relations advice to management & officials; Facilitate the management of disciplinary processes; Monitor and collate statistical information.
- ENQUIRIES APPLICATIONS** : Mr J Maluleke Tel No: (012) 315 1090  
: Quoting the relevant reference number, direct your application to: Email Address: [DOJ21-83-HR@justice.gov.za](mailto:DOJ21-83-HR@justice.gov.za)
- POST 12/21** : **ASSISTANT MASTER, MR3-MR5 REF NO: 21/90/MAS (X2 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 REQUIREMENTS** : Master of the High Court: Port Elizabeth  
: 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 Master's 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. C. Msiza Tel No: (012) 315 4754  
: Quoting the relevant reference number, direct your application to: Email Address: [DOJ21-90-MAS@justice.gov.za](mailto:DOJ21-90-MAS@justice.gov.za)
- NOTE** : People with disabilities are encouraged to apply.

## 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.
- : **Mpumalanga:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela 1200
- : **Gauteng:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg
- : **Durban:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street, Durban

**CLOSING DATE**

: 23 April 2021

**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.

## OTHER POSTS

- POST 12/22** : **IT INTERNAL AUDITOR–DATA ANALYTICS REF NO: 2021/95/OCJ**  
(12 Months Contract)
- SALARY** : R316 791 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : An undergraduate qualification (NQF level 6/7) in Information Systems / Informatics / Computer Science / Internal Auditing / Accounting / Commerce or equivalent. 1-2 years' experience in IT audit / Data Analytics environment. Ability and willingness to travel extensively across the country. A valid driver's license. Technical Knowledge Competencies: Information and Data Analysis. Application of Audit Technology / CAATs Knowledge of Business Process Analysis and Re-engineering. Knowledge of the PFMA and Treasury Regulations. Understanding of relevant Public Service Regulations. Behavioral Competencies: Supervisory Skills. Analytical Thinking. Self-driven and ability to meet deadlines. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis.
- DUTIES** : The successful candidate will report to the Audit Manager, and their responsibilities will include: IT Audit planning, business process reviews, execution, project quality and reporting; Coding of scripts in SQL or through the use of analytics tools, testing scripts and validating results before document audit work papers; Assist with management of the Internal Audit technology and Data Analytics Tools. Engagement with IT, System and Data Owners as well as the Administrators Data analytics, collating and reporting of data on monthly and quarterly basis to Management and for each audit project.
- ENQUIRIES** : Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774
- POST 12/23** : **SENIOR COURT INTERPRETER REF NO: 2021/97/OCJ**
- SALARY** : R257 508 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Local Division: Johannesburg
- REQUIREMENTS** : A National Diploma in Legal Interpreting or equivalent relevant qualification. A minimum of three (3) years practical experience in Court Interpreting or Grade twelve (12) and ten (10) years' practical experience in Court Interpreting. Proficiency in English and two or more indigenous languages (Afrikaans, isiZulu, Northern Sotho, Southern Sotho, Tsonga, Venda, isiNdebele, isiSwati, isiXhosa). A valid driver's licence will be an added advantage. Knowledge of any foreign Language will be an added advantage. Candidates will be required to undergo Oral and Written Language proficiency testing. Skills and Competencies: Skills and Competencies: Excellent communication skills (written and verbal). Computer literacy (MS Office). Good Interpersonal Relations. Ability to work under pressure and solve problems. Accuracy and attention to detail. Customer Services. Planning and Organising skills. Confidentiality. Analytical thinking. Listening skills. Attributes: Ability to work independently, to be meticulous, to think logically and to practice good time management.
- DUTIES** : Render interpreting services in criminal court, civil court, labour and quasi-judicial proceedings. Rendering interpreting services during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology and coin words. Control and supervision of Interpreters. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor.
- ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 355 0404
- POST 12/24** : **LIBRARIAN REF NO: 2021/98/OCJ**
- SALARY** : R257 508 per annum plus. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Division: Pretoria
- REQUIREMENTS** : A three-year National Diploma/Degree in Library Science/ Information Science or equivalent qualification. Minimum of two (2) years' experience in Library and information systems. Knowledge of Library and Information Science matters. Knowledge of library prescripts, legislation, procedures, processes and library services. Experience in legal library will be an added advantage. Skills and

Competencies: Good written and oral communication skills. Planning, organising and control. Computer Literacy (Microsoft Office). Analytical thinking. Decision making skills. Ability to work under pressure. Language proficiency. Conflict management and supervisory skills.

**DUTIES** : Render an effective and efficient library and information service to the users of the library and chambers. Manage the library and information systems. Assist with the book selection for the library and chambers. Classify and catalogue the High Court library material. Render reference and information services for the High Court Library. Monitor the library budget and give inputs to the library budget. Market and promote library services. Perform administration and supervisory services.

**ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 355 0404

**POST 12/25** **JUDGES SECRETARY (X4 POSTS)**  
Three-Year Contract

**SALARY** : R257 508 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Gauteng Local Division: Johannesburg Ref No: 2021/99/OCJ (X1 Post)  
Gauteng Division: Pretoria Ref No: 2021/100/OCJ (X3 Posts)

**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. Customer care service skills and excellent typing skills. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.

**DUTIES** : 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.  
Ms T Mbalekwa Tel No: (011) 355 0404

**ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 355 0404

**POST 12/26** **REGISTRAR REF NO: 2021/96/OCJ**

**SALARY** : R257 073 per annum, (MR3-MR5) (Salary will be in accordance with Occupation Specific Dispensation determination. Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Gauteng Local Division: Johannesburg

**REQUIREMENTS** : An LLB Degree or a four (4) year legal qualification. A minimum of two (2) years' legal experience obtained after qualification. Superior Court or litigation experience will be an added advantage. Attributes: Ability to work independently, to be meticulous, to think logically, and to practice good time management. Skills and Competencies: Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organizing and control. Problem solving and decision making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting of deadlines.

**DUTIES** : Co-ordination of Case Flow Management and support process to the Judiciary. Manage the issuing of all processes initiating Court proceedings. Co-ordinate appeals and reviews. Quality check Criminal Record books. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of subordinates. Process unopposed divorces and the facilitation of Pre-Trial conferences. Quality checks on Criminal Record books. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. Provide practical training and assistance to the Registrars' Clerks. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Exercise control over the management and safekeeping of case records and the record. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and legislation. Manage submission of statistics to the Chief Registrar. Attend to taxations including reviews. Process and grant judgements by default. Assist the public with court procedures. Process reviews and appeals (civil and criminal). Attend to and oversee general public queries or correspondence. Attend to judicial support functions. Issue court orders and attend to office management. Prepare and present cases for audit. Manage performance in terms of Annual Performance Plan.

**ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 355 0404

**POST 12/27** : **ACCOUNTING CLERK REF NO: 2021/101/OCJ**

**SALARY** : R173 703 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Mpumalanga Provincial Service Centre

**REQUIREMENTS** : Grade 12 or equivalent qualification with Accounting as a passed subject. A National Diploma/Degree in Finance/Accounting will be an added advantage. One (1) year experience in Financial Environment will serve as an added advantage. Skills and Competencies: Knowledge of BAS and PERSAL system, GRAP Standards. Confidentiality, Integrity, Honesty, Time Management and Good Interpersonal skills, Basic knowledge of financial management. Computer literacy.

**DUTIES** : Quality check invoices/claims received; prepare invoices/claims for payment in compliance with PFMA, TR and departmental financial prescripts. Capture sundry and creditor payments within 30 days. Perform proper filing and batch control (all source documentation attached), including reporting (BAS reports). Capture all invoices received in invoice control register and payments made in payments register. Update the weekly travel payments register for submission to National Office. Open new files when necessary; filing of documents. Assist with obtaining documentation requested during audits. Perform a support service in other tasks when instructed. Perform salary administrative support service/ Distribute payslips and IRP 5's. Render a budget support service. Receipt and registration of S&T, cell phone and overtime claims. Assist and render a support service in respect of all queries received.

**ENQUIRIES** : Mr M Jele/ Mr V Maeko Tel No: (013) 758 0000

## OFFICE OF THE PUBLIC SERVICE COMMISSION

*The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.*

**APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, for attention Mr M Mabuza or you can email your application to [recruitment@opsc.gov.za](mailto:recruitment@opsc.gov.za).

**CLOSING DATE** : 28 April 2021

**NOTE** : Applications must be submitted on a newly amended Z.83 form obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to a Practical Test to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted.

## OTHER POST

**POST 12/28** : **ADMINISTRATIVE SECRETARY TO THE DEPUTY DIRECTOR-GENERAL: MONITORING AND EVALUATION REF NO: AS/DDG: M&E/03/2021**

**SALARY** : R257 508 – R303 339 per annum (Level 07)

**CENTRE** : Commission House, Pretoria

**REQUIREMENTS** : Ideal Candidate Profile: Matric Certificate A Secretarial Diploma (NQF Level 5) or equivalent qualification coupled with two to three years' experience in client liaison and general administration. A National Diploma/Degree in Public Administration/Public Management or social sciences (NQF Level 6/7) degree will be an added advantage. Experience in formatting reports and layout of documents. Advanced computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Good interpersonal relations. Must be assertive, trustworthy, ethical and professional with integrity. Must be willing to occasionally work after hours. Must have effective administrative, organizational and communication skills. Must be creative, motivated, self-driven, results-oriented and initiative. Ability to work both independently and as part of a team. Knowledge of the Constitutional Values and Principles (CVPs) in Section 195 and the effect of the CVPs on the daily duties of this post. Ability to work under pressure and maintain a high level of confidentiality. Must have commitment to transformation. Must have a valid driver's license.

**DUTIES** : The successful candidate: Will be responsible for the smooth operation of the Deputy Director-General's office. He/she will serve as a Personal Assistant to the Deputy Director-General's. Conduct research, abstracting and preparing information and supporting data for meetings, projects, presentations and reports. Administering office correspondence/ documents/reports. Assist in the expenditure control for the office of the Deputy Director-General. Making travel and accommodation arrangements and processing claims thereof. Drafting and typing correspondence/documents including PowerPoint presentations. Maintaining and managing the filing system. Organising meetings/ workshops and taking minutes during meetings. Administering the Deputy Director-General's diary. Acting as a receptionist for the Deputy Director-General and the Office.

**ENQUIRIES** : Ms IL Mathenjwa Tel No: (012) 352 1109

## 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** : **Head Office:** Post: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand-delivery: The CGO Building, Corner Bosman and Madiba Streets, Pretoria. For Attention: Ms N.P. Mudau.  
**Mthatha Regional Office:** Post: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5007, Mthatha, 5099. For Attention: Ms N. Mzalisi.  
**Mmabatho Regional:** The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735. For Attention: Mr T. Oagile
- CLOSING DATE** : 23 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 License (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. Should you not have heard from us within the next months, please regard your application as unsuccessful.
- OTHER POSTS**
- POST 12/29** : **DEPUTY DIRECTOR: COMPUTER AUDITS REF NO: 2021/105**
- 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 internal auditing /Computer Auditing plus relevant experience at an ASD level. Certified Information System Auditor (CISA) or Certified Internal Auditor (CIA), A valid Drivers' license. Knowledge in Standards for Professional Practice of Internal Auditing; Treasury Regulations; Public Finance Management Act; Institute of Internal Auditors Code of Ethics; Audit Process & associated phases; Departmental business systems and processes; Departmental policies and procedures; Best practices regarding systems of risk management, internal control and governance processes in computer environment; Accounting standards; Team-mate Audit Software and Computer Systems – Micro Soft Office Tools; Business Systems; and Teammate. Skills: Management, Advanced computer literacy, Advanced communication (verbal and written), Project management, Report writing. Ability to assess and analyse information and make relevant finding. Conflict management. Professional conduct and representation. Solution orientated – ability to design ideas without direction. Ability to work under stressful situations and against deadlines. Ability to communicate at all levels. Expected to work overtime. Must be prepared to disclose impairments to their independence or objectivity. Security clearance. Become a registered member of the Institute for Internal Auditors & Certified information system Auditors.
- DUTIES** : Manage the computer audit & special examination assignments- Coordinate the Planning of audit activities. Coordinate the conduct of a risk assessment in



a computer environment and Fraud & Corruption risks. Develop audit objectives that address the risk, controls and governance processes associated with the activities under review. Develop audit procedures that achieve the engagement objectives. Set both the scope and identify CAAT's tools to be utilised to achieve the assignment objectives in each phases. Submit audit program for approval to the Director prior to the commencement of assignment. Communicate to the audit supervisor and internal auditor, the plan that establishes the procedures for identifying, analyzing, evaluating and recording information during the audit. Oversee and manage the administrative functions of sub directorate: computer audits & special examinations, head office- Establish and implement an appropriate project performance management system and development of project supervisors and their subordinates (Performance Management System). Assist in building capacity of the Unit through training and recruitment. Evaluate the adequacy of the resources that ensures efficient operation of the Computer Audit. Assist Chief Audit Executive in identification of new technologies to be used in Auditing Environment.

**ENQUIRIES** : Ms Mashigoane Tel No: (012) 406 1758

**POST 12/30** : **ASSISTANT DIRECTOR: SCM CONTRACT MANAGEMENT REF NO: 2021/106**

**SALARY** : R376 596 per annum  
**CENTRE** : Mthatha Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in Supply Chain Management or Procurement, with appropriate relevant experience in supply chain management and procurement management, knowledge of contract management ; SCM processes and systems at supervisory level. Drivers License; prepared to travel; willing to adapt work scheduled in accordance with office requirements. Knowledge: public finance management Act; Office administration Procurement and provisioning policies and procedures; Financial administration processes; Contractual policies and procedures. Skills: Effective communication; technical report writing; numeracy; computer literacy ; interpersonal relations; General office administrative and organisational skills .personal Attributes: Resourceful; creative; ability to work under stressful situations; ability to communicate at all levels; people orientated; trustworthy; punctuality; assertive; hard –working; self –motivated and ability to work independently.

**DUTIES** : Supervise monitor, analyse and determine action to ensure proper contract administration; Administer variations to the contracts; Evaluate applications for the price adjustments and invoke penalty clauses; Evaluate application to variations, amendments and cancelations and develop proposal for approval; Compile all applications for deviations, maintain the internal systems / database .Undertake dispute resolutions and ensure that all documentation is prepared and available to resolve disputes; maintain proper relationship with the suppliers within the code of the ethics to ensure deliver off goods/ services; Supervise monitor contract compliance by determining whether the products / services are delivered at the right time , of the right quantity, right product, right place, right condition, right quality, amended right price according to the contract; Supervise and monitor supplier performance according to the contract and service level agreement.

**ENQUIRIES** : Mr A Ngqongqo Tel No: (047) 502 7003

**POST 12/31** : **SENIOR PERSONNEL PRACTITIONER: TRAINING AND DEVELOPMENT REF NO: 2021/107**

**SALARY** : R316 791 per annum  
**CENTRE** : Mmabatho Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in Human Resource Development, Human Resource Management or any relevant qualification, ODETDP Certificate will serve as an added advantage, Appropriate experience in training and development and performance management practices, Understanding of the ETD environment including the SAQA, NQF Frameworks and SETA's, Knowledge of National Skills Development Strategies and standards as well as practices, processes and procedures related to management of skills development, Thorough knowledge of the Skills Development Act and other Regulatory Frameworks related to HRD, Excellent Computer skills in MS Excel,

PowerPoint and MS Words, Data analysis techniques, Report Writing skills, Ability to communicate at all levels, Excellent Communication(verbal & written) and Analytical skills, Interpersonal relations and the ability to perform under pressure, Valid driver's license.

**DUTIES**

: Conduct training need analysis, Develop training implementation plan as per the WSP, Obtain approvals for all trainings to be implemented, Co-ordinate departmental training programmes, Compile data on training statistics, Report on the training undertaken, Evaluate training, Processing of invoices for all the training conducted, Maintain training records, Communicate relevant training interventions in the Department, conducting skills audit, WSP and compilation of the annual training report, Provide secretarial support to regional development and training committees, facilitate and monitor performance management processes, provide support and advice to supervisors and managers on the administration of the performance management process in general, and particularly during performance reviews, appraisals and processing of performance rewards, determine and analyze trends on performance management data/statistics, support integration of performance management processes with related HR processes; monitor the management of poor performance.

**ENQUIRIES**

: Mr T Oagile Tel No: (018) 386 5217

**DEPARTMENT OF TOURISM**

*The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.*

- APPLICATIONS** : Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria. Applicants may alternatively submit by email to recruitment@tourism.gov.za (Maximum size of 5 MB)
- CLOSING DATE** : 23 April 2021 by 16:30 (E mailed, faxed and late applications will not be considered)
- NOTE** : In order to be considered, applications must be submitted on a fully completed signed Z83 form, accompanied by all required copies (Uncertified copies will be accepted when submitting your application, but candidates invited to the interviews must ensure they bring along certified copies) of qualifications, Identity Document, proof of citizenship/permanent residence if not a RSA citizen and a comprehensive CV (including three contactable references). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the candidate being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.
- ERRATUM:** Kindly note that the following posts that were advertised in Public Service Vacancy Circular 37 dated 18 October 2019 are being withdrawn: Assistant Director: Internal Communications (Ref No: DT 22/2019); Assistant Director: Media Liaison (Ref No: DT 25/2019); Cleaner x2 posts (Ref No: 23/2019)

**MANAGEMENT ECHELON**

- POST 12/32** : **CHIEF DIRECTOR: TOURISM SECTOR HUMAN RESOURCE DEVELOPMENT REF NO: (DT 06/2021)**  
This is a re-advertisement. Candidates who previously applied need not re-apply as their applications will be considered.
- SALARY** : R1 251 183 per annum (all-inclusive remuneration package consisting of a basic salary, the state's contribution to the Government Employees Pension fund and a flexible portion that may be structured.
- CENTRE REQUIREMENTS** : Pretoria  
A SAQA recognised B-degree (NQF7) or equivalent qualification plus proven strategic management and leadership skills, minimum 5-10 years' experience in a Senior Management position. Knowledge and understanding of the tourism sector, Human resource development, Community facilitation, Skills development Act, Tourism Act, Public service and departmental procedures and prescripts related to HRD, Programme and project management, People management and Financial management, Sound organisation and planning skills, Facilitation and Communication skills, Change management, Client orientation and customer focus, Writing Skills, and problem solving and analysis, Policy formulation, analysis and implementation. Knowledge of the Public Finance Management Act and Treasury Regulations, Computer Literacy. Possession of a valid driver's licence and willingness to travel.
- DUTIES** : Reporting to the Deputy Director-General: for Tourism Sector Support Services, the successful candidate will be responsible for the following key functions: Provide leadership and strategic direction in the Chief Directorate. Coordinate efficient management of tourism sector HRD governance, provide efficient and effective planning and implementation of Tourism Sector HRD Initiatives, coordinate and manage the execution of the tourism sector human resource development, manage the establishment of partnerships with institutions of learning and the tourism sector for purposes of skills

**ENQUIRIES**  
**NOTE**

development and formulate and manage the components resources against its strategic objectives.

: Mr AM Mafanele Tel No: (012) 444 6135

: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Some of the interviewed candidates will be subjected to a 2-day competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure.

**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). Note: email applications must be sent as one attachment.
- CLOSING DATE** : 23 April 2021
- NOTE** : Applications must be accompanied by new Z83 form, 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.
- ERRATUM:** Kindly note that the requirements of the following post have been amended Assistant Director: Income and Expenditure Ref no: DOT/HRM/2021/28 A three-year Bachelor Degree / Diploma in Financial Accounting with at least five years Financial Management Experience in Government (of which three years must be at a supervisor level) advertised in public service vacancy circular 11 dated 26 March 2021 closing date 13 April 2021. The closing date has been extended until 23 April 2021.

**MANAGEMENT ECHELON**

- POST 12/33** : **DIRECTOR: STRATEGIC PLANNING & MONITORING REF NO: DOT/HRM/2021/30**  
(Branch: Office of the Director-General)  
(Chief Directorate: Strategic Planning & Cluster Coordination)  
(Directorate: Strategic Planning and Monitoring)
- SALARY** : R1 057 326 per annum (Level 13) (All Inclusive Salary Package) of which 30% can be structured according to individual needs
- CENTRE REQUIREMENTS** : Pretoria  
A relevant NQF level 7 in Strategic Planning / Public Management / Public Administration as recognized by SAQA and SMS pre-entry certificate coupled with five years' experience on MMS level in Strategic processes. Note: The following will serve as a strong recommendation: Project management and financial management skills, Knowledge of and experience in governance

issues and report writing at corporate level, Working knowledge of the Governmental Planning cycle (MTEF and Strategic Planning), Reporting and Monitoring and Evaluation (M&E), Analytical thinking and problem-solving abilities, Innovative and customer-focused, action and orientated and results driven, Computer skills including business software such as project management tools, spreadsheet, PowerPoint and editorial skills will be an advantage, Strong leadership and management capabilities and the ability to work under pressure, and to solve problems, Good organizational, administrative and co-ordination skills, Good interpersonal and stakeholder liaison as well as communication (verbal and written), Willingness to Travel and work beyond normal working hours.

**DUTIES** : The successful candidate will: Provide overall management and leadership to the Directorate and perform Strategic Planning and Monitoring, and perform the following key functions: Develop the Annual Strategic and Performance Plans for the Department. Facilitate development of performance agreements and operational plans for business units in the Department. Coordinating Departmental Strategic Planning Session and participate in Branch Strategic Planning sessions. Coordinate and collate quarterly reports (w.r.t. strategic Planning and Annual Performance Plans (APPs). Conduct Strategic analysis and annual strategic review in the context of both Government and the Department's commitments. Develop, maintain and update the strategic information between the Department and its Entities for planning purposes. Co-ordinate the allocation and dissemination of information with respect to Monitoring and Evaluation Tools (including impact assessment), and Reporting Systems. Manage and respond to Audit queries, collate data for performance audits and document management of such. Ensure continuous improvement of performance information data and provide necessary support to Branches. Develop the Annual Report for the Department. Printing of the Strategic Plan, APP's and Annual Report. Provide strategic support to the Office of the Director-General (with reference to Strategic Planning and Annual Report). Manage and follow-ups on matters that they have bearing on strategic mandate and/or objectives of the Department. Generate monthly/quarterly progress reports of the directorate. Manage human and financial resources and compile monthly budget reports for the Directorate.

**ENQUIRIES** : Mr. Bosa Ramantsi Tel No: (012) 309 3288

**POST 12/34** : **DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: DOT/HRM/2021/31**  
 (Branch: Administration (Office of the CFO)  
 (Chief Directorate: Budget and Compliance)  
 (Directorate: Internal Control and Compliance)

**SALARY** : R1 057 326 per annum (Level 13), (All Inclusive Salary Package) of which 30% can be structured according to individual needs.

**CENTRE** : Pretoria

**REQUIREMENTS** : A relevant NQF level 7 in Financial Administration and an honours degree in Commerce or Auditing would be an advantage as recognized by SAQA and SMS pre-Entry certificate / Certified Internal Auditor or studying towards the achievement and at least 5-8 years' experience of which five years' experience as internal control practitioner and at least five years' experience on a middle management level. Note: Required knowledge, experience and skills: Sound knowledge of Government Processes. Excellent knowledge of the PFMA, Treasury Regulations and MTEF processes, Auditing knowledge, ability to analyses and synthesize information, Ability to interact at executive level, Sound knowledge of Internal Control Framework, Communication skills (verbal and written), Advanced project management, Advanced computer skills, the candidate must be willing to work beyond normal working hours and travel from time to time.

**DUTIES** : The incumbent will be expected to take overall responsibility to: Implement and maintain internal control systems and processes. Maintain formal process for dealing with irregular, unauthorised, fruitless and wasteful expenditure. Develop and review financial policies. Manage internal and external audit queries and reports. Present action plans to address audit queries/ control weaknesses to the Audit Committee and Executive Committee. Review and analyse reports from Office of the Auditor- General, Internal Audit Unit, Investigation and any other professional institution for findings relating to the internal control systems. Compile Annual and Business plans for the

**ENQUIRIES** : Directorate. Provide the Directorate annual performance plan information for incorporation in the annual report. Manage the Human Resource.  
Mr Makoto Matlala Tel No: (012) 309 3727.

**OTHER POSTS**

**POST 12/35** : **DEPUTY DIRECTOR: SERVER ADMINISTRATION REF NO: DOT/HRM/2021/32**  
(Branch: Transport information Systems)  
(Chief Directorate: ICT Architecture & Operations)  
(Directorate: ICT Infrastructure)  
(Sub-Directorate: Server Administration)

**SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11)  
: Pretoria  
: An appropriate NQF level 6/7 in Information Technology or Computer Science and at least 5 years working experience at Assistant Director Level in ICT environment. Note: The following will serve as strong recommendations: Experience of data centers including experience in installing VMWare products ESX, ESXi, vSphere and vCenter. Experience in management of GroupWise and MS Exchange email systems. Thoroughly understanding of network storage technologies, including administration of enterprise SAN, FC and Storage switches. Detailed knowledge of and experience with enterprise-class and mid-range disk arrays from leading OEMs, including designing, installation, configuration and maintenance of EMC and EMC hyper converged infrastructure systems. Project Management, Problem Solving, Expert SAN knowledge, Complex Enterprise Storage Design and Implementation, Troubleshooting, Network Storage Hardware Configuration, People Management; A working knowledge of various backup architectures, along with the ability to deploy and support new and existing infrastructure. Must have a detailed and analytical approach with hands-on experience with Project management tools. Configuration and support of data replication technologies.

**DUTIES** : The successful candidate will be responsible for monitoring server operations daily. Maintenance of the servers operating systems (physical and virtually), including access and security control; Working with the team to analyse and design storage solutions to achieve 99.999% architecture with server virtualization, clustering, database, disaster recovery and geography redundancy; Manage the corporate email server and email content filtering; Manage email archiving to ensure compliance to regulations and embrace Department's knowledge; Ensuring that email server is properly running for provision of email and directory services (e-Directory and Active Directory); Monitor and Supervise all data centers solutions; Coordinate with vendors and external contractors and ensure effective completion of all installation hardware at various data centers; Monitor server operations daily. Maintenance of servers operating systems (physical and virtually), including access and security control; Assist to ensure that backup and replication of data is sent offsite to cater disastrous situations; Manage plan and implement the strategy for the service delivery of a successful projects; Advice the Director: ICT Infrastructure on critical IT interventions measures in business.

**ENQUIRIES** : Mr Tshepo Chauke Tel No: (012) 309 3022

**POST 12/36** : **ASSISTANT DIRECTOR: INSTITUTIONAL SUPPORT REF NO: DOT/HRM/2021/33**  
(Branch: Public Transport)  
(Chief Directorate: Public Transport Regulation)  
(Directorate: National Public Transport Regulation Support)  
(Sub-Directorate: Institutional Support)

**SALARY CENTRE REQUIREMENTS** : R470 040 per annum (Level 10)  
: Pretoria  
: A recognized NQF level 6/7 in Transport Management, Project Management, Public Management, Business Management or Office Management, coupled with a minimum 3 years' relevant experience in the Public Transport Operating License environment. Experience in stakeholder management and understanding of the Public Transport Regulatory Entities (PREs) will be beneficial. The following key competencies are essential: Good understanding of how the machinery of government; including the linkages between the

spheres of government; Good interpersonal skills, communication and communication and coordination skills; Computer literacy (MS Word, Power Point, Excel etc); Report writing; Organizing abilities; Knowledge of Public Finance Management Act (PFMA); National Land Transport Act of 2009 (Act 05 of 2009) and supporting regulation; Knowledge of the National Land Transport Information System (NLTIS); National Archives Acts and Supporting Regulations; Good track record in project management; Have valid driver's license and be willing to travel and work beyond normal working hours.

**DUTIES**

: Supervise the receiving and processing of applications for tourist transport and interprovincial operating licenses. Periodically review and update application forms as required by legislation. Facilitate the publication of notices in the government gazette. Supervise the upliftment of operating licenses. Supervise the process of receiving and checking tourist's accreditation application forms for completeness. Provide support measures for the implementation of the NLTA with regard to accreditation of tourist transport services. Supervise verification process with the NPTR inspectors. Supervise the issuing of accreditation certificate, receipts, face value documents and application forms. Prepare briefs for the Transport Appeal Tribunals where appeals are lodged against the NPTR decision. Provide support and assistance to individual performance to be aligned with strategic objectives of the Unit. Monitor the use of OLAS by all NPTR users and report the abuse of the system to relevant authorities. Supervise the sub directorate.

**ENQUIRIES**

: Ms Rejoyce Nchabeleng Tel No: (012) 309 3237



## DEPARTMENT OF WATER AND SANITATION

**CLOSING DATE** : 23 April 2021

**NOTE** : Interested applicants must submit their applications for employment to the e-mail address specified on each post. **Applications must be submitted using the newly implemented Z83** form obtainable on the Department of Water and Sanitations website, under career opportunities or the DPSSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV as well as copies of qualifications and Identity document (all documents must be submitted in **one** email in a PDF format. The attachment/s, may not **exceeding 10mb**) Subject title on the email must clearly display the **reference number** of the post applied for. Applicants should forward applications to the correct email address of the post as wrong emailed applications will not be considered. No late, applications will be accepted. 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 the National School of Government (NSG) is required for all SMS applicants. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin. The Department of Water Sanitation 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. Correspondence will be limited to short-listed candidates only. If you do not hear from us within two (2) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

## OTHER POSTS

**POST 12/37** : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: 230421/01**  
Branch: Chief Operations Office: North West

**SALARY** : R869 007 per annum (Level 12), (All-Inclusive Salary Package)

**CENTRE** : Mmabatho

**REQUIREMENTS** : A National Diploma or Degree in Administration or relevant qualification. Three (3) to five (5) years management experience in Corporate Services at Assistant Director Level. A valid drivers license. (Certified copy must be attached). Competencies: Knowledge of policy development and implementation. Knowledge of Administration processes. Knowledge of HR information. Disciplinary knowledge in HR information. Understanding of government legislation. Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Programme and project management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good Communication skills. Accountability and ethical conduct. Knowledge of analytical procedures.

**DUTIES** : Manage and provide support in HR, Information Technology, Administration, Communication, OHS including Safety and Security. Assist with the development and implementation of the Strategic Plan. Analyse current policies and departmental strategic objectives. Implement administration policies and various disciplines. Analyse human resource information trends. Recommend policy amendments. Develop implementation plan. Hold road shows advising department on key policy issues. Brief managers on policy requirements. Monitor policy implementation. Assist with the development and implementation of Strategic Plan. Develop Corporate Services Implementation plan. Ensure that the line managers execute their business plan within the objectives of HR Plan. Ensure that strategic objectives are implemented

accordingly. Ensure that Corporate Services forms business partners with line management. Ensure compilation of Corporate Services budget. Ensure that budget is implemented according to plan. Do early warning where necessary. Provide monthly reports to managers. Management of Human Resources. Provide expert advice on HR information implementation to managers. (People with disabilities are highly encouraged to apply).

**ENQUIRIES** : Mr C Lobakeng Tel No: (018) 387 9500  
**APPLICATIONS** : North West (Mmabatho): Please email your application quoting the relevant reference number to [NWRecruitment@dws.gov.za](mailto:NWRecruitment@dws.gov.za)  
**FOR ATTENTION** : Mr M.J. Ntwe

**POST 12/38** : **CONTROL ENGINEERING TECHNOLOGIST GRADE A: CIVIL REF NO: 230421/02**  
Branch: Chief Operations Office: Eastern Cape

**SALARY** : R751 542 per annum (All-Inclusive OSD Salary Package)  
**CENTRE** : Cradock  
**REQUIREMENTS** : A Bachelor of Technology in Engineering (B Tech) or relevant qualification. Six (6) years post qualification Engineering Technologist experience required. A valid drivers license (Attach a copy). Compulsory registration with ECSA as an Engineering Technologist. Proven knowledge and understanding of hydrological processes. Demonstration of good understanding and competence in all aspects of hydrometry. Project management. Technical design and analysis knowledge. Research and Development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Networking professional judgment. Problem solving and analysis. Decision making. Team leadership. Creativity. Change management. Financial management. Customer focus and responsiveness. Communication skills and computer Skills. Planning and organizing. People management skills. Willing to travel long distances and work away from home if and when needed. Must be prepared to undergo extensive in-house training at different locations.

**DUTIES** : Manage technological advisory services. Plan technological support to Engineers and associate professionals in the field. Ensure the adherence and promotion of safety standards in line with statutory and regulatory requirements. Solve broadly defend technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies. Monitoring and Evaluation of technological designs. Evaluate and monitor existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and make recommendations for approval by the relevant authority. Identify and optimize technical solutions by applying engineering principles. Manage administrative and related functions. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technological/ engineering operational plan. Ensure the development, implementation and maintenance databases. Manage and supervise technological and related personnel and assets. Research and development, continuous professional development to keep up with new technologies and procedures Research / literature studies on engineering technology to improve expertise. Liaise with relevant bodies/ councils on engineering related matters. Assist the manager in the Eastern Cape in establishing an effective, efficient and accurate data and quality management system. Manage the day to day hydrometry investigations, quality of data, planning of data collection, processing of data, and calibration for the hydrological network within Eastern Cape. Provide guidance, assistance, supervision and training of technical personnel in all aspects of hydrometry. Able to perform land surveying if and when needed for calibration purposes. Apply commercial software and in-house computer software to achieve maximum efficiency in performing duties. Calibration of Gauging Weirs. Perform quality control tasks on processed time series data. Research on station history and updating of hydstra database. Data Dissemination

**ENQUIRIES** : Mrs. B Kama Tel No: (043) 701 0272  
**APPLICATIONS** : Eastern Cape (Cradock): Please email your applications quoting the reference number to [ECRecruitment@dws.gov.za](mailto:ECRecruitment@dws.gov.za)  
**FOR ATTENTION** : Ms LT Malangabi

**POST 12/39** : **CONTROL ENVIRONMENTAL OFFICER (GRADE A) REF NO: 230421/03**  
Branch: Chief Operations Office: Mpumalanga

**SALARY** : R495 219 per annum (OSD)  
**CENTRE** : Mbombela  
**REQUIREMENTS** : A four-year degree or equivalent qualification in Natural Science and/or Environmental Science. Six years post-qualification experience. A valid drivers license (certified copy must be attached). Knowledge of the National Water Act, 1998 (Act 36 of 1998) and all water-related and relevant Environmental Management legislation and policies. Sound knowledge of all aspects and processes related to Resource Directed Measures and Integrated Water Resource Management. Knowledge of and experience in River Health Monitoring and indices. Knowledge and understanding of the tools developed for Reserve determination. Proven ability and experience to write and interpret technical and scientific reports and documents and assist with the management of projects. Proven management and negotiation skills. Ability to work productively in an environment consisting of multi-disciplinary internal and external DWS staff and stakeholders. Computer literacy skills. Good communication skills (verbal and written), presentation and report writing skills. Able to provide technical and scientific support to other DWS functions as well as the ability to capacitate and act as a mentor and supervisor to junior staff. Good interpersonal skills. Ability to interact with communities and stakeholder groups.

**DUTIES** : Implementation of the National Water Act, 1998, with focus on Resource Directed Measures (RDM) The implementation of the Reserve in the 4 WMA Implementation and co-ordination of the Adopt-a-River Initiative (ARI) River Health Monitoring, conduct low confidence reserves, including running hydrological and other relevant models where necessary Organise field trips and assist with the preparation of the required supportive technical information as well as the writing of technical and other reports Liaise with the National office on ARI, reserve determination and implementation, River Health Programmes and other programmes Liaise with internal and external stakeholders regarding RDM initiatives, especially ARI Integrate reserve determinations with other DWS 35 functions within the Regional Office such as licence applications and provide general technical and scientific support. Develop ToRs and manage PSPs. Participate in capacity building programmes and mentorship programmes for junior staff Prepare monthly and quarterly reports. Manage and ensure effective financial planning for water resource management.

**ENQUIRIES** : Mr. Kheva S Tel No: (013) 759 7313  
**APPLICATIONS** : Mpumalanga (Mbombela): Please email your application quoting the relevant reference to [MPRecruitPL@dws.gov.za](mailto:MPRecruitPL@dws.gov.za)  
**FOR ATTENTION** : Ms. Mkhwanazi F.M

**POST 12/40** : **CHIEF ARTISAN GRADE A REF NO: 230421/04**  
This is a re-advertisement, applicants who have previously applied are encouraged to re-apply as previous applications would not be considered.  
Branch: NWRI Central Operations

**SALARY** : R386 487 per annum (OSD)  
**CENTRE** : Tugela Vaal (O&M Jagersrust)  
**REQUIREMENTS** : An Appropriate Trade Test certificate in the field of electrical. Ten (10) years post experience required as an Artisan/ Artisan Foreman (Electrical). A valid driver's license (Attach a copy). Managerial, planning and organizing skills. Project management. Technical report writing skills. Conflict management. Knowledge of OHS Act, PMDS and PFMA. Computer literacy skills. Good communication skills. Ability to work independently, as a team and under pressure. Customer focus and responsiveness. Financial Management.

**DUTIES** : Maintenance of machinery and infrastructure through optimizing of resources and budgets. Manage backlogs, planned work and breakdowns. Condition monitoring of equipment and interpretation of data and reports. Ensure compliance with Occupational Health and Safety Act. Management of inventory and ensuring quality control and timely availability of tools and spares used in the organization. A leader in a maintenance team driving to achieve organizational goals.

**ENQUIRIES** : Mr N Buthelezi Tel No: (036) 438 8312/ 067 428 9225

**APPLICATIONS** : Tugela Vaal: Please email your application quoting the relevant reference number to [CAE@dws.gov.za](mailto:CAE@dws.gov.za)

**FOR ATTENTION** : Mr. KL Manganyi

**POST 12/41** : **CHIEF ARTISAN GRADE A ELECTRICAL REF NO: 230421/05**  
Branch: NWRI Northern Operations

**SALARY** : R386 487 per annum (OSD)

**CENTRE** : Hartbeespoort Area Office

**REQUIREMENTS** : An Appropriate Trade Test certificate in the field of electrical. Ten (10) years post qualification experience required as an Artisan/Artisan Foreman. A valid drivers license (Attach a copy). Technical report writing skills, Communication skills and Computer literacy (Word, Excel, Outlook). Be able to read and interpret manufacturing drawings. Knowledge and experience regarding the compliance to the Occupational Health and Safety Act workplace is essential. Proven experience in staff supervision.

**DUTIES** : Manage the Electrical Workshop and ensure compliance to prescribed standards in ensuring safe and serviceable infrastructure (pumps, valves, sluices, auxiliary drives, cranes, water vessels, etc.) on Government Water Schemes through planned maintenance schedule and unscheduled repairs and refurbishment projects. Manufacture items from own planning and from design drawings source, liaise and quotations from suppliers and ensure product compliance to specifications and standards Accept appointment as a section 2(1), responsible person for mechanical equipment. Evaluate and identify staff training needs and assist with training facilitation processes. Manage and evaluate staff performance on an on-going basis.

**ENQUIRIES** : Mr JJ Pretorius, Tel No: (087) 943 3719

**APPLICATIONS** : Hartbeespoort Area Office: Please email your application quoting the relevant reference number to [HBPrecruitment@dws.gov.za](mailto:HBPrecruitment@dws.gov.za)

**FOR ATTENTION** : Mr S Murunzi

**POST 12/42** : **CHIEF ARTISAN GRADE A MECHANICAL REF NO: 230421/06**  
Branch: NWRI Northern Operations

**SALARY** : R386 487 per annum (OSD)

**CENTRE** : Hartbeespoort Area Office

**REQUIREMENTS** : An Appropriate Trade Test certificate in the field of mechanical. Ten (10) years post qualification experience required as an Artisan/Artisan Foreman. A valid drivers license (Attach a copy). Supervisory, planning and analytical skills. Project management and technical report writing skills. Knowledge of Occupational Health and Safety Act and maintenance management systems. Knowledge of PMDS and PFMA. Ability to work independently as well as in a team. Computer literacy skills. Good communication skills and ability to work long hours and perform well under pressure. Technical analysis and problem solving skills. Willingness to travel. Candidates may be required to complete a practical and theoretical test.

**DUTIES** : Maintenance of bulk raw water infrastructure (dams, reservoirs, pump stations and pipelines) and machinery. Condition monitoring of equipment and interpretation of data and reports. Manage maintenance backlogs, planned maintenance and breakdowns. Ensure compliance with Occupational Health and Safety Act and PFMA. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Provide inputs into budgeting process compile and submit reports as required. Manage and supervise artisans and related personnel. Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

**ENQUIRIES** : Mr JJ Pretorius Tel No: (087) 943 3719

**APPLICATIONS** : Hartbeespoort Area Office: Please email your application quoting the relevant reference number to [HBPrecruitment@dws.gov.za](mailto:HBPrecruitment@dws.gov.za)

**FOR ATTENTION** : Mr S Murunzi

**POST 12/43** : **ASSISTANT DIRECTOR: ADMINISTRATION (WTE) REF NO: 230421/07**  
Branch: Chief Operations Office: Mpumalanga

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

- CENTRE REQUIREMENTS** :
- : Bronkhorstspuit
  - : A National Diploma or Degree in Administration / Public Administration or relevant qualification. Three (3) to five (5) three years relevant experience in administration. Supervision of staff. Knowledge of development of Business plans and reporting requirements. Knowledge and experience in financial management and budgeting. A valid driver's license is essential (A must, Attach a copy)). Ability to work under pressure and deadline oriented. Ability to plan, organise and co-ordinate the allocated activities. Skills and Competencies: Interpersonal, Communication, Report writing and Presentation skills. Analytical thinking. Honesty and Integrity. Innovative and creative. Problem solving, Report writing and decision making skills. High-level proficiency in relevant computer applications (packages such as Microsoft Excel, PowerPoint, MS Word, and Internet).
- DUTIES** :
- : Managing administrative and co-ordination support to the component. Assist with planning and implementation in respect of business plan of the directorate. Assist with the Strategic planning for the component. Ensuring accurate administration of information data. Respond to general enquiries regarding administration. Ensuring monthly reports available for managers. Expert advice on administration information implementation to managers. Overseeing the utilization of board rooms, equipment's and liaising with relevant stakeholders. Provide office reception services for the Directorate. Manage cleaning and all telephone administration matters. Supervise staff and oversee the work of subordinates. Handle disciplinary matters as well as ensure training and development of subordinates. Manage the building lease agreements and all other administrative agreements and contract management of accommodation requests under the Trading Account. Handle general administrative support including the arrangement of secretarial services for the Directorate meetings for the effective and efficient functioning of the office. Draft routine correspondence and reports. Arrange workshops/ conferences. Process/check correctness of travel claims. Form part in the budgeting process of the Sub-Directorate.
- ENQUIRIES APPLICATIONS** :
- : Mr. Lessing A.A Tel No: (013) 932 2061
  - : Mpumalanga (Bronkhorstspuit): Please email your application quoting the relevant reference to [MPRecruitE@dws.gov.za](mailto:MPRecruitE@dws.gov.za)
- FOR ATTENTION** :
- : Ms. Mkhwanazi F.M
- POST 12/44** :
- : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 230421/08**
  - : Branch: NWRI Head Office
  - : Div: Large Capital Projects
- SALARY** :
- : R376 596 per annum (Level 09)
- CENTRE REQUIREMENTS** :
- : Pretoria Head Office
  - : A relevant tertiary qualification in financial management at NQF level 7 with Financial/Management accounting up to third level as a subject. Three (3) to five (5) years' experience of which three (3) years should be at supervision level. Experience of working in a project environment would be beneficial. Knowledge of the Public Finance Management Act, Treasury Regulations and guidelines. Knowledge of the principles and practice of financial accounting. Working knowledge of government financial systems (BAS, PERSAL, LOGIS) is recommended. An understanding of supply chain management policies and procedures. Computer literacy skills. Sound interpersonal skills and communication skills (verbal and written). Must be able to work under pressure, be self-motivated, responsible and reliable.
- DUTIES** :
- : Collate budget inputs and cash flows from line managers. Prepare budget submissions during the annual budget processes. Co-ordinate the shifting of funds as necessary in consultation with the relevant managers. Prepare monthly expenditure reports and submit to management for financial reporting. Manage the processing of payment transactions in line with financial management prescripts. Ensure that all financial records are in compliance with financial policies. Implement internal control measures and conduct risk assessments. Attend to the relevant internal and external queries, including audit queries. Assist with reports on unauthorised, irregular, fruitless and wasteful expenditure. Provide budget and financial support to management.
- ENQUIRIES APPLICATIONS** :
- : Ms P Moodley, Tel No: (012) 336 6929 / 7247
  - : Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag

X350, Pretoria, 0001 or hand deliver to Continental Building, 285 Bosman Street, Corner of Visagie and Bosman Street, Pretoria.

- POST 12/45** : **SENIOR STATE ACCOUNTANT REF NO: 230421/09**  
Branch: NWRI Eastern Operations
- SALARY** : R316 791 per annum (Level 08)  
**CENTRE** : Midmar Dam  
**REQUIREMENTS** : A National Diploma or Degree in Financial Management with two (2) to three (3) years relevant experience in the public financial administration environment and payroll management. Supervisory experience will be an added advantage. Knowledge of legislations, policies, practices and procedures in the public finance management environment and PFMA. Proven working knowledge of the SAP and PERSAL Systems. Computer literacy in Microsoft Office and Excel. Knowledge of departmental policies, procedures, framework for managing performance information. Problem solving and analytical thinking skills, People and diversity management skills. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical conduct.
- DUTIES** : Provide financial administration on SAP/PERSAL Systems. Maintain projects on SAP. Conduct risk analysis and implement internal control in all financial administration processes. Provide supervisory function on other personnel under this section. Manage the collection of revenue in the department. Analyze and process accounts payable on SAP System. Execute budget administration. Handling of audit queries. Rectify incorrect information captured on the system. Ensure that all relevant documents are available before approving payments. Compile financial administration related reports and analyze data on payments received. Handle payments in suspense account and follow up on uncleared payments. Receive correspondence regarding payments from third parties. Attend to financial admin related audit queries. Provide input on policy amendments. Attend to other ad hoc finance related projects. Analyze data on payments received. Render enquiries on different financial matters. Edit correspondence received from officials.
- ENQUIRIES** : Ms V. Bridglall Tel No: (033) 239 1900  
**APPLICATIONS** : Midmar Dam: Please email your application quoting the relevant reference number to the subject line [EopsRecruitment4@dws.gov.za](mailto:EopsRecruitment4@dws.gov.za)
- FOR ATTENTION** : Ms. T Sindane
- POST 12/46** : **SENIOR STATE ACCOUNTANT REF NO: 230421/10**  
Branch: NWRI Eastern Operations Revenue Management
- SALARY** : R316 791 per annum (Level 08)  
**CENTRE** : Midmar Dam  
**REQUIREMENTS** : A National Diploma/Degree in Financial Management. Two (2) to three (3) years relevant experience in the public financial matters. Knowledge and understanding of Financial Legislation, policies and procedures. Knowledge and understanding of financial prescripts such as DORA and PFMA. Knowledge financial systems such as SAP and PERSAL. Knowledge of equal opportunities and affirmative action guidelines and laws, Knowledge of administrative and clerical procedures and systems. Department policies and procedures. Government Systems. Knowledge of implementing policies of PMDS.
- DUTIES** : Provide financial administration of entity maintenance on BAS and SAP. Manage the collection of revenue in the Cluster. Handling payments in suspense accounts and do follow up on bad debts. Manage billing and attend to billing queries. Assist with the tariff determination process in the Cluster. Supervise and evaluate personnel. Compile and submit reports. Manage minor revenue projects. Manage revenue customer service office.
- ENQUIRIES** : Ms K. Nzuzza Tel No: (033) 239 1900  
**APPLICATIONS** : Midmar Dam: Please email your application quoting the relevant reference number to the subject line [EopsRecruitment16@dws.gov.za](mailto:EopsRecruitment16@dws.gov.za)
- FOR ATTENTION** : Ms. T Sindane

**POST 12/47** : **SENIOR PROVISIONING ADMINISTRATIVE OFFICER: ASSET MANAGEMENT REF NO: 230421/11**  
Branch: Chief Operations Office: Free State: Financial Management

**SALARY** : R316 791 per annum (Level 08)  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : A National Diploma or Bachelor's Degree or in Supply Chain Management/ Public Management or Finance. A minimum of two (2) to three (3) years' experience at a level of Provisioning Administrative Officer in Asset Management environment. Knowledge of the PFMA, Asset Management Framework and Treasury Regulations and other relevant legislation. Knowledge of Basic Accounting System (BAS), GRAP and LOGIS. Computer literacy with sound knowledge of the MS Office suite preferably Excel. Demonstrate leadership/ interpersonal relationship and asset management skills. Good client service orientation skills. Ability to monitor and check information as well as set up and maintain information system. Willingness to work cooperatively with others as a team and good communication skills.

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

**ENQUIRIES** : Ms B Keele Tel No: (051) 405 9000  
**APPLICATIONS** : Free State (Bloemfontein): Please email your applications quoting the relevant reference number to [FSRecruitment@dws.gov.za](mailto:FSRecruitment@dws.gov.za)  
**FOR ATTENTION** : Ms. L Wymers

**POST 12/48** : **SENIOR TRAINING OFFICER REF NO: 230421/12**  
Branch: NWRI Central Operations  
Re-advertisement, applicants who have previously applied are encouraged to re-apply as previous applications would not be considered.

**SALARY** : R316 791 per annum (Level 08)  
**CENTRE** : NWRI: Central Operations (Pretoria Office)  
**REQUIREMENTS** : A National Diploma (NQF 6) or Bachelor's Degree in Human Resource Management or Public Management. A minimum of 3-5 years relevant experience in PMDS. Good understanding of HRD. Qualified NSG CIP Module 1 Trainer (serve as added advantage). PERSAL Introductory Certificate. High level of Computer literacy in MS Office software packages. A valid drivers license (Attach a copy). Willingness to travel and work after hours when needed. Knowledge of Public Service legislative frameworks and directives relevant to Human Resource Management and Development, practices, processes and procedures. Knowledge of PFMA and Government financial systems. Knowledge of education and training quality assurance processes and procedures. Good interpersonal relations, Facilitation, Presentation and Customer Care skills with ability to interact and communicate well at different levels. Basic understanding of Employment Equity legislation. Sound report writing, problem-solving, organizing, planning, coordination and administrative skills. Good analytical, innovative and creative thinking abilities. Ability to work in a team and under pressure.

**DUTIES** : Manage and Administer EPMS, Manage and Administer Training Coordination. Facilitate and Present Compulsory Induction Programme (CIP), Facilitate and Present Departmental Induction to newly appointed employees. Present HRD workshops. Perform HRD Programmes Impact Assessments to establish Return on Investment (ROI). Participate in the development of training programmes, procedure manuals and guides on course materials. Conduct evaluation of training materials prepared by instructors to ensure

applicability. Conduct training needs analysis to develop new training programmes. Monitor, assess, record and report on training activities and program effectiveness for improvement of existing programmes. Manage and coordinate induction and orientation programmes. Ensure proper implementation of internships and learnerships programmes. Effectively and efficiently implement PMDS within the Directorate. Compile and implement the Workplace Skills Plan for the Directorate. Manage the training budget for the Directorate. Ensure effective functioning of the Skills Development Committee. Monitor compliance to Employment Equity gaps and promote effective implementation of Employment Equity Plan through training and development. Provide accurate data for the Human Resource Plan and compile monthly management reports. Render general administrative duties related to HRD/Training. Ensure accurate records are readily available.

**ENQUIRIES** : PS Kunene Tel No: (012) 741 7336  
**APPLICATIONS** : Central Operations (Pretoria Office): Please email your application quoting the relevant reference number to [STO@dws.gov.za](mailto:STO@dws.gov.za)

**FOR ATTENTION** : Mr. KL Manganyi

**POST 12/49** : **ENGINEERING TECHNICIAN PRODUCTION GRADE A REF NO: 230421/13 (X2 POSTS)**  
 Branch: Chief Operations Office: Gauteng

**SALARY** : R311 859 per annum (OSD) (Offer will be based on proven years of experience)

**CENTRE** : Boskop Area Office  
**REQUIREMENTS** : A National Diploma in Civil Engineering. Three (3) years post qualification technical Engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician (attach proof of registration). A valid driver's license (Attached a copy). Good computer literacy and computer programming skills. Good communication skills (verbal and written) and negotiation skills. Experience in project management. Technical design of gauging weirs and analysing knowledge of hydrological data. Knowledge and experience in Computer-aided engineering applications. Technical report writing and technical consulting skills. Problem solving, analysis, decision making and team work skills. Creativity, financial management, customer focus and responsiveness skills. Good planning, organising and people management.

**DUTIES** : Stream Gauging using ADP and conventional stream gauging. Survey of gauging weirs using level. Survey of flood (rated) sections. Calibration of flow gauging stations. Inspection and Supervise maintenance of flow gauging stations. Maintenance of electronic data logging instruments. Supervision of personnel. Hydrological Data editing and processing. Management of hydrological data bank. Procurement of maintenance material / equipment. Travel extensively as and when required. Manage the collection of all forms of hydrological data within area of responsibility. Liaise with landowners for access. Must be prepared to work away from the office for extended periods of time

**ENQUIRIES** : Mr D de Villiers, Cell: (082) 724 9457  
**APPLICATIONS** : Boskop Area Office: Please email your applications quoting the relevant reference number to [BuyskesM@dws.gov.za](mailto:BuyskesM@dws.gov.za)

**FOR ATTENTION** : Ms. MMM. Buyskes

**POST 12/50** : **ENGINEERING TECHNICIAN: GRADE A REF NO: 230421/14 (X2 POSTS)**  
 Branch: Chief Operations Office Free State

**SALARY** : R311 859 per annum (OSD) (Offer will be based on proven years of experience)

**CENTRE** : Bloemfontein  
**REQUIREMENTS** : A National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical Engineering experience. Compulsory registration with ECSA as an Engineering Technician (Proof of registration must be attached). A valid drivers license (Attach certified copy). Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of



human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills relevant to Corporative Governance and stakeholder engagement.

**DUTIES** : Reviewing integrated water use license applications in terms of law, water resource engineering, water resource management and socio-economic, environmental and ecological concerns. Studying, participating in discussions and providing comments on all reports and submissions in connection with water use license applications. Integrate legal-engineering aspects of water use regulation with water resource engineering projects, programmes, strategies, regulations, functions, policies and law amendments of the Department and with other government programmes. Ensure legal-engineering effectiveness and consistency of measures of the Department and other water management institutions to authorise the taking and storing of water and to manage compliance to the authorisations.

**ENQUIRIES APPLICATIONS** : Mr V Blair, Tel No: (051) 405 9000  
: Free State (Bloemfontein): Please email your applications quoting the relevant reference number to [FSRecruitment@dws.gov.za](mailto:FSRecruitment@dws.gov.za)

**FOR ATTENTION** : Ms. L Wymers

**POST 12/51** : **HUMAN RESOURCE PRACTITIONER (HRT) REF NO: 230421/15**  
Branch: NWRI Eastern Operations

**SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07)  
: Midmar Dam  
: A National Diploma or Degree in Human Resource Management or relevant qualification. One (1) to three (3) years working experience in the field of HR. A valid drivers license (Attach a copy). Knowledge of Public Service Act and Public Service Regulations. Knowledge of Recruitment and Selection Processes. Extensive knowledge and experience of prevailing HR legislation, delegations and Persal, Knowledge of Human Resource functions, practices as well as the ability to capture data and collate administrative statistics. Ability to interpret and apply HR policies and prescript. Organizing skills and sound interpersonal skills, Good communication skills. Ability to work under pressure. Proof of computer literacy in MS Office suite.

**DUTIES** : Assist in the implementation of Human Resource policies and procedures. Facilitate the implementation and maintenance of Human Resource Administration and/ or Human Resources Provisioning. Assist in the provision of Human Resource Information services and records management services. Provide support on Human Resource Administrations enquiries.

**ENQUIRIES APPLICATIONS** : Mr. M. Mncwabe Tel No: (033) 239 1900  
: Midmar Dam: Please email your application quoting the relevant reference number to the subject line [EopsRecruitment5@dws.gov.za](mailto:EopsRecruitment5@dws.gov.za)

**FOR ATTENTION** : Mr. M Mncwabe

**POST 12/52** : **SENIOR WATER CONTROL OFFICER REF NO: 230421/17 (X5 POSTS)**  
Branch: NWRI Northern Operations

**SALARY CENTRE REQUIREMENTS** : R208 584 per annum (Level 06)  
: Tzaneen Area Office: Nzhelele Dam (X2 Posts)  
: Nandoni Dam (X1 Post)  
: Middle Letaba (X1 Post)  
: Glen Alpine Dam (X 1 Post)  
: A Senior/Grade 12 certificate. Mathematical literacy as an added advantage. Internal water control courses will be added as an advantage. One (1) to three (3) years in water control related functions. Knowledge in controlling and managing the water distribution for all Government Water Schemes, State Dams, Irrigation Boards, Water Use Associations, Canals, and Rivers within the provincial management operations and clusters. Knowledge in water related policy implementation. Knowledge in financial management act and human resources. Knowledge and implementations in OHS act. Monitoring and evaluation principles. Knowledge in supporting water utilisation and water resource strategy. Knowledge of drought and flood management. Understanding of government legislation. Knowledge in grievance and disciplinary procedures. Knowledge in monitoring and reporting water pollution and alien vegetation. Knowledge in basic civil, mechanical and electrical

- maintenance. Extensive travelling and performing duties away from the office for periods of time.
- DUTIES** : Assist with the controlling of the opening and closing of sluices according to schedule. Keep records of all information as well as meter readings for purpose of correct billing. Plan and prioritize duties for subordinates. Control water distribution according to regulations on a daily basis. Perform minor maintenance on structures, dams, fences and sluices. Compile disposal report for the scheme. Produce flood warning list of all water users/clients and do flood control. Present progress report in respect of tasks. Collections and safe keeping of equipment and supplies daily. Control time register and leave forms. Routine dam inspections of hydrological data including water meter readings. Assist with Health and Safety regulations on the scheme.
- ENQUIRIES** : Mr. KS Thantsha Tel No: (015) 307 8600
- APPLICATIONS** : Tzaneen Area Office: Please email your applications quoting the relevant reference number to [TZNrecruitment@dws.gov.za](mailto:TZNrecruitment@dws.gov.za)
- FOR ATTENTION** : Mr S Murunzi
- POST 12/53** : **SENIOR WATER CONTROL OFFICER REF NO: 230421/18**  
Branch: NWRI Eastern Operations
- SALARY** : R208 584 per annum (Level 06)
- CENTRE** : Wagendriefft Dam
- REQUIREMENTS** : A Senior/Grade 12 certificate. One (1) to three (3) years' experience in water plant related functions. A valid drivers license (Attach a copy). Knowledge in controlling and managing the water distribution for all Government Waterworks within the Area Office's jurisdiction. Policy implementation. Monitoring and evaluation principles. Knowledge in managing human resources. Knowledge of Occupational Health and Safety Act. Knowledge in supporting water utilization and water resource strategy. Knowledge of flood control. Understanding of Government legislation.
- DUTIES** : Monitor, analyze and record all relevant dam readings. Compile working schedule and be able to work overtime. Report faults, Apply safety and health regulations to the schemes. Evaluate the on job training.
- ENQUIRIES** : Mr S Bhengu Tel No: (033) 239 1900
- APPLICATIONS** : Wagendriefft Dam: Please email your application quoting the relevant reference number to the subject line [EopsRecruitment2@dws.gov.za](mailto:EopsRecruitment2@dws.gov.za)
- FOR ATTENTION** : Ms. T Sindane
- POST 12/54** : **SENIOR ADMINISTRATION CLERK (TRANSPORT) REF NO: 230421/19**  
Branch: Chief Operations Office: Free State: Auxiliary Services
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A Senior/Grade 12 certificate or equivalent. A valid drivers license, PDP will be an added advantage (Attach copies). Knowledge of clerical duties, practices as well as the ability to operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Computer skills. Planning and organizational skills. Good verbal and written communication skills. Interpersonal relations, flexibility, teamwork.
- DUTIES** : Manage and control departmental vehicles, keep and update the asset register, compile management reports with regard to transport within the region. Co-ordinate transport and ensure optimal utilization of vehicles at all times. Exercise control over the maintenance of and expenditure involved in use of vehicles. Ensure the proper completion and regular scrutiny of all records and returns concerning transport. Ensure that all vehicles are kept in a roadworthy condition and that they are serviced on a regular basis. Ensure that all instructions relevant to the use, operation and maintenance of vehicles are complied with. Compile the weekly/monthly transport expenditure reports. Verification of log sheets against the invoices received from the service provider and prepares monthly reports thereof. Attend to accidents and compile reports on related vehicles. Ensure timeous replacement of vehicles and facilitate licensing of government vehicles. Conduct regular inspections of PhakisaWorld vehicles as well as subsidised vehicles. Monitor the payment of traffic fines. Administer subsidy vehicles by: Verifying accuracy of log sheets and submitting them to the service provider, Capture submitted logsheets on the system, inspection of subsidy vehicles and reporting non-compliance. The

official will also be responsible for test driving newly appointed employees that are required to drive departmental vehicles. The applicants will be required to undergo driving test.

**ENQUIRIES APPLICATIONS** : Ms M Maema Tel No: (051) 405 9000  
Free State (Bloemfontein): Please email your applications quoting the relevant reference number to [FSRecruitment@dws.gov.za](mailto:FSRecruitment@dws.gov.za)

**FOR ATTENTION** : Ms. L Wymers

**POST 12/55** : **FINANCE CLERK PRODUCTION REF NO: 230421/20**  
Branch: NWRI Eastern Operations: Management Accounting

**SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)  
: Midmar Dam  
: A Senior/Grade12 certificate. Financial management experience and SAP certificate will be an added advantage. Knowledge of financial management related legislations i.e. PFMA and its regulations and SCM regulations. GAAP Standards. Confidentiality, integrity, honesty, time management and good interpersonal relation skills. Basic knowledge of financial management.

**DUTIES** : Receive invoices from vendors and keep accurate invoice register. Liaise with different sections within the department regarding source documents. Compile source documents and capture invoices to pay vendors including processing of journals on SAP System. Check and capture of payroll allowances and deductions, overtime, standby on PERSAL System including attending to related queries. Ensure that all related filing is systematically completed. Request all SAP related reports when needed. Order and distribute all stationery. Perform cashier duties including handling petty cash, receiving and banking of state money and issuing of receipts.

**ENQUIRIES APPLICATIONS** : Ms V. Bridglall Tel No: (033) 239 1900  
: Midmar Dam: Please email your application quoting the relevant reference number to the subject line [EopsRecruitment4@dws.gov.za](mailto:EopsRecruitment4@dws.gov.za)

**FOR ATTENTION** : Ms. T Sindane

**POST 12/56** : **FINANCE CLERK PRODUCTION REF NO: 230421/21 (X2 POSTS)**  
Branch: NWRI Eastern Operations Revenue Management

**SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)  
: Midmar Dam  
: A Senior/Grade12 certificate. Financial management experience and SAP certificate will be an added advantage. Knowledge of financial management related legislations i.e. PFMA and its regulations and SCM regulations. GAAP Standards. Confidentiality, integrity, honesty, time management and good interpersonal relation skills. Basic knowledge of financial management.

**DUTIES** : Reconcile customer's accounts; attend customer queries; provide customers with status and summary of accounts, filing and record keeping, printing and forwarding statements on request to customers, investigating closed and cancelled accounts, customer service and reporting.

**ENQUIRIES APPLICATIONS** : Ms K. Nzuzo Tel No: (033) 239 1900  
: Midmar Dam: Please email your application quoting the relevant reference number to the subject line [EopsRecruitment4@dws.gov.za](mailto:EopsRecruitment4@dws.gov.za)

**FOR ATTENTION** : Ms. T Sindane

**POST 12/57** : **HUMAN RESOURCE CLERK PRODUCTION REF NO: 230421/22**  
Branch: NWRI Eastern Operations

**SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)  
: Midmar Dam  
: A Senior/Grade12 certificate. Basic knowledge of Human Resources prescripts. Knowledge of Registry duties, practices as well as ability to capture data and operate computer. Knowledge of the Public Service Act and Public Service Regulations. Working knowledge of Persal System. An understanding of legislative framework governing the Public Services, Knowledge of storage and retrieval procedures in terms of the working environment. Interpersonal relations, flexibility and team work. Problem solving and analysis.

**DUTIES** : Implement Human Resource Administration practice. Recruitment and Selection (advertising, appointments, transfers, verification of qualifications, secretariat functions at interviews and probationary reports). Implement conditions of services (leave, housing, medical aid, injury on duty, long service

recognition, overtime, relocation, pension, allowances and PILIR). Termination of service. Address Human Resource Administration enquiries. Liaise with internal and external stakeholders. Keep filing records up to date. Keep and maintain the attendance register of the component. Provide HR Registry services. Keep filing system of HR personnel updated. Ensure that movements of files are recorded. Open and closing files.

**ENQUIRIES** : Mr M. Mncwabe Tel No: (033) 239 1900  
**APPLICATIONS** : Midmar Dam: Please email your application quoting the relevant reference number to the subject line [EopsRecruitment5@dws.gov.za](mailto:EopsRecruitment5@dws.gov.za)  
**FOR ATTENTION** : Mr. M Mncwabe

**POST 12/58** : **ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: 230421/23**  
Branch: Chief Operations Office: Free State  
Div: Financial Accounting

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : A Senior/Grade 12 certificate or equivalent with Accounting as a passed subject. Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, SAP). Knowledge management skills. Problem solving and analysis. Client orientation and customer focus. Good communication skills. Be computer literate. Accountability and ethical conduct.

**DUTIES** : Receive invoices and record on invoice register, check and capture transactions on Persal; Check and capture Sundry Payments, receipts, Journals on SAP. Request reports on Persal and SAP. Be responsible for cashier functions. Safekeeping of cash and face value documents. Replenish Petty Cash when required. Be responsible for payroll administration. Distribution of salary and supplementary payslips to officials, update registers, compile sundry payments for big creditors; assist with clearing and monthly reporting of suspense accounts. Ensure monthly statements for creditors are reconciled. Compile monthly reports.

**ENQUIRIES** : Ms B. Keele Tel No: (051) 405 9000  
**APPLICATIONS** : Free State (Bloemfontein): Please email your applications quoting the relevant reference number to [FSRecruitment@dws.gov.za](mailto:FSRecruitment@dws.gov.za)  
**FOR ATTENTION** : Ms. L Wymers

**POST 12/59** : **SECURITY OFFICER REF NO: 230421/24**  
Branch: NWRI Northern Operations

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : Mokolo Pump Station  
**REQUIREMENTS** : A Senior / Grade 12 certificate. One (1) to (2) years' experience in the security industry, preferably in NKP environment. A valid Grade C New PSIRA Registration certificate. National Key Point Certificate. A valid SAPS Firearm issued competency certificate (Rifle, Shotgun and Pistol). Registration with PSIRA. Firearm competency. A valid driver's license. (Attach a copy). The appointment will be subject to positive screening results. Interpersonal relationship. Knowledge of relevant legislation. Problem solving and analysis. Knowledge of security Code of conduct. Good listening skills.

**DUTIES** : Conduct guarding, patrolling and escorting at the National Key Point. Ensure that the premises are properly secured. Conduct investigations where incidents occurred. Ensure prohibition of unauthorised entry and removal of equipment's. Searching, responding to alarms. Recording of all incidents are recorded in the occurrence books/registers.

**ENQUIRIES** : Mr MS Nesamari Tel No: (012) 200 9011  
**APPLICATIONS** : Mokolo Pump Station. Please email your application quoting the relevant reference number to [HBPrecruitment@dws.gov.za](mailto:HBPrecruitment@dws.gov.za)  
**FOR ATTENTION** : Mr S Murunzi

**POST 12/60** : **WATER CONTROL AID REF NO: 230421/25 (X10 POSTS)**  
Branch: NWRI Northern Operations

**SALARY** : R145 281 per annum (Level 04)

- CENTRE** : Tzaneen Area Office: Nzhelele Canals (X5 Posts)  
Vondo Dam (X1 Post)  
Levhuvhu Canals (X1 Post)  
Sterkrivier Canal (X1 Post)  
Middle Letaba (X1 Post)  
Nandoni Dam (X1 Post)
- REQUIREMENTS** : A Senior / Grade 12 certificate or Adult Education Training (AET). Good verbal, writing and reading skills. Basic knowledge in controlling and managing the water distribution for all Government water works. Basic understanding in occupational Health and safety. Basic knowledge of flood control. Basic understanding of record keeping.
- DUTIES** : Opening and closing of sluices according to scheme regulations. Handling the water distribution sheet according to scheme regulations. Perform minor maintenance on structures, fencing and sluices. Assist with opening of blocked pipes and canals. Remove of algae and water grass in canals regularly. Conduct daily inspections on section. Report holes on embankments and any irregularly on canals to Water Control Officer. Look for cracks in measuring structures and report defects. Stagnant water on the embankments must be reported. Painting of sluices and long weir sluices. Ensure that sluice numbers are clearly marked. Keep canal grids clean. Keep gauge plates clean. Keep structures clean and their surroundings. Keep inlet hole to measuring box always open. Clean and lock always the post boxes. Repair minor wash outs. Repair equipment when necessary. Keep equipment's safe and lock the store room always.
- ENQUIRIES** : Mr. KS Thantsha Tel No: (015) 307 8600
- APPLICATIONS** : Please email your application quoting the relevant reference number and preferred centre to [TZNrecruitment@dws.gov.za](mailto:TZNrecruitment@dws.gov.za)
- FOR ATTENTION** : Mr S Murunzi
- POST 12/61** : **GENERAL FOREMAN REF NO: 230421/26 (X2 POSTS)**  
Branch: NWRI Eastern Operations
- SALARY** : R145 281 per annum (Level 04)
- CENTRE** : Ntshingwayo Dam and Goedertrouw Dam
- REQUIREMENTS** : A Grade 8 certificate or equivalent qualification with one (1) to two (2) years' experience in maintaining general work of mechanical maintenance and repairs. A valid driver's licence (Attach a copy). Knowledge of Occupational Health and Safety Procedures. Basic knowledge in controlling and maintaining bulk water supply maintenance on equipment and grounds, Knowledge in routine inspection of equipment and grounds. Understanding of Public Administration and Government legislation. Basic knowledge in supporting water utilization and water resource strategy. Good verbal and writing communication skills. Numerical Literacy is strongly required. Basic knowledge of Sluices and valves.
- DUTIES** : Maintenance of mechanical bulk water infrastructure and construction equipment. Repair damaged equipment and refers equipment to other service providers for repairs. Conduct general routine inspection of grounds and equipment, supervise subordinates, keep water measurement gauge plates clean and look for cracks in measuring structures and report defects. Report irregularities in regard to dam equipment and grounds in accordance to scheme regulations, ensure equipment and grounds are in good condition and no burrowing of animals on the embankment and underground takes place, Ensure that stagnant water on the embankment is reported to the water control officer. Stock control of all resources under the general foreman's jurisdiction. Ensure the proper records keeping of repaired equipment. Keep job cards up to date and repair minor equipment, Compile safe working conditions in line with safety regulations.
- ENQUIRIES** : Mr S Bhengu Tel No: (033) 239 1900
- APPLICATIONS** : Ntshingwayo Dam and Goedertrouw Dam: Please email your application quoting the relevant reference number and preferred centre to the subject line [EopsRecruitment2@dws.gov.za](mailto:EopsRecruitment2@dws.gov.za)
- FOR ATTENTION** : Ms. T Sindane
- POST 12/62** : **DRIVER/OPERATOR: WORKSHOP REF NO: 230421/27**  
Branch: NWRI Eastern Operations
- SALARY** : R122 595 per annum (Level 03)

**CENTRE REQUIREMENTS** : Midmar Dam  
: A Grade 10 certificate or equivalent qualification. A valid EB (code 14) Driver's License and PDP. One (1) to three (3) years proven experience in a mechanical workshop. Knowledge of Occupational Health and Safety. Ability to solve problems. Ability to communicate effectively. Knowledge in driving services, operating services, organizational policies and procedures as well as process flow. Basic knowledge in technical services. The incumbent of this post will be required to travel extensively to various remote work sites.

**DUTIES** : Operate all heavy/ light equipment in a safe and efficient way according to all relevant legislation, policies and procedures. Perform daily safety and maintenance checks, Ensure all equipment is safely secured and stored. Drive a 10T truck mounted with crane, transporting goods, tools and materials to and from various work sites. Assist Artisans in carrying out mechanical maintenance work in KZN Region in accordance with Departmental specifications and standards. Comply with OHS Act requirement in working environment. Report faults and non-compliance in a working environment. Assist in cleaning tools, equipment and immediate area around working site. Assist in loading and offloading of tools, equipment and materials. Initiating, investigating, and implementing operational improvements in and around Government Water Schemes and related facilities in KZN Region.

**ENQUIRIES APPLICATIONS** : Mr S Mathonsi Tel No: (033) 239 1900  
: Midmar Dam: Please email your application quoting the relevant reference number to the subject line [EopsRecruitment3@dws.gov.za](mailto:EopsRecruitment3@dws.gov.za)

**FOR ATTENTION** : Ms. T Sindane

**POST 12/63** : **HANDYMAN REF NO: 230421/28 (X3 POSTS)**  
Branch: NWRI Eastern Operations

**SALARY CENTRE REQUIREMENTS** : R122 595 per annum (Level 03)  
: Midmar Dam  
: An ABET Certificate. One (1) to two (2) years' experience in performing manual work. A valid driver's license (Attach a copy). Knowledge of machinery repairs, service and maintenance. Do manual duties and receive instructions from supervisor. Physical fitness. Willingness to travel extensively and work extended hours when required. Basic knowledge of hand tools and power tools. Basic understanding of Government legislations. Basic knowledge of Occupational Health and Safety procedures.

**DUTIES** : Assist Mechanical Artisan and Senior Handyman in execution of maintenance, repairs and services of machinery and mechanical installations in various dams in KZN Region. Carry tools and equipment and keep them in a good condition. Report unsafe conditions to supervisor.

**ENQUIRIES APPLICATIONS** : Mr S Mathonsi Tel No: (033) 239 1900  
: Midmar Dam: Please email your application quoting the relevant reference number to [EopsRecruitment3@dws.gov.za](mailto:EopsRecruitment3@dws.gov.za)

**FOR ATTENTION** : Ms. T Sindane

**POST 12/64** : **TRADESMAN AID WORKSHOP REF NO: 230421/29**  
Branch: NWRI Eastern Operations

**SALARY CENTRE REQUIREMENTS** : R122 595 per annum (Level 03)  
: Midmar Dam  
: An ABET Certificate. One (1) to two (2) years' experience. Ability to read various water meters and gauge plates. A valid driver's license (Attach a copy). Basic knowledge in maintenance of structures and managing the water distribution for all Government Water Works within the Area Office's jurisdiction. Be physical fit. Good communication skills and ability to work in a team, Ability to work under supervision and independently. Experience in the field of maintenance. Must have a basic knowledge of floods controlling. Basic knowledge of Occupational Health and Safety procedures. Basic understanding of Government legislations.

**DUTIES** : To provide support services to electricians, survey services and engineering technicians. Assisting with collections of electronic data and mechanical charts. Knowledge of administration in relation to correct completion of forms. Load and Offload tools, materials and equipment on a daily basis. Cleaning and repairs of water supply or distribution systems (canals, drains, dams, pipelines, structures etc.) when required. Operate brush cutter and slashes when required. Clean gauge plates and instrumentation huts when required.

**ENQUIRIES APPLICATIONS** : Mr S Mathonsi Tel No: (033) 239 1900  
**FOR ATTENTION** : Midmar Dam: Please email your application quoting the relevant reference number to the subject line [EopsRecruitment3@dws.gov.za](mailto:EopsRecruitment3@dws.gov.za)  
 Ms. T Sindane

**POST 12/65** : **TRADESMAN AID REF NO: 230421/30 (X2 POSTS)**  
 Branch: NWRI Eastern Operations Civil Maintenance

**SALARY CENTRE REQUIREMENTS** : R122 595 per annum (Level 03)  
 : Midmar Dam  
 : AN ABET certificate. One (1) to two (2) years' experience in civil maintenance. Ability to read and write and follow written instructions as well as manual and written procedures. Be physically fit. Good communication skills and ability to work in a team. Ability to work under minimum supervision and independently. Experience in the field of civil maintenance. Must have basic knowledge of using equipment's, tools and light machinery. Basic Knowledge of Occupational Health and Safety procedures. Basic understanding of Government legislations.

**DUTIES** : To provide support services to Civil Artisans. Load and off load tools, materials and equipment's on daily basis. Exercise control over tools, equipment and materials. Maintenance and repairs of building infrastructure when required.

**ENQUIRIES APPLICATIONS** : Mr NA Mpangase Tel No: (033) 239 1900  
**FOR ATTENTION** : Midmar Dam: Please email your application quoting the relevant reference number to the subject line [EopsRecruitment3@dws.gov.za](mailto:EopsRecruitment3@dws.gov.za)  
 Ms. T Sindane

**POST 12/66** : **GENERAL WORKER REF NO: 230421/31**  
 Branch: NWRI Eastern Operations

**SALARY CENTRE REQUIREMENTS** : R102 534 per annum (Level 02)  
 : Midmar Dam  
 : An ABET certificate. Communication skills and ability to work in a team. Knowledge of Occupational Health and Safety Procedures. Basic knowledge of general work in handling equipment and appliances. Basic understanding of Government legislations.

**DUTIES** : Sweeping, washing floors and cleaning windows, emptying of dust bins in the offices, provide proper upkeep of sidewalks, driveways, parking lots, fountains, plants and other grounds features. Rake and mulch leaves, irrigate plants and lawns. Adhere to all occupational health and safety regulations and ensure that protective equipment are appropriately used. Ensure the safe keeping of tools, equipment and property.

**ENQUIRIES APPLICATIONS** : Mr N Singh Tel No: (033) 239 1900  
**FOR ATTENTION** : Please email your application quoting the relevant reference number to the subject line [EopsRecruitment4@dws.gov.za](mailto:EopsRecruitment4@dws.gov.za)  
 Ms. T Sindane

**POST 12/67** : **GENERAL WORKER REF NO: 230421/32**  
 Branch: NWRI Eastern Operations

**SALARY CENTRE REQUIREMENTS** : R102 534 per annum (Level 02)  
 : Midmar Dam  
 : An ABET certificate. Communication skills and ability to work in a team. Knowledge of Occupational Health and Safety Procedures. Basic knowledge of general work in handling equipment's and appliances. Basic understanding of Government legislations.

**DUTIES** : Sweeping, washing floors and cleaning windows, emptying of dust bins in the offices, provide proper upkeep of sidewalks, driveways, parking lots, fountains, plants and other grounds features. Rake and mulch leaves, irrigate plants and lawns. Adhere to all occupational health and safety regulations and ensure that protective equipment are appropriately used. Ensure the safe keeping of tools, equipment and property.

**ENQUIRIES APPLICATIONS** : Mr S Duma Tel No: (033) 239 1900  
**FOR ATTENTION** : Midmar Dam: Please email your application quoting the relevant reference number to the subject line [EopsRecruitment5@dws.gov.za](mailto:EopsRecruitment5@dws.gov.za)  
 Ms. T Sindane

**POST 12/68** : **CLEANER REF NO: 230421/33**  
Branch: NWRI Northern Operations

**SALARY CENTRE REQUIREMENTS** : R102 534 per annum (Level 02)  
Levubu  
An ABET certificate. Knowledge of cleaning principles. Knowledge of chemical use (dilution / mix). Knowledge of cleaning equipment to be used. Knowledge of health and safety requirements. Knowledge of basic record keeping. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly. Good communication interpersonal relations. Cleaning experience will be an advantage.

**DUTIES** : The Provision of cleaning services. Keep and maintain cleaning materials and equipment. Dusting, waxing, sweeping, scrubbing and vacuuming of floors and doors. Emptying and cleaning dirty bins. Collecting and removing of waste paper. Freshening office areas. Clean the general kitchen basins wash and keep stock of kitchen utensils. Empty and wash waste bins. Cleaning the Departmental boardrooms. Report broken machines. Request cleaning materials. Assist with other duties as and when required.

**ENQUIRIES APPLICATIONS FOR ATTENTION** : Mr. KS Thantsha Tel No: (015) 307 8600  
Levubu: Please email your application quoting the relevant reference number to [TZNrecruitment@dws.gov.za](mailto:TZNrecruitment@dws.gov.za)  
Mr S Murunzi

**POST 12/69** : **GROUNDSMAN REF NO: 230421/34 (X11 POSTS)**  
Branch: NWRI Eastern Operations

**SALARY CENTRE** : R102 534 per annum (Level 02)  
Craigieburn Dam (X3 Posts)  
Hluhluwe Dam (X2 Posts)  
(Goedertrouw Dam (X3 Posts)  
Jozini Dam (X1 Post)  
Klipfontein Dam (X1 Post)  
Ntshingwayo Dam (X1 Post)

**REQUIREMENTS** : An ABET certificate. Zero (0) to one (1) year working experience. Knowledge and experience of gardening and appliances. Knowledge of pruning, trimming and techniques processes. Knowledge of the chemical use (dilution mix) chemical products. Knowledge of daily maintenance procedures for efficient machine/equipment performance. Basic knowledge in supporting water utilization and water resources strategy. Knowledge of health and safety procedures. Knowledge of garden maintenance.

**DUTIES** : Responsible for the overall dam maintenance. Cleaning and maintain grounds and repair tools and structure such as buildings, fencing, using hand tools and power tools. Mixing spray or spread fertilizers, herbicides or insecticides onto grass, shrubs and trees using hand or automatic sprayers or spreaders. Irrigate plants and lawns. Provide proper upkeep of sideways, driveways, parking lots, planters and other related ground features. Maintain existing grounds/gardens by caring sod, plants and trees. Rake and mulch leaves, irrigate plant and lawns. Sweep parking lots, walkways, sashing floors and cleaning windows. Assist with maintenance duties from time to time. Adhere to all OHS Acts.

**ENQUIRIES APPLICATIONS FOR ATTENTION NOTE** : Mr S Mathonsi Tel No: (033) 239 1900  
Please email your application quoting the relevant reference number and preferred centre to the subject line [EopsRecruitment2@dws.gov.za](mailto:EopsRecruitment2@dws.gov.za)  
Ms. T Sindane  
Preference will be given to the community residing within or around designated areas



**DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES**

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

- APPLICATIONS** : The Director-General, Department of Women, Youth and Persons with Disabilities Private Bag X931, Pretoria, 0001, or hand delivered at 36 Hamilton Street, Arcadia, Pretoria.
- FOR ATTENTION** : Mr Joseph Mahlangu Tel No: (012) 359 0238
- CLOSING DATE** : 23 April 2021 at 16:00
- NOTE** : Applications must be submitted on the new Z83 form, which can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. Applications submitted on the old application for employment (Z83) will not be considered. Each application for employment form must be duly signed by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Application must be accompanied by a comprehensive CV as well as original certified copies of all qualification(s) and ID-document that were certified not longer than six (6) months previously. Non-RSA citizens/permanent resident permit holders must attach a copy of their Permanent Residence Permit. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Should you not hear from the Department within three (3) months of the closing date of this advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. Appointments will only be made on the first notch of the advertised salary level. All shortlisted candidates will be subject to security vetting. The Department of Women, Youth and Persons with Disabilities is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration and preference will be given to Women, Youth and Persons with Disabilities.

**OTHER POST**

- POST 12/70** : **ASSISTANT EXECUTIVE PERSONAL ASSISTANT: OFFICE OF THE DIRECTOR-GENERAL REF NO: DWYPD/008/2021**
- SALARY** : R316 791 per annum (Level 08), (basic salary) plus benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : Appropriate National Diploma in Office Administration or a relevant NQF 6 qualification. Minimum four (4) years' secretarial/personal assistant experience as well as providing administrative support services. Knowledge of applicable legislative and regulatory requirements, policies and standards, with specific reference to the Public Finance Management Act and Treasury Regulations, financial administration and budgeting. Applicant must possess the following skills and attributes: effective written and verbal communication, problem solving and decision making, good telephone etiquette, sound organisational, basic numeracy, computer literacy, particularly in the MS Office Suite; effective interpersonal relations; punctual, hard-working self-motivated and able to work independently; understanding of finance and human resource matters.
- DUTIES** : Provide personal assistance to the Director-General. Render administrative support to the office of the Director-General. Ensure that effective and ongoing verbal and written communication is maintained from the office of the Director-General to other components and departments. Coordinate the Director-General's daily programme. Support Cluster meetings. Organise meetings and act as secretariat. Screen all calls directed to the Director General and direct appropriately. Make travel, accommodation and other logistical arrangements on behalf of the Director-General, both local and international. Prepare required documents for official travel and visits. Liaise with internal and external stakeholders. Assist in managing correspondence in the office of the Director-General and support the communicated thereof within the Department. Coordinate procurement processes for the office of the Director-General.
- ENQUIRIES** : Mr Joseph Mahlangu Tel No: (012) 359 0238

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

**CLOSING DATE** : 23 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 12/71** : **CHIEF EXECUTIVE OFFICER REF NO: H/C/8**

**SALARY** : R869 007 per annum (Level 12)

**CENTRE** : Katleho/Winburg District Hospital Complex

**REQUIREMENTS** : Preferably a health professional registered with relevant professional body plus post graduate degree / diploma in management and minimum of 3-5 years' management experience in health sector on management level. A valid driver's license  
**Knowledge And Skills:** Knowledge: Knowledge of Health policies, management of health information, Occupational Health and Safety Act, Patient Rights Charter, Batho-pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, Treasury Regulations and Financial Systems etc. Skills: Leadership, organisational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling. Financial and budgetary knowledge pertaining to the relevant resources under management, Computer skills in basic programmes, Good Communication skills Presentation skills.

**DUTIES** : Prepare a Business Plan for the hospital to ensure that is in line with the departmental strategic plan. Plan, co-ordinate and ensure the effective and efficient overall management of the hospital in terms of relevant acts and delegations: Financial Management, Human Resource Management, Procurement and Management of Equipment and facilities, Corporate

Governance, Implement and manage an information technology policy, systems and procedures to support the effective and efficient delivery of services. Manage all aspects of patient care and ensure health, safety, welfare of patient and quality improvement. Ensure comprehensive compliance with standards to provide quality care. 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.

**ENQUIRIES** : Dr PM. Molokomme (Acting DDG: Clinical Health Services) Tel No: (051) 408 1864

**APPLICATIONS** : To 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 12/72** : **REGISTRARS (X71 POSTS)**

**SALARY** : R821 205 per annum (all-inclusive package). OSD (Applicants required to enter into a commuted overtime contract)

**CENTRE** : Universitas Academic Hospital, Bloemfontein  
 Anaesthesiology Ref No: H/R/1 (X10 Posts)  
 Otorhinolaryngology Ref No: H/R/2 (X3 Posts)  
 Neurology Ref No: H/R/3 (X1 Post)  
 Nuclear Medicine Ref No: H/R/4 (X1 Post)  
 Oncology Ref No: H/R/5 (X2 Posts)  
 Diagnostic Radiology Ref No: H/R/6 (X5 Posts)  
 Neurosurgery Ref No: H/R/7 (X1 Post)  
 General Surgery Ref No: H/R/8 (X7 Posts)  
 Paediatric Surgery Ref No: H/R/9 (X2 Posts)  
 Paediatrics Ref No: H/R/10 (X9 Posts)  
 Psychiatry Ref No: H/R/11 (X8 Posts)  
 Ophthalmology Ref No: H/R/12 (X2 Posts)  
 Forensic Medicine Ref No: H/R/13 (X2 Posts)  
 Obstetrics & Gynaecology Ref No: H/R/14 (X4 Posts)  
 Orthopaedic Surgery Ref No: H/R/15 (X5 Posts)  
 Internal Medicine Ref No: H/R/16 (X7 Posts)  
 Pharmacology Ref No: H/R/17 (X2 Posts)

**REQUIREMENTS** : MBChB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. At least more than 1-year post community service experience, preferably in a Free State hospital. Valid driver's license. South African citizen Knowledge and Skills: Additional qualification e.g: Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc. Experience in related field. Responsibilities: Service delivery to inpatients, outpatients, day patients and emergencies. Teaching and training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach

**ENQUIRIES** : Dr R Nathan Tel No: (051) 4053496

**APPLICATIONS** : To Chief Executive Officer, Universitas Academic Hospital, Private Bag X20660, Bloemfontein, 9300 or hand delivered at Room 1115, First Floor, Universitas Academic Hospital

**POST 12/73** : **ASSISTANT MANAGER: NURSING: PNA-7 REF NO: H/A/33**

**SALARY** : R562 800 per annum (OSD)

**CENTRE** : Health Support Services; Corporate Office: Bloemfontein

**REQUIREMENTS** : Degree or Diploma in Nursing that allows registration with the South African Nursing Council as a Professional Nurse. Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Nursing Management qualification will be an added advantage. Experience in coordinating Non communicable diseases programme at the facility, district or provincial office. Valid driver's license (minimum Code EB). Ability to work independently and under extreme pressure. Knowledge and Skills: In depth knowledge on the prevention, management and control of Non-Communicable Diseases; National Strategic Plan on the Prevention and Control of Non-Communicable Diseases and National Policy Framework and Strategy on

- Palliative Care. Knowledge of the key stakeholders and their relevancy. Presentation, facilitation and coordination skills.
- DUTIES** : Ensure that development and implementation of policy guidelines and protocols for Non-Communicable Diseases and Palliative Care. Ensure the development and implementation of policy guidelines and strategic or operational plans. Maintain service satisfaction through training and quality improvement. Ensure staff development and performance management by implementation of related human resource policies. Ensure effective utilization of resources in line with applicable PFMA and Supply Chain Management Policies. Ensure implementation, monitoring and evaluation of the programme and related contracts.
- ENQUIRIES APPLICATIONS** : Mr J M Mokgatle Tel No: (051) 408 1540/1541  
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 12/74** : **OPERATIONAL MANAGER: PNA-5 REF NO: H/O/8**
- SALARY CENTRE REQUIREMENTS** : R444 276 per annum (OSD)  
: Dihlabeng Hospital, Bethlehem  
: Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of 7 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of current registration with the South African Nursing Council (SANC) as Professional Nurse. Ability to provide holistic care. Must be willing to work shifts. Knowledge And Skills: An additional post basic qualification of one-year duration. Nursing Administration. Knowledge and experience in HIV & TB management. Knowledge of and experience in management of Covid 19 unit. Knowledge of the management of people, financial and conflict management. Computer Literacy.
- DUTIES** : Ensure a holistic nursing care service is delivered to patients in cost effective, efficient and equitable manner by the unit. Coordinate and monitor the implementation of the nursing care plan Implement standards, practices, criteria and indicators for quality nursing (quality of practice) Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Analyze, formulate and implement nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Participation with training and research. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES APPLICATIONS** : Me M E Royi, Tel No: (058) 307 1053  
TO: The Chief Executive Officer, Dihlabeng Hospital, Private Bag X3, Bethlehem, 9700
- FOR ATTENTION** : Me S Mpanza
- POST 12/75** : **ASSISTANT DIRECTOR: LOGISTICS MANAGEMENT REF NO: H/A/31**
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09)  
: Supply Chain Management: Corporate Office: Bloemfontein  
: A degree/diploma in Logistics/Supply Chain Management /Public Management/Financial Management / Economics or equivalent qualification with a minimum of 3-5 years' experience in Logistics Management of which 3 years must be on supervisory level. Successful completion of LOGIS II. Extensive knowledge of LOGIS. Thorough understanding of the Public Finance Management Act (PFMA), Treasury Regulations and Standard Chart of Account (SCOA). Extensive knowledge of Legislation/Directives governing Supply Chain Management and related Policies in the Public Sector. Computer literacy Knowledge and Skills: Knowledge of Basic Accounting System (BAS). Understanding of the Inventory Management Framework, Inventory Management Guide, Asset Management Framework and Modified Cash Standard. Problem solving skills. Ability to interpret and execute policy directives/ procedures. Successful completion of LOGIS System Controller course will be an added advantage. Valid driver's license.
- DUTIES** : Manage and co-ordinate the implementation and maintenance of LOGIS practices and processes (including LOGIS transactions) within Logistics

Management to strengthen adherence to Supply Chain Management framework. Manage, verify and monitor all documents and voucher files (including authorization of transactions on LOGIS) in relation to Logistics Management. Manage, monitor and update all open transaction on LOGIS. Prepare and consolidate Monthly / quarterly / yearly reports on Logistics Management related issues (including Inventory and consumables). Compile management reports in relation to Logistics Management. Address all enquiries relating to Logistics Management to ensure correct implementation of supply Chain Management practices and policies. Give guidance, support and advice to Cost Centres and all clients on the interpretation and application of directives and policies regarding Logistics Management to contribute to the rendering of a professional Supply Chain Management Service. Supervise the activities of sub-ordinates within the Unit. Management of human resources which include, inter alia: Training and development of officials Performance Management and Work allocation.

**ENQUIRIES** : Mr. H. Moloi Tel No: (051) 408 1312  
**APPLICATIONS** : 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 R Stellenberg

**POST 12/76** : **ASSISTANT DIRECTOR: LOGISTICS MANAGEMENT REF NO: H/A/32**

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Supply Chain Management: Corporate Office: Bloemfontein  
**REQUIREMENTS** : A degree/diploma in Logistics/Supply Chain Management /Public Management / Financial Management / Economics or equivalent qualification with a minimum of 3-5 years' experience in Logistics Management of which 3 years must be on supervisory level. Successful completion of LOGIS II Valid driver's license. Extensive knowledge of LOGIS. Extensive knowledge of Inventory Management within the Public Sector. Thorough understanding of the Public Finance Management Act (PFMA), Treasury Regulations, Standard Chart of Account (SCOA), Inventory Management Framework, Inventory Management Guide, Asset Management Framework and Modified Cash Standard. Presentation skills. Ability to download and analyze LOGIS reports. Extensive knowledge of Legislation / Directives governing Supply Chain Management and related Policies in the Public Sector. Computer literacy. Knowledge and Skills: Knowledge of Basic Accounting System (BAS). Problem solving skills. Ability to interpret and execute policy directives/ procedures. Successful completion of LOGIS System Controller course will be an added advantage.

**DUTIES** : Manage and co-ordinate the implementation of Inventory Management and other related policies and directives within the Department. Ensure the successful implementation of the Departmental Inventory Management policy as well as development of policies on matters related to Inventory Management within the Department. Inform, guide, advice and train Departmental officials on Inventory Management and other related issues to enhance the correct implementation of Inventory Management practices and policies within the department. Prepare and consolidate monthly/quarterly/annual reports on Inventory (including consumables) and other Logistics Management related matters. Monitor the stocktaking process within the department in relation to Inventory and consumables. Co-ordinate, consolidate and compile quarterly/annual stocktaking reports on Inventory (including consumables) for the department. Compile and Monitor the implementation of the Audit Action plans in relation to Inventory Management. Manage, monitor and update all item records on LOGIS and ensure that all item records within the department are linked to the correct reporting category. Address all enquiries relating to Inventory Management and Logistics Management in general to ensure correct implementation of supply Chain Management practices and policies. Supervise the activities of sub-ordinates within the Unit. Management of human resources which include, inter alia: Training and development of officials Performance Management and Work allocation.

**ENQUIRIES** : Mr. H. Moloi Tel No: (051) 408 1312  
**APPLICATIONS** : 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 R Stellenberg

## DEPARTMENT OF TREASURY

*The Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.*



- APPLICATIONS** : Applications, quoting the relevant reference, should be forwarded as follows:  
The Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300.  
Attention: Mr. I B Pheello, Fidel Castro Building, Tel No: (051) 405 5069 or  
applications that are hand delivered must be brought to the foyer of Fidel  
Castro Building where they must be placed in the appropriately marked box at:  
Security, ground floor, Fidel Castro Building, Cnr. Markgraaf and Miriam  
Makeba Streets, Bloemfontein.
- FOR ATTENTION** : Mr. I Pheello Tel No: (051) 405 5069
- CLOSING DATE** : 23 April 2021
- NOTE** : Applications must be submitted on the new Z.83 form (Updated version that  
came into effect on 1 January 2021), obtainable from any Public Service  
Department and must be accompanied by certified copies of qualifications (a  
transcript of results must be attached or subjects should be mentioned in the  
CV), identity document, driver's license and a C.V. Applicants are requested to  
complete the Z.83 form properly and in full. The department, post name and  
reference number of the advertised post should be stated on the Z.83.  
Candidates will also be subjected to a competency assessment as well as a  
practical test. Documents accompanying the C.V. should not be copies of  
certified copies. Only documents certified by the SAPS or holders of offices as  
Published by the Minister of Justice in terms of Section 6 of the Justices of the  
Peace and Commissioners of Oaths Act, 1963 (Act 16 of 1963) who are  
designated to be commissioners of oaths, will be accepted. Applications  
received after the closing date and those that do not comply with these  
instructions will not be considered. The onus is on the applicants to ensure that  
their applications are posted or hand delivered timeously. No e-mailed or faxed  
applications will be considered. Candidates who possess foreign qualifications  
and/or short courses certificates must take it upon themselves to have their  
qualifications evaluated by the South African Qualifications Authority (SAQA),  
and must please attach proof of the level of their qualifications after evaluation  
on all applications. Applicants are respectfully informed that if no notification of  
appointment is received within 4 months of the closing date, they must accept  
that their applications were unsuccessful. Suitable candidates will be subjected  
to personnel suitability checks (criminal record check, citizenship verification,  
financial/asset record checks, qualification verification and reference checks).  
The Department reserves the right not to make appointments on the advertised  
post(s).

## OTHER POSTS

- POST 12/77** : **DEPUTY DIRECTOR: PROVINCIAL RISK MANAGEMENT REF NO: FSPT:  
004/21**
- SALARY** : R733 257 per annum (Level 11), An all-inclusive salary package (This all –  
inclusive flexible remuneration package consists of a basic salary, the  
Government's contribution to the Government Employees Pension Fund and a  
flexible portion that may be structured according to specific rules)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : An appropriate degree or equivalent qualification in the field of Risk  
Management/Internal Audit/Financial Management or equivalent qualification  
with Risk Management as a major subject. A minimum of five (5) years relevant  
experience in the development, implementation and/or monitoring of risk  
management systems/strategies, risk management services and the  
management of risk management services environment of which at least two  
(2) years should have been in a supervisory position. Knowledge of the PFMA,  
Treasury Regulations. Public Service Risk Management Framework (PSRMF)  
and King IV report. Knowledge of the functioning of the provincial government.  
Valid driver's license.

- DUTIES** : Monitor and enforce compliance and effective implementation of risk management in the allocated Departments. Draft Bi-annual Assessment Reports. Facilitate accredited risk management training within the province. Facilitate anti-fraud awareness seminars/conferences and maintain ACFE Corporate Membership for the Province. Provide support to Departments and entities on Risk Management and Risk Management Committee activities. Promote and report on the Key Control Matrix of allocated Departments. Manage resources of the Sub-directorate to ensure the smooth running of the sub-directorate.
- ENQUIRIES** : Mr. M A Maqabe Tel No: (051) 403 3481
- POST 12/78** : **ASSISTANT DIRECTOR: BUDGET CONTROL REF NO: FSPT: 005/21**
- SALARY** : R376 596 per annum (Level 09), A basic salary  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : A relevant diploma or equivalent qualification (NQF level 6) in Accounting/ Budgeting/Finance. Three years' experience in budget control and/or financial control in the Public Sector. Knowledge of the financial management environment, management of resources, BAS, Logis and Persal systems, batch control, budget formats and Microsoft Office. Good communication skills, numeracy and presentation skills. Computer literate.
- DUTIES** : Budget, review, analyse and quality assure the budget preparation process. Render a financial accounting service to the Department by preparing official documentation in line with prescribed templates, prescripts and guidelines. Create, review and quality assure the management accounting reporting processes. Manage the operational processes, resources and procedures associated with the management accounting functions. Supervise employees to ensure an effective finance and budget control service.
- ENQUIRIES** : Ms. F P Prinsloo Tel No: (051) 405 5462

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF COMMUNITY SAFETY**

*Gauteng DCS is an equal opportunity employer and gender sensitive employer and it is its intention to promote representivity in the Public Service through the filling of these posts. The Department committed to the achievement and maintenance of diversity and equity employment. 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 Directives will be taken into consideration. People with disabilities and female candidates are encouraged to apply.*

<b><u>APPLICATIONS</u></b>	:	Applicants must apply online at: <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	23 April 2021
<b><u>NOTE</u></b>	:	Applications must be submitted on a NEW Z83 form, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . The completed and signed Z83 form should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s), ID-document and Driver's License where required. The certification must be within six (06) 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. 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 three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. The Department of Community Safety 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 <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme">https://www.thensg.gov.za/training-course/sms-pre-entry-programme</a> Suitably qualified, dynamic, passionate and experienced persons are invited to apply for the vacant position. The Department will not accept emailed or hand delivered applications.

**MANAGEMENT ECHELON**

<b><u>POST 12/79</u></b>	:	<b><u>CHIEF DIRECTOR: PROVINCIAL SECRETARIAT REF NO: REFS/007737</u></b> (5 Years Performance Contract) Chief Directorate: Provincial Secretariat
<b><u>SALARY</u></b>	:	R1 251 183 per annum, An all-inclusive remuneration package
<b><u>CENTRE</u></b>	:	Johannesburg Head Office
<b><u>REQUIREMENTS</u></b>	:	Matric and Bachelor Degree (NQF Level 07) / Honours (NGF Level 8) qualification preferably in Criminal Justice System / Law Enforcement Agencies (LEA's) and / Public Management and Administration, 6 -10 years' relevant experience with a minimum of 5 years' experience in Senior Management Service position in the Provincial Secretariat, Criminal Justice System or Law Enforcement Agency environment. Valid Code 08 Drivers License. No criminal record or any cases pending against you. Knowledge and Skills: Departmental policies and procedures, relevant public service regulations, Gauteng Safety Strategy, Reporting procedures, information system, SAPS Act, regulations and amendments, South Africa Constitution, Domestic Violence Act, 1998, Child Care Act, 1983, Criminal Procedure Act, 1977, Employment Equity Act, 1998. Interpreting and evaluating information, verbal and written



- communication, organizing/maintaining information, communicating information, computer literacy, problem solving and conflict management, listening and negotiation, tact and diplomacy, team work, discipline and financial management.
- DUTIES** : Manage the provision of the Provincial Secretariat within Gauteng City Region (GCR). Improve overall service delivery of LEA's. Monitor and evaluate the implementation of LEA's and promote community police relations and partnerships within GCR. Monitor and evaluate the conduct and performance of LEA's, establish community safety structures and coordinate the social crime prevention methodologies within the corridor. Provide oversight on criminal justice systems (CJS). Management and conduct research, policy development and information management. Manage resources (Human, Finance, Equipment, Assets) in the Chief Directorate.
- ENQUIRIES** : Ms Evelyn Makgopa Tel No: (011) 689 3726 / 3701 / 3845 / 3941
- POST 12/80** : **DIRECTOR: PROVINCIAL SECRETARIAT CORRIDOR COORDINATION CORRIDORS (X3 POSTS)**  
Chief Directorate: Provincial Secretariat
- SALARY CENTRE** : R1 057 326 per annum, An all-inclusive remuneration package.  
: Central Corridor Ref No: REFS/008530  
Eastern Corridor Ref No: REFS/008531  
Southern & Western Corridor REFS/008532
- REQUIREMENTS** : Matric plus Bachelor Degree (NQF Level 7) /Honours (NQF Level 8) qualification in Criminal Justice System/Law Enforcement Agencies and/Public Management and Administration. 6 -10 years' relevant experience with a minimum of 5 years' experience in middle Management Service position in the Criminal Justice System or Law Enforcement Agency environment. A valid code 08/10 drivers license. No criminal record or any cases pending against you. Knowledge and skills: Knowledge of departmental policies and procedures. Knowledge of relevant public service regulations, Gauteng Safety Strategy, Reporting procedures and information system. Knowledge of SAPS Act, Regulations, Amendments and SA Constitution. Interpreting and Evaluating information, Verbal and written communication. Organising/maintaining information, communicating information, computer literacy, problem solving and conflict management. Listening and negotiation, tact and diplomacy, teamwork and discipline. Attributes: Committed, initiative, objective, logical, proactive and resourceful, flexible/change orientated, people orientated, credible, loyal and friendly, open-minded.
- DUTIES** : Manage and promote community police relations and community safety structures. Coordinate the social crime prevention methodologies and ensure intergovernmental relations/partnerships. Monitor and evaluate service delivery of LEAs services within corridor. Manage resources (Human, Finance, Equipment, Assets) in the Directorate.
- ENQUIRIES** : Ms Evelyn Makgopa Tel No: (011) 689 3726 / 3701 / 3845 / 3941
- POST 12/81** : **DIRECTOR: COMMUNITY EMPOWERMENT CENTRE REF NO: REFS/008534**  
Chief Directorate: Provincial Secretariat
- SALARY CENTRE** : R1 057 326 per annum, An all-inclusive remuneration package  
: Johannesburg (Braamfontein- Ikhaya Lethemba)
- REQUIREMENTS** : Matric and Bachelor Degree (NQF Level 7) /Honours (NQF Level 8) qualification in Social Sciences / Psychology. 6 -10 years' relevant experience with a minimum of 5 years' experience in Middle Management Service position. Valid Code 08 Drivers License. No criminal record or any cases pending against you. Knowledge and Skills: 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 and honesty and integrity. Ability to lead strategically and manage through developmental leadership, project management, archiving, logical and methodical, reporting writing, staff management, database management, record management, innovation and service delivery improvement, Public Finance Management Act application, ability to mentor staff, networking, service delivery improvement and conflict resolution skills.

**DUTIES** : Create and maintain a holistic psychosocial environment for victim of Gender Based Violence. Manage, coordinate, monitor effective and efficient professional residential services. Ensure the implementation of Annual Performance Plan and Operational plan targets as well as the effective coordination of administrative function through adequate controls in Assets, Inventory and procurement. Ensure seamless partnerships and stakeholder relations. Enhance accessibility of justice system to Gender based Violence victims. Ensure compliance with internal policies and protocols on Gender Based Violence matters. Render referral service to local services at community empowerment centres. Provide support to strengthen community friendly rooms at the police station. Manage and maintain the facilities of victim empowerment against the National standards. Manage staff performance and development. Manage resources (Human, Finance, Equipment, Assets) in the Directorate.

**ENQUIRIES** : Ms Evelyn Makgopa Tel No: (011) 689 3726 / 3701 / 3845 / 3941

**POST 12/82** : **DIRECTOR: SECURITY AND FACILITIES MANAGEMENT SERVICES REF NO: REFS/008554**  
Chief Directorate: Corporate Support Services

**SALARY** : R1 057 326 per annum, An all-inclusive remuneration package  
**CENTRE** : Johannesburg Head Office  
**REQUIREMENTS** : Matric and Bachelor Degree (NQF Level 7) /Honours (NQF Level 8) qualification in Public Administration or Management/ Business Administration or Management / Risk Management / Facility / Property Management Qualification and Must be in a possession of Security Vetted Certificate. 6 -10 years' experience in security and facilities management services with a minimum of 5 years' experience in Middle Management Service position. Valid Code 08 Drivers License. No criminal record or any cases pending against you. Knowledge and Skills: Gauteng Provincial Government(GPG) and Public Service policies and procedures, knowledge management, understanding of the Department's strategic objectives, people management and empowerment, change management, client orientation and customer focus, communication, service delivery innovations, programme and project management, understanding of community safety strategies, knowledge of Safety and Security Framework and knowledge of Public Service Regulatory Framework. National Intelligence Processes, Criminal Procedures Act, Disaster Management, Private Security Industry Regulatory Authority (PSIRA) processes, Control of Access to Public Premises and Vehicle Act. Customer relationship management, interpersonal relations, conflict management, communication, facilitation, presentation, report writing and computer literacy.

**DUTIES** : Oversee the provisioning of auxiliary services, Occupational Health and Safety and ensure the provision of physical and information security services. Develop and facilitate the implementation of the departmental master security management plan. Facilitate the implementation of the MISS (Minimum Information Security Standard) and MPSS Minimum Physical Security Standards 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. Manage the provisioning of VIP security services in line with the diplomatic protocols. Develop and implement Security policies, protocol and procedures. Manage vetting processes with National Security Agency. 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 and the maintenance of the building. Manage and monitor compliance of occupational health and safety standards against the 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. Develop standard Service Level Agreements (SLA) for the execution of Corporate Support Services activities including facilities and securities management. Co-ordinate the development or procurement and installation of security access systems in the Department.

**ENQUIRIES** : Ms Evelyn Makgopa Tel No: (011) 689 3726 / 3701 / 3845 / 3941

#### **DEPARTMENT HEALTH**

***Employment Equity Act. To facilitate this process successfully, an indication of race, gender and disability status is required.***

**ERRATUM:** Kindly note that the following X2 posts were advertised in Public Service Vacancy Circular 11 dated 26 March 2021 (**SMU Oral Health Centre**), The number of advertised posts have been amended as follows: (2) Registrar Ref No: REGCD/01/21, (Community Dentistry Department ) The closing date has been extended to 16 April 2021. Kindly note that the following post was advertised in Public Service Vacancy Circular 11 dated 26 March 2021 (**For South Rand Hospital**), the reference number is added as follows Medical Specialist: Psychiatrist Ref No: MEDPSYCH/SRH/01/21.

#### **OTHER POSTS**

**POST 12/83** : **HEAD OF CLINICAL UNIT GRADE 1-2 REF NO: PHOLO 2021/03/22**  
Directorate: Surgical

**SALARY** : Grade 1: R1 728 807 - R1 834 890 per annum inclusive  
Grade 2: R1 890 363 – R2 066 988 per annum inclusive

**CENTRE** : Pholosong Hospital  
**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Specialist: Surgery. Registration with the HPCSA as Medical Specialist Surgery. And proof of current registration. A minimum of 3 years: appropriate experience in Surgery after registration with the HPCSA as Medical Specialist: Surgery. Sound knowledge of government regulations, policies and acts. The ability to interpret and implement policies. Administrative and management knowledge. Project management skills. Teambuilding, people and interpersonal relations skills. Communication skills (verbal and written) Organizational, problem-solving and interventional skills. Highly motivated and enthusiastic to contribute to the surgical care and services. The ability to work under pressure, lead transformational change in a complex environment and the ability to manage change in the department.

**DUTIES** : Manage and run the Surgery. Unit at Pholosong Hospital. Perform clinical duties in areas of personal special interest and expertise. Ensure that clinical services are provided. Active participation in administrative duties of the department which include planning, budgeting, PMDS, student assessments. Comply with the Performance and development System (Contracting, quarterly reviews and final assessments). To collaborate and assist the HOD's of Surgery. Department in other institutions and the Cluster Hospitals whenever needed, in service delivery, teaching and training as an outreach programme. Ensure that appropriate, ethical and quality research is performed in the department as part of a wider agenda to explore improvements in health care in the East Rand area and South Africa as a whole with publication of the results in peer-reviewed scientific journals. As part of the university's responsibility, sufficient and quality teaching must be provided to undergraduates (medical students) and postgraduates (Registrars and Fellows). Teach students in areas of personal special interest and expertise. Participate in the Surgery examinations of the College of Medicine South Africa. Ensure the employment of the previously disadvantaged individuals in terms of race, gender and disability to enhance equity. Perform commuted overtime as per departmental requirement. Contribute to Surgical planning, budgeting and procurement processes as well as monitoring and evaluation.

**ENQUIRES** : Dr N. Makgana Tel No: (011) 812 5157  
**APPLICATIONS** : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Human Resources Offices Nurses Residence or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.

**NOTE** : No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or

on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 23 April 2021
- POST 12/84** : **MEDICAL SPECIALIST REF NO: PHOLO 2021/03/14**  
Directorate: Medical
- SALARY** : Grade 1: R1 106 040 – R1 173 900 per annum (TCE Package)  
Grade 2: R1 264 623 – R1 342 230 per annum (TCE Package)  
Grade 3: R1 467 651 – R1 834 890 per annum (TCE Package)
- CENTRE REQUIREMENTS** : Pholosong Hospital  
MBCHB degree and registration with the Health Professions Council of South Africa (HPCSA) as a specialist in Surgery. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. Good resource management, problem solving and decision-making skills. The successful candidate must adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours, and work with diverse team.
- DUTIES** : Provision of evidence based quality approach patients care which includes pre-operative, operative care of surgical patients. Maintaining a safe efficient and appropriate environment for quality care. Direct clinical service provision within clinical department (unit). Provide direct clinical leader to the department. Formulate treatment guidelines and protocols for the department. To oversee training and supervision of junior doctors of the surgical team Organize department meetings with the doctors, nurses other category of clinical staff within the unit. Attend meetings for heads of clinical unit and make meaningful contribution in these meetings. Manage any medical adverse events within the unit and report them to the clinical manager. Oversee and manage administrative duties of the unit. Give support to the clinical manager.
- ENQUIRES APPLICATIONS** : Dr N. Makgana Tel No: (011) 812 5000  
Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Human Resources Offices Nurses Residence or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.
- NOTE** : No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 23 April 2021

**POST 12/85** : **MEDICAL SPECIALIST GRADE 1 REF NO: PHOLO 2021/03/15 (X1 POST)**  
 Directorate: Mental Health

**SALARY** : Grade 1: R1 106 040 - R1 173 900 per annum (all-inclusive remuneration package)

**CENTRE** : Pholosong Regional Hospital

**REQUIREMENTS** : MBChB / MChB plus FC Psych or MMed (Psychiatry). Registration with HPCSA as medical specialist and proof of current registration. Appropriate experience in Clinical Psychiatry and Mental Health. Grade 1: Less than 5 year appropriate experience as a medical Specialist after registration with the HPCSA as Medical specialist in a normal Speciality. Driver's License is essential.

**DUTIES** : Management of services within the Mental Health Unit both clinical and administrative. Provide effective and efficient outpatient mental health care in the District including assessment, treatment and monitoring of psychiatric patients. Development and implementation of evidence-based clinical protocols and guidelines. Partake in clinical audits. Implement and monitor 68 adherence to national core standard (norms and standards). Rendering of afterhours services including weekends (commuted overtime). Provide outreach to facilities/services in the catchment area including, but not restricted, to participation in the multidisciplinary team discussions of patients in surrounding hospitals' psychiatric wards and provision of mental health care and support to patients in those wards. Completion of relevant medico-legal documents timeously and reduce medical litigation by exercising good clinical ethos. Liaise with referral centers for patients who need further care and investigations. Training of undergraduate

**ENQUIRIES** : Dr N. Makgana Tel No: (011) 812 5000

**APPLICATIONS** : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Human Resources Offices Nurses Residence or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.

**NOTE** : No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE** : 23 April 2021

**POST 12/86** : **DEPUTY MANAGER PHARMACEUTICAL SERVICES REF NO: PHOLO 2020/03/11**  
 Directorate: Pharmacy

**SALARY** : R1 026 693 -R1 106 040 per annum (All-inclusive package)

**CENTRE** : Pholosong Hospital

**REQUIREMENTS** : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows for registration with the SAPC. Registration with SAPC as Pharmacist and proof of current registration. 7 years' appropriate experience after registration as Pharmacist. In-depth knowledge of the National Drug Policy, all pharmacy legislation, the Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act and other legislation applicable to the public sector. Sound knowledge of Government regulations and policies. Computer literacy (Ms Word, Ms Excel, Power-Point) Ability to implement policies. Administrative and management skills. Team building and

people skills. Sound interpersonal relations. Sound communication skills (both verbal and written). Good planning and organizational skills. Good problem solving and interventional skills. Thorough knowledge and Understanding of the procurement procedure. Ability to work under pressure. Must be highly motivated and enthusiastic to contribute to pharmaceutical services in the public sector. Qualification in management and project management will be an added advantage.

**DUTIES** : To implement the norms and standards of Good Pharmaceutical services based on National, Provincial and hospital guidelines through selection, distribution and use of Pharmaceutical products. Assist with sound management of the allocated budget. Enable identification and assessment of potential strategic, operational and functional risks for the unit. Develop risk control measures to minimize risks. To support reviews and audits of pharmaceutical practices at the institution. Participate in the rational use of medicines by all stakeholders. Participate in the hospital Pharmacy and Therapeutics Committee and be a member of the National and Provincial Pharmacy Therapeutics Committee. Participate and being a member of Provincial and Hospital Antimicrobial Stewardship Committee. Financial analysis of financial reports and ABC analysis. Co-ordinate the training and development of pharmacy personnel Participate in the implementation of, and compliance with, the NHI and CCMDD Programme in the pharmacy. Conduct regular stock audits in the Pharmacy and the satellite pharmacies. Provides expert advice relating to usage of medicines by the various units using Pharmaco- economically and understanding of drug supply management. Contribute to the pharmacy's planning, and procurement procedures, as well as monitoring and evaluation, management of personnel performance and review thereof. Create a conducive environment which promotes positive attitudes amongst staff members to accelerate and increase productivity. Ensure that pharmacy is up to date with Auditor General Report.

**ENQUIRIES** : Dr N. Makgana Tel No: (011) 812 5157  
**APPLICATIONS** : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Human Resources Offices Nurses Residence or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.

**NOTE** : No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE** : 23 April 2021

**POST 12/87** : **DEPUTY MANAGER NURSING PN A8 REF NO: JUB 06/2021**  
Directorate: Nursing  
(Re-advertisement, those who applied previously are welcome to apply)

**SALARY** : R843 618 - R949 482 per annum (all-inclusive package)  
**CENTRE** : Jubilee Hospital  
**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 a Professional Nurse and proof of current registration must be attached. A minimum of 9 years appropriate /recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 4 years of the period referred to above must be appropriate /recognizable experience at management level. Applicant must be

in a possession of a valid driver's license. Competencies: Computer literacy (Ms Word, Ms Excel), Knowledge of the application of Health and Public Service Related Acts and Ethical Nursing Practices. Ability to implement nursing norms, standards, practices and indicators for quality nursing practice. Good communication and interpersonal skills. Demonstrate basic understanding of Human Resources, disciplinary procedures as well as financial and Supply Chain Management policies, guidelines and practices. Project management, team building skills, problem solving and interventional skills. Ability to conduct and prepare training and presentations. Strong leadership skills and ability to work under pressure and extended hours. (Computer and Personality test will be evaluated).

**DUTIES** : Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and, management support for the provision of quality patient care. Promote nursing ethos and professionalism. Develop and monitor the implementation of policies, procedures, norms and standards pertaining to nursing care. Establish a multidisciplinary teamwork towards the promotion of efficient and effective services delivery. Establish norms and standards for nursing practice and monitor compliance. Improve the skills and competencies of the nurses. Involvement in the hospital quality assurance and quality improvement activities. Problem solving and decision making. Effective management, utilization and supervision of human, material and financial resources. Manage staff performance and development. Manage nursing and hospital projects.

**ENQUIRIES** : Dr O. B. Modise Tel No: (012) 717 9336  
**APPLICATIONS** : Application documents must be posted to Jubilee District Hospital, Human Resource Department, Private Bag x449, Hammanskraal 0400 or hand delivered to Jubilee District Hospital, Stand No. 92 Jubilee Road, Hammanskraal.

**NOTE** : No faxed or emailed applications will be considered. Applications must be submitted on the new Z83 form (obtainable from any Public Service department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents)) and must be completed in full and duly signed. Documents to be attached are: - recent, comprehensive CV, specifying all qualifications and experience, with respective dates, certified copies of the ID, driver's license, qualification/s including matric, relevant council registration certificate, proof of current registration and relevant service certificates. General Information: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. Applications received after the closing date and those who do not comply with the requirements will not be taken into consideration. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification, Reference checks- (Provide at least 3, one must be your immediate supervisor), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

**CLOSING DATE** : 23 April 2021, Time: 13H00

**POST 12/88** : **MEDICAL OFFICER REF NO: EVRH/2021/01**  
 Surgery  
 Directorate: Medical Department

**SALARY** : R821 205 - R1 362 366 per annum (plus benefits)  
**CENTRE** : Edenvale General Hospital  
**REQUIREMENTS** : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner and a proof of current registration. The candidate should be interested in General Surgery as a specialty.

**DUTIES** : The potential candidate will be responsible for doing ward rounds, run surgical outpatient department and operate in theatre. Fulfil commuted overtime duties in the department. Take part in administration duties such as drawing up a call roster, compiling and presenting mortality and morbidity statistics and

maintaining accurate patient records. Participate in research projects and academic meetings. Supervise and teach interns and medical students.

**ENQUIRIES** : Dr. Molewa Tel No: (011) 321 6000

**APPLICATIONS** : The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank).

**CLOSING DATE** : 23 April 2021

**POST 12/89** : **MEDICAL OFFICER GRADE 1 REF NO: PHOLO 2021/03/16 (X2 POSTS)**  
Directorate: Mental Health

**SALARY** : Grade 1: R821 205 - R884 670 per annum (All inclusive remunerative package)

**CENTRE** : Pholosong Hospital

**REQUIREMENTS** : Basic medical degree (MBBCH or equivalent) and currently registered with the Health Professionals Council of South Africa (HPCSA) as a Medical practitioner. Post graduate diploma/degree in Mental Health/Psychiatry or relevant additional experience working in Mental Health /Psychiatry will be an advantage. Grade1: Less than 5 years appropriate experience as a Medical Officer after registration with HPCSA. Driver's License is essential.

**DUTIES** : The incumbent will be responsible for management and coordination of clinical care and treatment of Mental Health Care Users both inpatient and outpatient. Supervision and training of Community Service Doctors. Improve the quality of care and reduce the medical litigation by practicing evidence based psychiatry. Attend all the clinical audit and peer review meetings like Morbidity and Mortality. Complete Medico-Legal documents timeously and submit monthly statistics. Participation in hospital committees such as Infection Control and Occupational Health and Safety. Be willing to participate in commuted overtime and after-hour duties to provide continuous uninterrupted care of patients.

**ENQUIRIES** : Dr N.Makgana Tel No: (011) 812 5157

**APPLICATIONS** : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Human Resources Offices Nurses Residence or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.

**NOTE** : No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE** : 23 April 2021

**POST 12/90** : **MEDICAL OFFICER REF NO: TDHS/A/2021/32 (X1 POST)**  
Directorate: Clinical Forensic Medical Services

**SALARY** : Grade 1: R821 205– R884 670 per annum  
Grade 2: R938 964 – R1 026 693 per annum

**CENTRE** : Tshwane Health District Clinical Forensic Medical Centres

**REQUIREMENTS** : MBCHB degree or equivalent qualification PLUS registration certificate with the HPCSA as an Independent Medical Practitioner PLUS current registration with the HPCSA (2020/2021). **Grade 1:** None to less than 5 years after registration with the HPCSA as an Independent Medical Practitioner. **Grade 2:** 5 years to less than 10 years' experience after registration with the HPCSA as an Independent Medical Practitioner. Completion of Community Service or one year as a Medical Officer in the case of Foreign Nationals. Other Skills/



Requirements: Professional attitude, communication skills, ethics in relation to patients/families/community, referrals, consent for treatment, management, team work ability, medical records keeping. Qualification, experience and knowledge in Clinical Forensic Medical Services will be an added advantage. A valid driver's license is essential.

**DUTIES** : Attend to survivors and perpetrators of crime such as, inter alia, sexual offences, physical assault, drunken and negligent driving, etc. and any other Medico Legal Services required by the South African Police Services (SAPS). Complete documentation, as required by the SAPS in terms of above mentioned Medico Legal matters, including giving testimony in court when so summoned. Compliance with clinical governance requirements, such as appropriate record keeping and referral. GPs shall be required to attend training and orientation (especially as it relates to new guidelines). Use of clinical algorithms as per PC101 Clinical Guidelines for the management of communicable & non-communicable diseases. Management of other minor ailments, Respond and manage all presenting emergencies. Managing the health of women and children, including reproductive health services. Provision of rehabilitative services such as adherence to referral protocols to all relevant points of service delivery including community-based rehabilitation services, CHC, district hospital and levels above: assessment and recommendations of disability grant applications; provision of essential consumables including spinal packs to person with disabilities and information to patients, families, caregivers about rehabilitation services. Give in-service training and support to students and health care professionals as the case may be employed in the health facility. Ensure compliance with the Essential Medicine List (EML).

**ENQUIRIES APPLICATIONS** : Dr SL Phoshoko Tel No: (012) 451 9225  
: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, 1<sup>ST</sup> Floor Reception.

**NOTE** : Applications must be submitted on new & signed Z83 form, obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of copy.

**CLOSING DATE** : 23 April 2021

**POST 12/91** : **CLINICAL PSYCHOLOGIST GRADE 1 REF NO: PHOLO 2021/03/17**  
Directorate: Mental Health

**SALARY CENTRE REQUIREMENTS** : Grade 1: R713 361 205 per annum (All inclusive remunerative package)  
: Pholosong Regional Hospital  
: Applicant must have a Master's Degree in Clinical Psychology. Registration with the HPCSA as a Clinical Psychologist (Independent Practice) is essential, with one year of experience (including Community Service year) being a recommendation. Experience in working in an Inpatient Mental Health Unit multidisciplinary team is recommended. Experience in a public health service environment would be an advantage. Applicants should be in possession of a valid driver's license.

**DUTIES** : Provide psychological services to adult in- and outpatients (assess, treat, rehabilitate and refer to ensure continuity of care). Conduct psychometric assessments (including neuropsychological assessment) and training. Work within a multidisciplinary team. Provide consultation-liaison psychology services within the hospital. Coordinate and manage provision of psychology services. Research and teaching responsibilities, including training and/or supervision of intern and community service psychologists and University of Witwatersrand psychiatry registrars. Teaching of undergraduate and postgraduate students. Administrative duties.

**ENQUIRIES APPLICATIONS** : Dr N.Makgana Tel No: (011) 812 5157  
: Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Human Resources Offices Nurses Residence or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.

**NOTE** : No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not

been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE**

: 23 April 2021

**POST 12/92**

: **ASSISTANT MANAGER NURSING PNB4 SPECIALTY REF NO: PHOLO 2021/03/23**

Directorate: Nursing

**SALARY**

R614 991 – R692 166 per annum

**CENTRE**

: Pholosong Hospital

**REQUIREMENTS**

: Diploma/degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse with midwifery. A post basic qualification, with a duration of at least 1 year in Medical and Surgical Nursing Science (Neonatal nursing)s accredited with SANC. Proof of current registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration with SANC as Professional Nurse in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, OHS Act, Patient Rights Charter, Batho-Pele principles, Public Service regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Skills: Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programmes. Personal: Responsiveness, Pro-activeness, Professionalism, Accuracy, Flexibility, Initiative, Co-operation, Team player, Supportive, Assertive.

**DUTIES**

: Coordination of optimal, holistic specialised nursing care provided within set standards and a professional/legal framework. Effectively manage the utilisation and supervision of resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth/ethical standards and self-development. Sustain effective management of quality nursing service. Coordinate optimal, holistic general and specialized nursing care provided within the set standards and professional/legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth/ethical standards, self-development and mentoring of Operational Managers. Maintain & manage PMDS of subordinates, ensure effective communication within the health setting, ensure optimal utilization of personnel in the department and have the ability to deal with conflict. Knowledge of DOH policies, develop SOPs and protocol for the department, ensure that the Regulated Norms and Standards are maintained and upheld. Manage the Human Resource and ensure skilling and quality care. Manage the department efficiently and cost effectively. Coordination of effective training and research. Maintain accuracy and integrity in Collation and consolidation of Midnight statistics. Support the Department of Health Strategic Objectives of quality patient care at night. Compile evidence based reports for continuity of patient care for morning reports and handing over. Implement disciplinary and corrective measures to staff. Implement SOPs for the nursing and Hospital SOPs and maintain evidence based practice. Patient complaints management and resolution of complaints for efficient patient care. Do random patient care satisfaction surveys. Random nursing

records audits to improve rendering of safe and evidence based quality nursing care. Implement hospital contingency plans per given incident and reports. Coordinate and monitor the operations of non-clinical systems that have direct impact to patient care at night. Monitor the flow of patients from emergency units and provide informed directives for continuity of care without delays. Immediate resolution of patients and public complaints and keep records of all detailed complaints and interventions. Implement complaints and patient safety incidents guidelines

- ENQUIRIES** : Ms O.A. Mokoena Tel No: (011) 812 5162
- APPLICATIONS** : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Human Resources Offices Nurses Residence or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.
- NOTE** : No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 23 April 2021
- POST 12/93** : **PN-B3 OPERATIONAL MANAGER: ORTHOPAEDIC REF NO: EVRH/2021/02**  
Directorate: Nursing
- SALARY** : R562 800 - R614 991 per annum (plus benefits)
- CENTRE** : Edenvale Regional Hospital
- REQUIREMENTS** : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 i.e. Diploma/degree in Nursing as a Professional Nurse, plus a post basic qualification with the duration of at least 1 year Diploma in medical and surgical nursing science in Orthopaedic Nursing. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional nurse with the South African nursing Council in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification in Orthopaedic nursing. Diploma/degree in Nursing Management will be an added advantage. Service certificates are compulsory. South African Nursing council annual practicing certificate. Strong leadership, good communication and sound interpersonal skills are necessary, computer literate. Verified proof of experience. A Valid driver's license. Computer literacy.
- DUTIES** : Deputize for Assistant Manager Nursing (Area) in her/his absence and take charge of the hospital after hours. Co-ordination of optimal, holistic specialized nursing care provided within set standards and a professional /legal framework. Manage effectively the utilization and supervision of Human, Financial and services resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and development of self and subordinates. Provision of effective support to nursing services. Maintain professional growth, ethical standards, and self-development. Ensure implementation and promotion of Quality Assurance (complaints and patient safety management), Infection Prevention and Control and Health and Safety principles. Promote quality of nursing care as directed by the National core standards & Ideal Hospital Realization and Maintenance Framework. Coordinate and organize departmental quality improvement meetings

(morbidity and mortality). Ensures implementation of programs orthopaedic specialty.

**ENQUIRIES** : Ms. Nermadzhilili AR Tel No: (011) 321 6193 / 082 425 1180  
**APPLICATIONS** : The institution reserves the right not to fill this post. Signed Z83 Application form with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department, Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Pedestrian gate (Next to taxi Rank), Modderfontein Road, Edenvale, Closing date is as of below.

**CLOSING DATE** : 23 April 2021

**POST 12/94** : **OPERATIONAL MANAGER (PHC) REF NO: TDHS/A/2021/29 (X1 POST)**  
Directorate: Nursing

**SALARY** : R562 800 – R633 432 per annum (Plus Benefits)  
**CENTRE** : Tshwane Health District – Bophelong Clinic  
**REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification (Primary Health Care / Nursing Assessment, Diagnosis and Treatment) with duration of at least 1 year accredited with SANC in terms of government notice No. 212 plus, a Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma) qualification of a minimum duration of one-year in Nursing Administration/Management or in Health Care Services Management obtained from a recognized and registered tertiary institution and similarly, recognized by SAQA. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC, at least 3 years of the period referred to above must be appropriate/recognizable experience in nursing management, computer literacy plus a valid unendorsed driver's license are essential, demonstrate knowledge of legislations relevant to health care services. Shortlisted candidates will be assessed for computer literacy competency.

**DUTIES** : Management of the facility by providing comprehensive Primary Health Care services. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho-Pele principles and Patient's rights. Provide administrative services, as well as management of human, material and financial resources. Ensure community involvement and liaise with stakeholders to improve service rendering. Manage labour related issues. Implement and sustain Ideal Health Facility Realisation Programme. Institute interventions to ensure that the facility complies with the promulgated Norms & Standards. Compile reports, analyze data, identify gaps and take remedial steps. Ensure management of the multidisciplinary teams within the facility and ensure effective and efficient coordination and integration of quality health care services.

**ENQUIRIES** : Mr. SR Makua Tel No: (079) 872 6077  
**APPLICATIONS** : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, 1<sup>ST</sup> Floor Reception.

**NOTE** : Applications must be submitted on new & signed Z83 form, obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of copy.

**CLOSING DATE** : 23 April 2021

**POST 12/95** : **OPERATIONAL MANAGER (PHC) REF NO: TDHS/A/2021/30 (X1 POST)**  
Directorate: Nursing

**SALARY** : R562 800 – R633 432 per annum (Plus Benefits)  
**CENTRE** : Tshwane Health District – Jubilee Gateway Clinic  
**REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification (Primary Health Care / Nursing Assessment, Diagnosis and Treatment) with duration of at least 1 year accredited with SANC in terms of government notice No. 212 plus, a Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma) qualification of a minimum duration of one-year in Nursing Administration/Management or in Health Care Services Management obtained from a recognised and registered tertiary institution and similarly, recognised by SAQA. A minimum of 9 years appropriate/recognizable

experience in nursing after registration as a professional nurse with SANC, at least 3 years of the period referred to above must be appropriate/recognizable experience in nursing management, computer literacy plus a valid unendorsed driver's license are essential, demonstrate knowledge of legislations relevant to health care services. Shortlisted candidates will be assessed for computer literacy competency.

**DUTIES** : Management of the facility by providing comprehensive Primary Health Care services. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho-Pele principles and Patient's rights. Provide administrative services, as well as management of human, material and financial resources. Ensure community involvement and liaise with stakeholders to improve service rendering. Manage labour related issues. Implement and sustain Ideal Health Facility Realisation Programme. Institute interventions to ensure that the facility complies with the promulgated Norms & Standards. Compile reports, analyze data, identify gaps and take remedial steps. Ensure management of the multidisciplinary teams within the facility and ensure effective and efficient coordination and integration of quality health care.

**ENQUIRIES APPLICATIONS** : Mr. SR Makua Tel No: 079 872 6077  
Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, 1<sup>ST</sup> Floor Reception.

**NOTE** : Applications must be submitted on new & signed Z83 form, obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of copy.

**CLOSING DATE** : 23 April 2021

**POST 12/96** : **OPERATIONAL MANAGER NURSING – PEDIATRIC NURSING**  
**SPECIALTY REF NO: JUB05/2021**  
Directorate: Nursing

**SALARY CENTRE REQUIREMENTS** : R532 449 per annum  
Jubilee District Hospital  
Diploma/Degree in nursing that allows registration with SANC as a Professional Nurse. Diploma in child nursing science. 9 years experience in nursing after registration as a Professional nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the Diploma in child nursing science. Other Skills Requirements :Ability to work under pressure , planning and organizing ;communication ;operational management ;interpersonal ;report writing; facilitation; coordination; liaison; networking; problem solving ;computer literacy skills, information management ,ability to interact with diverse stakeholders and health care users and givers.

**DUTIES** : Coordinate optimal holistic specialized nursing care within standards and a professional / legal frame work .Manage effectively the supervision and utilization of resource. Coordinate the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth, ethical standards and self –development. Overall supervision of the hospital after hours.

**ENQUIRIES APPLICATIONS** : Ms C Manamela Tel No: (012) 717 9303  
Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital

**NOTE** : Applications must be fully completed on the new Z83.Certified copies of qualifications and registration certificates current SANC receipt and Identity Document must be attached .A comprehensive CV with relevant dates. General Information: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

**CLOSING DATE** : 23 April 2021, Time: 13H00

- POST 12/97** : **PROFESSIONAL NURSE SPECIALTY (PNB2) REF NO: EVRH/2021/03**  
 Operating Theatre/ Obstetric & Gynaecological Units  
 Directorate: Nursing Department
- SALARY** : R471 333 per annum per annum (plus benefits)  
**CENTRE** : Edenvale General Hospital  
**REQUIREMENTS** : Degree/ Diploma in General Nursing and Midwifery or Basic R425 qualification in Nursing that allows registration with South African Nursing Council as professional Nurse. Current SANC receipt. A minimum of 14 years appropriate / recognisable experience in nursing after registration as professional nurse. At least 10 years of the period referred above must be appropriate / recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. Strong leadership and sound interpersonal skills are necessary.
- DUTIES** : demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial and religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients needs, requirements and expectations. (Batho Pele Principles).
- ENQUIRIES** : Mrs. ST Mhlanga Tel No: (011) 321 6167  
**APPLICATIONS** : The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank).
- CLOSING DATE** : 23 April 2021
- POST 12/98** : **OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL) MEDICAL WARD REF NO: REF NO: PHOLO 2021/03/12**  
 Directorate: Nursing
- SALARY** : R444 276 – R500 031 per annum plus benefits  
**CENTRE** : Pholosong Hospital  
**REQUIREMENTS** : Grade 12 (standard 10). A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and a Midwife. Registration with the SANC as Professional Nurse and a Midwife with proof of current registration. A minimum of 7 years' appropriate/ recognizable experience in nursing after registration as Professional Nurse and Midwife with the SANC in General Nursing and Midwifery. A qualification in Nursing Administration/Management and Nursing Education will be an added advantage.
- DUTIES** : Supervise and evaluate quality of nursing care as directed by the professional scope of practice and set nursing standards as determined by relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Able to manage own work, time and that of subordinate to ensure proper nursing service in the units. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues including more complex report written when required. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Must have basic computer skills. Participate in training, research and self-development. 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. Promote achievement of National Core Standards targets. Be prepared to work shifts including rotating and relieving on night duty.
- ENQUIRIES** : Ms O.A. Mokoena Tel No: (011) 812 5187

- APPLICATIONS** : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Human Resources Offices Nurses Residence or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.
- NOTE** : No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 23 April 2021
- POST 12/99** : **OCCUPATIONAL HEALTH PRACTITIONER REF NO: PHOLO 2020/03/13**  
Directorate: Employee Wellness Program
- SALARY** : R444 276 - R500 031 per annum (plus benefits)
- CENTRE** : Pholosong Hospital
- REQUIREMENTS** : Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing council as a Professional Nurse. Post basic nursing qualification with duration of 1 year, accredited with SANC in Occupational Nursing Science. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate or recognisable experience after obtaining the 1 year post basic qualification in Occupational Nursing Science. Current registration with the South African Nursing Council. Knowledge of legal prescripts that regulate nursing and health services. Competencies/Knowledge/Skills: Leadership and Ward administration /management skills, Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovate, problem solving, communication and decision-making skills. Strong leadership, conflict resolution and sound interpersonal skills are necessary. Understanding of National Core Standards, PFMA, Labour relations and other relevant legislative frameworks. Prepared to do night duty and corridor supervision under the supervision of an Area Manager. Report writing skills. Planning, organisation and demonstration of empathy and advocacy skills towards patients.
- DUTIES** : Supervise and evaluate quality of occupational health care rendered for employees as directed by Professional scope of practice and set Nursing standard within a professional /legal framework. Designs medical surveillance programmes based on health risk assessment outcomes. Ensure a programme of health surveillance is done to determine workplace stressors and the impact on employees. Works collaboratively with other professional as a leader and member of the occupational health tea. Assist the facility to meet objectives and targets in the operational plan. Ensure accurate recording and reporting of statistics all occupational related incidences. Participate in Hazard Risk Assessment Identification. Ensure there are procures for incident investigation and reporting. Ensure medical management of all injuries of duty. Continuously liaise with stakeholders to ensure efficient occupational health care for all medical emergencies and specialist referrals to optimise health restoration. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Advocates for the awareness of employees in terms of workplace hazards an or occupational stressors. Be active in research and self-development. Participate in Disaster Management planning, implementation and evaluation. Ensure compliance. Participate in

- decision making regarding operational and capital resources needed for the cost effectiveness of occupation and service delivery practices.
- ENQUIRES APPLICATIONS** : Ms O.A. Mokoena Tel No: (011) 812 5187  
: Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Human Resources Offices Nurses Residence or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.
- NOTE** : No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 23 April 2021
- POST 12/100** : **CHIEF DIAGNOSTIC RADIOGRAPHER REF NO: EVRH/2021/04**  
Directorate: X-Ray
- SALARY CENTRE REQUIREMENTS** : R439 164 per annum (plus benefits)  
: Edenvale General Hospital  
: Diploma/Degree in Diagnostic Radiography. Proof of registration as an independent practitioner and current annual registration with HPCSA. Minimum of 10 years appropriate experience as a production Radiographer. Public service experience will be an added advantage.
- DUTIES** : Knowledge of quality Assurance procedures as per Radiation Control Directorate requirements, Public Service legislation, Policies and procedures. Implement quality assurance programs for quality service delivery. Practice radiation protection to minimize radiation dose to staff, patients and public. Skills on the following area: good patient care, Organizing, Communication, Computer literacy, Conflict Resolutions, interpersonal relation, knowledge of specialized procedures and radiology equipment's and PACS system. Supervision and evaluate subordinates for efficient and effective service delivery, identify training and skills development needs, monitor proper utilization of equipment, stores and expenditure. Management of X-Ray department. To perform management duties and clerical duties when required. Promote Batho Pele in execution of all tasks for efficient ethics. Prioritise the implementation of the cost saving measures in accordance with the PFMA.
- ENQUIRIES APPLICATIONS** : Dr. Khumalo Tel No: (011) 321 6084  
: The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank)
- CLOSING DATE** : 23 April 2021
- POST 12/101** : **PROFESSIONAL NURSE (SPECIALTY NURSING) REF NO: PHOLO 2021/03/18 (X1 POST)**  
Directorate: Mental Health
- SALARY CENTRE REQUIREMENTS** : Grade 1: R383 226 – R444 276 per annum (plus benefits)  
: Pholosong Regional Hospital  
: R425(i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year accredited with SANC in terms of government notice number R212 in the relevant specialty. A minimum of 4years' appropriate/ recognizable experience in Nursing after registration as



Professional Nurse with the SANC in General Nursing. At least 1 year of the period referred to above must be appropriate/ recognizable experience working in Psychiatric unit obtaining the one-year post-basic qualification in the relevant specialty. Good communication skills, verbal and written, understanding of Ideal Hospital Realization and Maintenance Framework, able to work under pressure.

**DUTIES**

: Ensure that a therapeutic environment is provided for the patients, staff and public. Provide a comprehensive, quality nursing care as a member of the multi-d disciplinary team member, according to identified needs of the patients. These activities include the following: Holistic and comprehensive assessment of voluntary admission, assisted care, emergency mental health care admission, 72 hours' assessment of involuntary mental health care users, as well as further care treatment and rehabilitation of mental health care users in an acute psychiatric unit according to the Mental Health Care Act of 2002. Identify patients' needs and formulates, implement and evaluate nursing care interventions that are patient specific. Identification of risk and implementation of preventive measures timeously, e.g. Sedated, suicidal, violent and aggressive patients. Formulate and participate in ward individual and group activities following a structured ward programme in consultation with other members of the of the multi-disciplinary team members. Ensure that psychotropic medication and other treatment are ordered, administered and controlled according to the Medicine and Related Substance Act. Monitor the compliance, effectiveness and side effects of medication and advocate for patients in cases of ineffective treatments. Delegate and supervise ward activities. Ensure the continuity of patient care is maintained through nursing care rounds and hand over. Ensure adequate record keeping is maintained. Provide support, counseling and crisis interventions when needed. Manage the department efficiently and cost effectively. Manage PMDS of subordinates. Management of complaints.

**ENQUIRIES  
APPLICATIONS**

: Ms O.A. Mokoena Tel No: (011) 812 5187  
: Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Human Resources Offices Nurses Residence or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.

**NOTE**

: No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE**

: 23 April 2021

**POST 12/102**

: **CLINICAL NURSE PRACTITIONER (PHC) REF NO: TDHS/A/2021/28 (X1 POST)**  
Directorate: Nursing

**SALARY  
CENTRE**

: R383 226 – R444 276 per annum (Plus Benefits)  
: Tshwane Health District Clinical Forensic Medical Centres  
Tshwane District Health Office

**REQUIREMENTS**

: Matric/Grade 12 and basic qualification accredited with SANC in terms of Government Notice 425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with SANC as a professional nurse plus a post basic nursing qualification (PHC) accredited with SANC in terms of notice no. 212, plus a post-basic qualification in Clinical Forensic Medical Services. Proof of current registration with SANC, a minimum of 4 years

- appropriate/recognizable experience in nursing after registration as a professional nurse with SANC; preferably in Clinical Forensic Medical Services.
- DUTIES** : Overall provision of quality and patient-centred care as follows: Provide expert forensic nursing consultation, maintain confidentiality and compassion at all times, manage the survivor's emotional trauma, collect blood, tissue, semen and other samples as may be necessary, evaluate and accurately document patients' wounds and/or injuries, request laboratory tests and interpret the results, conduct forensic photography where indicated, properly handle all evidence gathered, liaise between healthcare and legal systems, attend mandatory forensic nursing, participate in training, research, supervision and management of students and junior nurses, testify in court as an expert witness using gathered evidence, gather pertinent evidence from victims and suspects, Demonstrate an understanding of nursing legislation and related frameworks, valid driver's license is essential, render comprehensive clinical nursing practice services determined by the health facility, maintain own professional growth and ethical standards, ensure and oversee the effective utilisation of resources, ensure the implementation of the National Regulated Norms and Standards and Batho Pele principles, Manage the center independently and ensure compliance to professional and ethical practice.
- ENQUIRIES** : Ms. Sr P Mahlakoana Tel No: (083) 300 3194
- APPLICATIONS** : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, 1<sup>ST</sup> Floor Reception.
- NOTE** : Applications must be submitted on Z83 form, obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of copy.
- CLOSING DATE** : 23 April 2021
- POST 12/103** : **MIDDLE MANAGER: PATIENT ADMINISTRATION REF NO: EVRH/2021/05**  
Directorate: Administration  
Re-Advert
- SALARY** : R376 596 per annum (plus benefits)
- CENTRE** : Edenvale Regional Hospital
- REQUIREMENTS** : Minimum requirements: Matric plus three-years National Diploma/Degree (NQF level 6/7) in Public Management Administration/Business Administration or any relevant equivalent qualification (NQF level 6/7) with 2 to 5 years proven experience in Patient Administration. Three (3)-years' experience should be at supervisory level (Chief Admin Clerk / Admin Officer Level 7/8/9 in Hospital Administration environment. Experience in managing people and projects with the ability to plan strategically. Computer literacy: Microsoft Office applications i.e. Word, Excel, Power Point and Outlook. In-depth knowledge of PAAB/MEDSAS and Hospital Information System will be an added advantage. Knowledge, Skills, Training and Competencies Required: Good knowledge and understanding of the policies and procedures governing patients' administration in the public sector. Understanding of current Patient Affairs / Administration with specific reference to both Outpatients and Inpatient Management. Ability to make progressive decisions and work under pressure. Ability to exercise good judgement and discretion in applying and interpreting departmental policies and procedure and develop unit Standard operating procedures. Proactive approach to problem solving and ability to prioritize issues and other work-related matters and to comply with timeframes. Ability to translate strategic objectives into practical planning framework. Must have an eye for detail, high level of reliability and ethics, commitment to work beyond the call of duty, Relate well to a diversity and range of stakeholders.
- DUTIES** : Manage the following areas to ensure efficiency and cost effectiveness: Patient Administration, Ward clerks, Medical Records, Mortuary Services, Porter and Kit room. Ensure that patient registrations are carried out correctly and accurately. Implementation of integrated Lean management philosophy into the hospital's mandate, guidelines, or policies. Ensure efficient and effective booking system throughout the clinical business unit. Continuously provide report related to Patient Administration. Monitor generation of revenue in accordance with Public Finance Management Act and other relevant policies. Develop Patient Administration standard operating procedures and ensure that they are implemented effectively. Ensure compliance with all statutory regulations and policies. Assist in ensuring that the hospital has appropriate

and effective monitoring systems in place to guarantee value for money and high-quality service. Monitor staff appraisal (PMDS). Train, develop, and monitor staff to improve service delivery. Co-ordinate the drawing of strategic plans, business plans and operational plans in Patient Administration. Ensure that controls are in place to prevent abuse of state properties. Maintain effective and efficient utilization of all allocated resources. Exercise budget and expenditure control in Patient Administration. Ensure that patients are registered, and their files are retrieved timeously and so that they proceed to their clinics. Regularly conduct internal audit in patient Administration, Medical Records and Mortuary. Ensure effective and efficient cash management of all state monies collected. Contribute as a member of a multi-disciplinary management team towards the effective management of the hospital. Management of budget allocated to sub-programmers.

**ENQUIRIES APPLICATIONS** : Mr. JKA Buthelezi Tel No: (011) 321 6003  
 : The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Human Resource Department: Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Pedestrian Gate (Next to taxi Rank), Modderfontein Road, Edenvale, Closing date is as of below. Those who apply before are welcome to re-apply.  
**CLOSING DATE** : 23 April 2021

**POST 12/104** : **OCCUPATIONAL THERAPISTS GRADE 1 REF NO: PHOLO 2021/03/20 (X2 POSTS)**  
 Directorate: Mental Health

**SALARY CENTRE REQUIREMENTS** : R317 592 per annum (plus Benefits)  
 : Pholosong Regional Hospital  
 : Appropriate qualification (B Occ. Ther/BSC in Occupational Therapy). Registration with the HPCSA (current proof of registration must be attached). One-year relevant experience after completion of community service. Experience in mental health OT services will be an advantage. Knowledge of mental health legislations and related legal and ethical practices, PFMA and Public service Act and Regulations. Good communication, interpersonal, Computer literacy, financial and human resource management skills. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. Knowledge of various physical conditions and their impact on function, experience in running psychosocial groups, problem-solving capacities, and seating (intermediate and advance recommended).

**DUTIES** : Provision of Occupational Therapy service to all patients, conducting functional assessments and compiling reports. Work within multidisciplinary team through ward rounds and case presentations, running and managing projects within the unit. Participate in administrative duties including submission of monthly statistics, records of assessments and escalate to management early, attends meetings and give feedback, conduct assessment for issuing of assistive devices. Participating in hospital assessment audits. Participate in health education as per health calendar.

**ENQUIRIES APPLICATIONS** : Mrs. C.K Selepe Tel No: (011) 812 5232  
 : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Human Resources Offices Nurses Residence or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.

**NOTE** : No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and

Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE**

:

23 April 2021

**POST 12/105**

:

**PROFESSIONAL NURSE GRADE 2 REF NO: EVRH/2021/06**

Directorate: ARV Unit

**SALARY**

:

R315 963 per annum per annum (plus benefits)

**CENTRE**

:

Edenvale General Hospital

**REQUIREMENTS**

:

Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/ Degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. A minimum of 5 years appropriate/ recognisable experience in nursing as a professional nurse after registration with SANC. NIMART Certificate is a prerequisite. Have knowledge of HIV/AIDS/STI/TB and computer e.g. Power point, Excel, and Word. Have good interpersonal and report writing skills. Must be willing to work under pressure and to do daily ward rounds.

**DUTIES**

:

To Responsible to offer Universal test and treat services in the units. HIV counselling and testing in liaison with Community Liaison Officer. Serve as a liaison officer between in patients and ARV clinicians. Provision of on – going adherence counselling with the help of the ARV Social Worker. Initiate stable in – patients on ARV. Follow the process of obtaining medical history, conduct examination including pap smears for patients who test HIV positive. Manage all HIV related non complicated conditions. Use syndromic management approach on those conditions. Do phlebotomy work which includes sending specimen to the laboratory. Interpret results manage or refer accordingly. Track and trace patients who are not yet on ART but has tested positive for HIV, find, and initiate them on treatment. Screen for TB and treat accordingly and then refer to the next level of care. Provision of health education and advice refer to Social Worker for family counselling. Work with multidisciplinary team.

**ENQUIRIES**

:

Ms Aphiri Tel No: (011) 321-6021

**APPLICATIONS**

:

The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale, Closing date is as stated below.

**CLOSING DATE**

:

23 April 2021

**POST 12/106**

:

**SOCIAL WORK GRADE 1 REF NO: EVRH/2021/07**

Directorate: Social Worker

**SALARY**

:

R257 592 per annum (plus benefits)

**CENTRE**

:

Edenvale General Hospital

**REQUIREMENTS**

:

Bachelor's degree in Social Work. Minimum 3 years registration with the SACCSSP, proof of 2021 to 2022 registration as a professional Social worker. At least 2 years minimum working experience as a professional Social worker in a Hospital environment.

**DUTIES**

:

Good knowledge and skills of working in a public sector on psychosocial related services, with patients and families, vulnerable communities women, children, people living with disabilities, the elderly will be an advantage. Good understanding and the ability to implement legislative framework such as the Mental Health care Act 17 of 2005, Children's Act 38 Of 2005, the Bill of rights, HIV/AIDS and substance abuse policies and procedures. The ability to work with other health care professionals/other relevant stakeholders in and outside the Hospital environment. Effective knowledge and skills of NGO and Mental Health Care related placement processes. The ability, skills, and knowledge on processes of conducting family tracing of unknown patients. Competency in psychosocial counselling, report writing per Social Work templates, record keeping and statistics reporting. Effective communication, assessment skills, excellent skills. Advanced computer skills. Candidate must have driver's license.

**ENQUIRIES**

:

Ms. MV. Sebata Tel No: (011) 321 6019 / 321 6127

**APPLICATIONS**

:

The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale

		hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank).
<b><u>CLOSING DATE</u></b>	:	23 April 2021
<b><u>POST 12/107</u></b>	:	<b><u>SOCIAL WORKER -GRADE 1 REF NO: PHOLO 2021/03/21 (X1 POST)</u></b> Directorate: Mental Health
<b><u>SALARY</u></b>	:	R257 592 – R298 614 per annum (plus Benefits)
<b><u>CENTRE</u></b>	:	Pholosong Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree in Social work. Registration with the South African Council for Social Service Professions (SACSSP) as a Social worker. Registration with the SACSSP (proof of current registration to be attached). The applicant to have relevant experience as a Social Worker. Applicant must be in possession of a valid South African driver's license. Knowledge of Mental Health legislation and related legal and ethical practices, PFMA and Public Service Act and Regulations. Good communication, interpersonal, Computer literacy, financial and human resource management skills. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills.
<b><u>DUTIES</u></b>	:	Provision of Social work services regarding care, support, protection and development of vulnerable individuals, groups, families and communities through relevant Programs. To render designated outreach service as well as participate in Crises intervention within the District. To perform administrative functions required of the job. Ensure regular Mental Health training in the facilities within the District. Participate in admissions, transfers and placements of users to relevant institutions for rehabilitation, treatment and care.
<b><u>ENQUIRIES</u></b>	:	Mrs. C.K Selepe Tel No: (011) 8125232
<b><u>APPLICATIONS</u></b>	:	Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Human Resources Offices Nurses Residence or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.
<b><u>NOTE</u></b>	:	No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	23 April 2021
<b><u>POST 12/108</u></b>	:	<b><u>HUMAN RESOURCE INFORMATION SYSTEM OFFICER (HRIS) REF NO: REFS/008508 (X1 POST)</u></b> Directorate: Human Resources
<b><u>SALARY</u></b>	:	R257 508 - R303 339 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Dr George Mukhari Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate and proven MS Excel (Advanced), MS Word, Outlook and PowerPoint. Minimum of three (3) years' experience within a similar role. A relevant tertiary qualification or certificates in information systems and experience working in an agile delivery environment will be advantageous. Database Management and statistical analysis essential. Experience in researching and reading data and reports required. Excellent analytical, mathematical, and creative problem-solving skills. Be technological savvy and understand the important HR technologies. Knowledge of the Human resource management/information systems and HR intelligent apps in the public sector. Driver's licence.

- DUTIES** : Maintain integrity and reliability of the digital Human Resources System and data. Design and maintain essential workflows within the digital Human Resource Systems and Automate Administration tasks. Evaluate and monitor the performance of the Human Resources Systems and e-HR services. Compile and consolidate Human Resources reports and provide ad hoc reports when required. Support HR Operations with analytics, weekly, monthly and quarterly reports. Oversee Human resource management systems and e-services such as Employee Self-Service, E-recruitment, E-Submissions, Employee document management systems and automated workflow systems. Accurate management of personnel on PERSAL and business unit structures. Analysis of reports and data, correct discrepancies and report to management. Monitor monthly spending on Compensation of employees and grants. Payroll management. Ensure quick and accurate flow of information within HR and the institution. Conduct in-service training on HRIS. Perform other duties as allocated by management.
- ENQUIRIES APPLICATIONS** : Ms. O Masangane Tel No: (012) 529 3202  
Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or Apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za).
- NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Recently certified copies of qualifications, ID copy and a CV must be attached. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.NB: There will be a Microsoft office skills assessment tests.
- CLOSING DATE** : 23 April 2021. Closing time will be 12h00
- POST 12/109** : **CLIENT LIAISON OFFICER REF NO: REFS/008507 (X1 POST)**  
Directorate: Quality Assurance
- SALARY CENTRE REQUIREMENTS** : R257 508 - R303 339 per annum (plus benefits)  
Dr George Mukhari Academic Hospital  
Grade 12 with appropriate 1-year higher certificate in a recognized institution in Office Assistant/Administration/ Business Management/ Public Management/Public relations and a minimum of 5 years' experience in health institution. At least a minimum of 3 years of the period referred to above must be experience in Quality Assurance. Knowledge in customer care service programs. Knowledge and understanding of legislative framework applicable to practice in public health facility. Computer literacy in MS Office Package (MS Word, MS Excel, and MS PowerPoint). Presentation skills. The applicant must have ability to interact with diverse stakeholders, health care users and givers. Good communication skills, Report writing skills, Facilitation skills, Problem solving skills, Good interpersonal relations, ability to work under pressure.
- DUTIES** : Conduct National Core Standards self-assessment. Facilitate the development of QIPs and implementation thereof. Implement customer care programs. Compile and analyze reports of the programs and submit reports on due time. Assist with the management of the patient safety incidents. Manage staff development and performance (PMDS). Manage material resources appropriately. Facilitate training of employees on quality Assurance matters. Communicate with all stakeholders (external and internal customers) about quality assurance matters. Perform any other duties delegated by the supervisor.
- ENQUIRIES APPLICATIONS** : Ms. BS Moruapheko, Tel No: (012) 529 3409  
Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or Apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za).

- NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Recently certified copies of qualifications, ID copy and a CV must be attached. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC) Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 23 April 2021. Closing time will be 12H00
- POST 12/110** : **PROFESSIONAL NURSE GRADE 1 REF NO: PHOLO 2021/03/19 (X4 POSTS)**  
Directorate: Mental Health Services
- SALARY CENTRE REQUIREMENTS** : Grade 1: R256 905 – R297 825 per annum (plus benefits)  
: Pholosong Regional Hospital  
: A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Current registration with SANC. A minimum of 1 year appropriate/ recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least 1 year of the period referred to above must be appropriate/ recognizable experience working in Psychiatric unit will be an added advantage. Good communication skills, verbal and written, understanding of Ideal Hospital Realization and Maintenance Framework, able to work under pressure.
- DUTIES** : Ensure that a safe, therapeutic environment is provided for the patients, staff and public. Provide a comprehensive, quality nursing care as a member of the multi-disciplinary team member, according to identified needs of the patients. These activities include the following: Holistic and comprehensive assessment of voluntary admission, assisted care, emergency mental health care admission, 72 hours' assessment of involuntary mental health care users, as well as further care treatment and rehabilitation of mental health care users in an acute psychiatric unit according to the Mental Health Care Act of 2002. Identify patients' needs and formulate, implement and evaluate nursing care interventions that are patient specific. Identification of risk and implementation of preventive measures timeously, e.g. Sedated, suicidal, violent and aggressive patients. Formulate and participate in ward individual and group activities following a structured ward programme in consultation with other members of the multi-disciplinary team. Ensure that psychotropic medication and other treatment are ordered, administered and controlled according to the Medicine and Related Substance Act. Monitor the compliance, effectiveness and side effects of medication and advocate for patients in cases of ineffective treatments. Delegate and supervise staff and ward activities. Ensure the continuity of patient care is maintained through nursing care rounds and hand over. Ensure adequate record keeping is maintained. Provide support, counseling and crisis interventions when needed. Manage the department efficiently and cost effectively. Manage PMDS of subordinates. Management of complaints. Official will be required to work shifts and night duty.
- ENQUIRIES APPLICATIONS** : Ms O.A. Mokoena Tel No: (011) 812 5187  
: Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Human Resources Offices Nurses Residence or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.
- NOTE** : No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to

Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 23 April 2021
- POST 12/111** : **PROFESSIONAL NURSE (GENERAL) REF NO: JUB 07/2021 (X7 POSTS)**  
Directorate: Nursing
- SALARY** : R256 905 - R297 825 per annum  
**CENTRE** : Jubilee District Hospital  
**REQUIREMENTS** : Basic R425 qualification (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Applicants must have a Diploma in psychiatric nursing if qualification is not of Basic R425. Other Skills/ Requirements: Current registration with SANC. Good communication, Report writing, facilitation, coordination, liaison, problem solving with networking skills, information management, planning and organizing. Knowledge of nursing care processes and procedures, nursing statuses and other relevant legal frameworks such as: Nursing Act; Health Act; OHS Act.
- DUTIES** : Provide direction and supervision for the implementation of the nursing plan (clinical practice/ quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively.
- ENQUIRIES** : Mr J.K Modige Tel No: (012) 717 9358  
**APPLICATIONS** : Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications, SANC receipt and ID must be attached. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
- CLOSING DATE** : 23 April 2021, Time: 13H00
- POST 12/112** : **PROFESSIONAL NURSE (GENERAL) REF NO: JUB 07/2021 (X7 POSTS)**  
Directorate: Nursing
- SALARY** : R256 905 - R297 825 per annum  
**CENTRE** : Jubilee District Hospital  
**REQUIREMENTS** : Basic R425 qualification (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Applicants must have a Diploma in psychiatric nursing if qualification is not of Basic R425. Other Skills/ Requirements: Current registration with SANC. Good communication, Report writing, facilitation, coordination, liaison, problem solving with networking skills, information management, planning and organizing. Knowledge of nursing care processes and procedures, nursing statuses and other relevant legal frameworks such as: Nursing Act; Health Act; OHS Act.
- DUTIES** : Provide direction and supervision for the implementation of the nursing plan (clinical practice/ quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in



accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively.

**ENQUIRIES APPLICATIONS** : Mr J.K Modige Tel No: (012) 717 9358  
: Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

**NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications, SANC receipt and ID must be attached. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

**CLOSING DATE** : 23 April 2021, Time: 13H00

**POST 12/113** : **PROFESSIONAL NURSE; GENERAL REF NO: TDHS/A/2021/31 (X1 POST)**  
Directorate: Nursing

**SALARY** : Grade 1: R256 905 – R362 865 per annum (Plus Benefits)  
Grade 2: R315 963 – R362 865 per annum (Plus Benefits)

**CENTRE REQUIREMENTS** : Tshwane Health District Clinical Forensic Medical Centers  
: Matric/Grade12 and Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. Diploma/ Degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse plus a post basic nursing qualification (PHC) accredited with SANC in terms government notice no 212, with proof of current registration. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC.

**DUTIES** : Overall provision of quality and patient-centered care as follows: Demonstrate an understanding of nursing legislation and related frameworks. Render comprehensive clinical nursing care across the sphere of Clinical Forensic Services as determined from time to time, which includes but not limited to the following: Collect blood, tissue, semen and other samples as may be necessary, request laboratory tests and interpret the results, conduct forensic photography where indicated and liaise between healthcare and legal systems. Display a concern for patients promoting, advocating proper treatment and care including awareness and willingness to respond to patient's needs. Maintain own professional growth and ethical standards. Ensure and oversee the effective and efficient utilisation of resources. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Execute other duties as shall be so delegated by the Senior Clinical Nurse Practitioner, Medical Officer and/or Centre Manager

**ENQUIRIES APPLICATIONS** : Ms. Sr P Mahlakoana Tel No: 083 300 3194  
: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, 1<sup>ST</sup> Floor Reception.

**NOTE** : Applications must be submitted on Z83 form, obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of copy.

**CLOSING DATE** : 23 April 2021

**POST 12/114** : **CLIENT INFORMATION CLERK REF NO: TDHS/A/2021/34**  
Directorate : Health Information Management

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : Tshwane District Health Services  
**REQUIREMENTS** : Grade 12 Certificate or equivalent relevant qualification plus 2 or more years experience on Web DHIS & Tier.net systems. Certificate in DHIS. Certificate in Tier.net certificate will be an added advantage Other Skills / Requirements: Computer Literacy with an understanding of Ms Word, Excel, Access and

- Powerpoint. Good communication Skills. Analytic and Numeric Skills. Ability to work under pressure. Driver's license.
- DUTIES** : Ensure timeous data submission from facilities. Capture data within set time frame. Effective usage of all information data bases (Web DHIS and Tier.net). Validate data and follow up on data corrections and outstanding data. Provide feedback to facilities and programme managers. Generate reports from Information Systems as required. Handling data queries. Administrative duties. Conduct Facility Support visit and give Technical Support to facilities.
- ENQUIRIES APPLICATIONS** : Ms Portia Mothibi Tel No: (012) 451 9268
- NOTE** : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- CLOSING DATE** : 23 April 2021
- POST 12/115** : **STAFF NURSE REF NO: TDHS/A/2021/33 (X2 POSTS)**  
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R171 381 – R192 879 per annum plus benefits  
: Tshwane Health District Clinical Forensic Medical Centres  
: Grade 12/Matric with two year Enrolled Nurse certificate that allows registration with the South African Nursing Council (SANC) as Enrolled nurse. Proof of current registration with the South African Nursing Council as Enrolled Nurse. Experience as a Nurse in Clinical Forensic Services will be an added advantage. Good communication skills, basic writing skills, ability and good interpersonal skills. Knowledge of nursing care processes and procedures, Excel in Quality Assurance, Patients Experience of Care, Patients' Safety, Infection Prevention & Control and other relevant legal frame-works. Good ethical practice and caring attitude.
- DUTIES** : Ensure safe, effective and quality-laden clinical nursing practice for survivors of sexual assault, domestic violence amongst others. Ensure effective implementation of Standard Operating Procedure (SOP) relevant and applicable to Clinical Forensic Services. Ensure that the Nursing Standards with regards to Clinical Forensic Services are upheld and maintained. Ensure effective communication according to hierarchy. Ensure efficient utilisation of resources. Demonstrate basic understanding of nursing procedures. Demonstrate basic understanding of the legislative framework protocols, policies governing the Public Service. Participate in implementation of Ideal Health Facility realisation. Maintain professional growth /ethical standards and self-development. Execute other duties as shall be so delegated by the Senior Clinical Nurse Practitioner, Medical Officer and/or Centre Manager.
- ENQUIRIES APPLICATIONS** : Ms. Sr P Mahlakoana Tel No: 083 300 3194
- NOTE** : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, 1<sup>ST</sup> Floor Reception.
- CLOSING DATE** : 23 April 2021
- POST 12/116** : **CLEANING SUPERVISOR REF NO: ODI/26/03/2021/01**
- SALARY CENTRE REQUIREMENTS** : R145 281 per annum (plus benefits)  
: ODI District Hospital  
: Grade 12 minimum of 5 years' experience as a cleaner in public hospital, ability to plan, organize, do inspection, and evaluate performance. Be prepared to work shifts including weekends and public holidays. Motivation must be attached as a proof of working experience.
- DUTIES** : Supervising cleaners and do allocation of staff, monitor, and evaluate work performance in the sections, ordering and receiving of stock. Ensure adequate supply of all cleaning materials and cleaning equipment, provide guidance and training to cleaners. Ensure all checklists are completed. Allocate personnel accordingly and monitor their attendance register. Managing absenteeism. Make risk terms of assets and inventory control for cleaning section. Discipline and implement appreciate procedures. Manage employee's performance

evaluation (PMDS). Perform all Administrative functions. Knowledge of occupational health and safety and infection control practices. Be actively involved in budgetary control and saving measures. Take responsibility of waste management in collaboration with the infection control coordinators. Ensure compliance to the ideal hospital.

**ENQUIRIES** : Ms TR Mahlangu Tel No: (012) 725 2472  
**APPLICATIONS** : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.  
**NOTE** : Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recent CV as well as certified copies of all qualifications and ID document (no copies of certified copies allowed). Certified copies should not be more than six months old.  
**CLOSING DATE** : 23 April 2021

**POST 12/117** : **DRIVER REF NO: TDHS/A/2021/35 (X2 POSTS)**  
Directorate: Admin & Logistics

**SALARY** : R145 281 – R171 138 per annum (Level 04)  
**CENTRE** : Tshwane District Health Services  
**REQUIREMENTS** : Grade 10. One (1) to three (3) years' experience in driving / messenger services. A valid Code 10 (C1) driver's license with PDP. (Attach certified copy). Ability to work independently with the team. Willingness to work and travel irregular hours. Knowledge of OHS Act and Infection Control Guidelines Other Skills / Requirements: Good written and verbal communication skills.

**DUTIES** : Transportation of equipment, patients and officials within the District. Deliver and collect official documents when requested. Take vehicle for service/repairs. Keep record of oil, fuel receipt and other admin documents. Assist with loading and offloading of goods, Collect and deliver post and parcels on a daily basis at the post office. Keeping the vehicles clean and in good condition.

**ENQUIRIES** : Mr LM Seshoka Tel No: (012) 451 9025  
**APPLICATIONS** : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

**NOTE** : Applications must be submitted on form New Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.

**CLOSING DATE** : 23 April 2021

#### **DEPARTMENT OF ROADS AND TRANSPORT**

**CLOSING DATE** : 23 April 2021

**NOTE** : All shortlisted candidates will be subject to pre-employment screening (vetting); and may 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. 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 link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entryprogramme/>.

Following the interview, it is mandatory that the recommended candidates undergo a generic managerial competency assessment in compliance with the DPSA Directive. All shortlisted candidates will be subjected to security vetting and they will have to disclose her/his financial interest. 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 post 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.

## MANAGEMENT ECHELON

<b><u>POST 12/118</u></b>	:	<b><u>DEPUTY DIRECTOR-GENERAL: ROADS INFRASTRUCTURE REF NO: REFS/008518 (X1 POST)</u></b> Branch: Roads Infrastructure
<b><u>SALARY</u></b>	:	R1 521 591 per annum (all-inclusive remuneration package). The department will determine the final salary offer based on proven years of experience and post qualification.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Johannesburg Bachelors' Degree or equivalent, in Civil Engineering, or Project Management in the construction / built environment, or Built Environment at NQF Level 8. Professional registration in the built environment in of the fields listed above. Post degree training courses in Strategy and General Management will be an added advantage. A minimum of 8-10 years working experience in transport or infrastructure field of which 5 years should be at Senior Management level. Proven / evident successful infrastructure planning capability or experience. Proven / evident successful operational and process management within public or private sector. Track record in formulating and managing strategic plans, business plans, project budgets, and in project management. Advanced or superior understanding of institutional governance systems and performance management. An understanding of the Government regulatory frameworks and policies governing transport and roads, and public finance. A valid driver's license.
<b><u>DUTIES</u></b>	:	Manage strategies and frameworks for provincial transport infrastructure. Manage the development and implementation of provincial transport infrastructure programmes and projects. Manage geometrics and structures designs, survey and land acquisitions, for provincial transport infrastructure. Manage provincial traffic engineering services. Manage provincial multi-year roads construction programme and projects. Manage routine, planned and emergency road maintenance. Manage and protect transport infrastructure assets. Manage information management systems for transport infrastructure. Maintain technical relationships with the Gauteng Transport Authority (GTA), South African National Roads Agency Limited (SANRAL), Gautrain Management Agency (GMA), g-Fleet Management, and municipal roads entities / agencies within Gauteng. Manage the human and financial resources in line with applicable relevant prescripts. Build and provide the Branch with the agility to take on new or changing mandates, and the evolving transport infrastructure needs.
<b><u>ENQUIRIES</u></b>	:	Ms. Mbali Mbatha, Director: HR Planning and Administration Tel No: (011) 355-7026/7492
<b><u>POST 12/119</u></b>	:	<b><u>CHIEF DIRECTOR: PUBLIC TRANSPORT SERVICES REF NO: REF NO: REFS/008519 (X1 POST)</u></b> Branch: Transport Services
<b><u>SALARY</u></b>	:	R1 251 183 per annum, (All-inclusive salary package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Johannesburg B Com Degree in Transport Management or Transport Economics, B.Eng/ Bsc Civil or Industrial Engineering or equivalent qualification (NQF level 7) as recognized by SAQA; plus training and courses in management practices relevant to the key roles. Masters in Transportation or Operations Management will be an added advantage. A minimum of 5 years' senior management experience within the public transport environment. Knowledge of public transport services. Knowledge of and experience in: Government regulatory frameworks and policies governing public transport and roads; Engineering Professional Act; Gauteng Infrastructure Act 2001; National Transport Land Act 2009; National Roads Traffic Act; Relevant Legislation and Public Service Regulations; Financial Management; Analytical thinking; Change Management; Project Management; Policy Development; Planning and Organising. Nyukela SMS Pre-entry certificate.
<b><u>DUTIES</u></b>	:	Manage public operations; Develop and implement public transport policy and priorities in Gauteng; Contribute to development of national policy, legislation and priorities; Promote transformation of public transportation industry; Manage modal integration and special projects; Provide strategic leadership to

		the Chief Directorate; manage the resources of the component and perform generic management functions.
<b><u>ENQUIRIES</u></b>	:	Ms. Mbali Mbatha, Director: HR Planning and Administration Tel No: (011) 355-7026/7492
<b><u>POST 12/120</u></b>	:	<b><u>DIRECTOR: FINANCIAL ACCOUNTING REF NO: REFS/008517 (X1 POST)</u></b> Branch: Financial and Management Accounting
<b><u>SALARY</u></b>	:	R1 057 326 per annum, (All-inclusive salary package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Johannesburg An undergraduate qualification (NQF level 7) as recognized by SAQA in Accounting/Economics/Public Finance or equivalent qualification. A minimum of 5 years' relevant experience at a middle/ senior management. Experience in Public Service and Registration with the Institute of Professional Accountants will be an added advantage. Knowledge: In-depth knowledge of the Public Finance Management Act, the Treasury Regulations and other related public sector related regulatory frameworks. Thorough knowledge of accounting systems and software (BAS, MS excel, MS word etc). Thorough knowledge of accounting methodologies, principles and standards applicable to the public sector. Skills: A dynamic, self-motivated professional with well developed, proven leadership skills. The ability to work under pressure and willingness to work long hours as may be required. Strong finance acumen. Strong computer literacy skills. Sound interpersonal relations. Effective communication both written and verbal. Problem-solving, decision making and analytical skills; Change Management; Project Management; Policy Development; Planning and Organising. Nyukela SMS Pre-entry certificate.
<b><u>DUTIES</u></b>	:	Oversee the process of the Departmental expenditure and revenue and ensure it is properly undertaken and in compliance with the PFMA. Ensure compliance to financial timeframes and minimize payments delays in line with the PFMA and Treasury Regulation prescripts. Oversee the proper operations of the Directorate and ensure the departments objectives in respect of finance related services are met at all times including the attainment of a clean audit outcome. Oversee the reconciliation process for creditors file, ledger accounts etc. are performed properly. Analyse financial ledger records and ensure that discrepancies identified are corrected by reviewing expenditure and revenue reports extracted from financial system (BAS). Compilation of monthly and quarterly reports for PFMA compliance. Ensure interdepartmental receivables and payables are confirmed timeously. Compilation of monthly, quarterly and annual financial statements in line with National Treasury guidelines and PFMA. Manage month and year-end financial processes. Clear suspense accounts on a monthly basis. Oversee the proper control over Petty Cash process. Oversee the proper reconciliation of Travel and Subsistence advance and claims. Perform monthly reconciliation of revenue accounts. Ensure the proper maintenance of filing system for all payments, revenue and journals etc. Development and implementation of financial policies, directives and circular and ensure adherence to Financial Delegations. Manage debt book of the Department. Respond to internal and external audit queries in respect of Financial Accounting. Development and implementation of control measures to minimize internal control weaknesses identified by the Auditor-General, Internal Audit and Risk Management Directorate. Assist the Finance Branch to ensure that financial matters raised in audit reports are adequate resolved and do not reoccur. Manage the implementation of the directorate's audit action plan and risk management plan. Interpret and apply financial directives and policies. Plan, budget and exercise control over financial activities of the directorate. Ensure the proper implementation of recommended solutions regarding the Departmental Systems and processes to improve Departmental efficiency. Assist in the Administrative support to all Responsibility and Line Managers on all aspects of functional areas. Ensure the continuous development of quality improvement of Sub-ordinates. Liaise on administration matters with other Departments, the Public and Service providers. Ensure that the financial queries by service providers, stakeholders as well as departmental clients are attended to their satisfaction.
<b><u>ENQUIRIES</u></b>	:	Ms. Mbali Mbatha, Director: HR Planning and Administration Tel No: (011) 355-7026/7492

**POST 12/121** : **DIRECTOR: REGISTRATION AND MONITORING REF NO: REFS/008520 (X1 POST)**  
Branch: Transport Services

**SALARY** : R1 057 326 per annum, (All-inclusive salary package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines

**CENTRE** : Johannesburg

**REQUIREMENTS** : LLB/ BCom Law degree or equivalent qualification (NQF level 7) as recognized by SAQA with extensive experience in transport, plus training and courses in management practices relevant to the key roles. A minimum of 5 years' experience at a middle/senior management level within the public transport environment. Experience or knowledge of registration of operators for all modes of public passenger road transport. Knowledge of and experience in: Government regulatory frameworks and policies governing public transport and roads; Gauteng Infrastructure Act 2001; National Transport Land Act 2009; National Roads Traffic Act; Relevant Legislation and Public Service Regulations; Financial Management; Analytical thinking; Change Management; Project Management; Policy Development; Planning and Organising. Nyukela SMS Pre-entry certificate.

**DUTIES** : Manage projects for the registration of public operators; Administer projects for the registration of public transport road associations and operators for all Regional Offices; Manage the monitoring and overseeing of the registration office; Strive towards minimizing public transport conflicts for all modes; managing and monitoring of democratization of all public transport associations; Manage the resources of the component and perform generic management functions.

**ENQUIRIES** : Ms. Mbali Mbatha, Director: HR Planning and Administration Tel No: (011) 355-7026/7492

**PROVINCIAL ADMINISTRATION KWAZULU NATAL  
DEPARTMENT OF HEALTH**

**OTHER POSTS**

- POST 12/122** : **MEDICAL SPECIALIST (ANEASTHETICS) (GRADE 1-3) REF NO: MAD 04/2021 (X1 POST)**
- SALARY** : Grade 1: R1 106 040 – R1 173 900 per annum  
Grade 2: R1 264 623 – R1 342 230 per annum  
Grade 3: R1 467 651 – R1 834 890 per annum  
The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.
- CENTRE REQUIREMENTS** : Madadeni Provincial Hospital  
: Medical Specialist **Grade 1**: Appropriate qualification plus registration with the HPCS as a Medical Specialist in Anaesthetics. Medical Specialist **Grade 2**: Appropriate qualification, registration certificate, plus FIVE (5) years' experience after registration with the HPCSA as a Medical Specialist in Anaesthetics. Medical Specialist **Grade 3**: Appropriate qualification, registration certificate, plus Ten (10) years' experience after registration with the HPCSA as a Medical Specialist in Anaesthetics. Knowledge, Skills and Competencies required: - Sound knowledge and clinical skills in the management of Anaesthetics/ ICU patients. Ability to supervise and teach junior and senior staff. Good communication, inter-personal and management skills. Sound professional and ethical values, and a concern for excellence.
- DUTIES** : To provide safe, ethical and high quality of care through the development of standards, audits, research and risk assessment in the following areas- clinical and customer care (patient perspective). Undertake training of undergraduate medical students and also support relevant clinical research, clinical trials and CPD activities. Participate in commuted overtime as per departmental needs. This includes on site duties and or being rostered. Provide expert advice and clinical support to District / regional level hospitals referring to Madadeni Hospital. Provide outreach to surrounding District hospitals that refers patient to Madadeni Hospital. Active participation in quality improvement programs including clinical audits and continuous professional development activities in Madadeni Hospital. Assist with the setting of protocols for management of patients, equipment and other relevant procedures. Ensure equipment is maintained and functional at all times. Attend administrative matters as pertains to the unit Manage / supervise allocated human resources. Empower in a respectful manner the medical and nursing staff through evidence based best practices. Attend to meetings and workshops as directed. Comply with all legal prescripts Acts, legislatives, policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per hospital organogram. Maintain clinical, professional and ethical standards. Assist hospital management and heads of clinical units with the development and implementation of guidelines, protocols and clinical audits, revising as needed to optimize patients care in the theatre and wards with resources available. Be part of Disciplinary team. Conduct outpatient's clinics and provide expert opinion. Provide a support service for hospitals and clinics in Amajuba Districts. Liaison with other head of disciplines. Provide specialists services for the management of chronic pain services. Develop acute and chronic pain management.
- ENQUIRIES** : Dr. S.D Hadebe Tel No: (034) 328 8000
- APPLICATIONS** : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940
- FOR ATTENTION** : The Recruitment Officer
- NOTE** : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. NOTE: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any

Government Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

- CLOSING DATE** : 30 April 2021
- POST 12/123** : **MEDICAL SPECIALIST (ANEASTHETICS) (GRADE 1-3) REF NO: MAD 04/2021(X1 POST)**
- SALARY** : Grade 1: R1 106 040 – R1 173 900 per annum  
Grade 2: R1 264 623 – R1 342 230 per annum  
Grade 3: R1 467 651 – R1 834 890 per annum  
The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.
- CENTRE REQUIREMENTS** : Madadeni Provincial Hospital  
Medical Specialist **Grade 1**: Appropriate qualification plus registration with the HPCSA as a Medical Specialist in Anaesthetics. Medical Specialist **Grade 2**: Appropriate qualification, registration certificate, plus FIVE (5) years' experience after registration with the HPCSA as a Medical Specialist in Anaesthetics. Medical Specialist **Grade 3**: Appropriate qualification, registration certificate, plus Ten (10) years' experience after registration with the HPCSA as a Medical Specialist in Anaesthetics. Knowledge, Skills and Competencies required: - Sound knowledge and clinical skills in the management of Anaesthetics/ ICU patients. Ability to supervise and teach junior and senior staff. Good communication, inter-personal and management skills. Sound professional and ethical values, and a concern for excellence.
- DUTIES** : To provide safe, ethical and high quality of care through the development of standards, audits, research and risk assessment in the following areas- clinical and customer care (patient perspective). Undertake training of undergraduate medical students and also support relevant clinical research, clinical trials and CPD activities. Participate in commuted overtime as per departmental needs. This includes on site duties and or being rostered. Provide expert advice and clinical support to District / regional level hospitals referring to Madadeni Hospital. Provide outreach to surrounding District hospitals that refers patient to Madadeni Hospital. Active participation in quality improvement programs including clinical audits and continuous professional development activities in Madadeni Hospital. Assist with the setting of protocols for management of patients, equipment and other relevant procedures. Ensure equipment is maintained and functional at all times. Attend administrative matters as pertains to the unit Manage / supervise allocated human resources. Empower in a respectful manner the medical and nursing staff through evidence based best practices. Attend to meetings and workshops as directed. Comply with all legal prescripts Acts, legislatives, policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per hospital organogram. Maintain clinical, professional and ethical standards. Assist hospital management and heads of clinical units with the development and implementation of guidelines, protocols and clinical audits, revising as needed to optimize patients care in the theatre and wards with resources available. Be part of Disciplinary team. Conduct outpatient's clinics and provide expert opinion. Provide a support service for hospitals and clinics in Amajuba Districts. Liaison with other head of disciplines. Provide



		specialists services for the management of chronic pain services. Develop acute and chronic pain management.
<b><u>ENQUIRIES</u></b>	:	Dr. S.D Hadebe Tel No: (034) 328 8000
<b><u>APPLICATIONS</u></b>	:	All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940
<b><u>FOR ATTENTION</u></b>	:	The Recruitment Officer
<b><u>NOTE</u></b>	:	This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.
<b><u>CLOSING DATE</u></b>	:	30 April 2021
<b><u>POST 12/124</u></b>	:	<b><u>DEPUTY DIRECTOR: RISK MANAGEMENT SERVICES</u></b> Cluster Risk, Investigations and Security Services Re-advert applicants who applied before will have to re-apply Job Purpose: The incumbent of this post will report to the Director: Risk Management Services, and will be responsible to ensure effective and efficient rendering of risk management services, development of the three year rolling and annual risk management plans, risk assessment fieldwork, reporting and follow up.
<b><u>SALARY</u></b>	:	R733 257 per annum (Level 11) (An all-inclusive salary package). NB: All incumbents will be based at the head office but will be responsible for the districts they had applied for.
<b><u>CENTRE</u></b>	:	Head Office Ref No: G51/2021 (X2 Posts) E Thekwini District: Ref No: G52/2021 (X1 Post) ILembe District: Ref No: G53/2021 (X1 Post) UMgungundlovu District: Ref No: G54/2021 (X1 Post) UThukela District: Ref No: G55/2021 (X1 Post) King Cetshwayo: Ref No: G56/2021 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree or National Diploma in Internal Auditing/ Auditing/ Accounting/ Risk Management; Plus A minimum of three (3) years in Internal Auditing/Auditing/Risk Management environment with three years' junior management experience; Plus Unendorsed valid Code B driver's license. Plus Membership with the relevant professional body will be an added advantage. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Recommendations: Previous work experience in the health sector will be an added advantage.
<b><u>DUTIES</u></b>	:	The ideal candidate must: Possess sound knowledge of the Public Finance Management Act, Treasury Regulations and Public Service Act and Regulations. Have the ability to deal with high work pressure and threats within a stressful environment. Have the ability to liaise effectively with clients and the relevant stakeholders. Have the ability to manage the risk management processes in terms of the Risk Management Standards and best practices.

Have an in-depth understanding of public procurement processes and prescripts PFMA, PPPFA, relevant Regulations and Guidelines etc.). Have good communication skills (both verbal and written). Have knowledge of risk management and/or internal auditing. Proven initiative, decisiveness, dedication and the ability to acquire new knowledge swiftly. Be computer literate with proficiency in MS Word Software Applications. Interviewing Techniques, Planning and organisation, Project management, Presentation skills and Report writing skills. Develop a comprehensive risk profile and recommend improvements on significant risk exposure for the department. Develop, implement, monitor and evaluate integrated risk management strategies. Assist in the design and implementation of a comprehensive plan for circulating risk management knowledge and information that will elicit the support of stakeholders across the department. Management of a long-term strategic risk based risk management plan based on sub unit specific risk management strategies. The strategic plan should be based on a formalised plan to address the risk identified by risk assessments of the department. Perform reviews of risk management projects and reports, contributing expertise and industry knowledge to ensure that value is added. Ensure that all risk assessments conducted in terms of the risk management implementation plan are properly scoped, planned, appropriately resourced and executed through close liaison with department managers. Co-ordinate the implementation of Business Continuity Management within the department.

- ENQUIRIES** : Ms TC Mqgithi Tel No: (033) 395 4002
- APPLICATIONS** : The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 Or Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower.
- FOR ATTENTION** : Miss NS Buthelezi Tel No: 033- 395 2896
- 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 and Driver's License (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. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). 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. 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** : 23 April 2021
- POST 12/125** : **ASSISTANT NURSE MANAGER NURSING (SPECIALTY STREAM – OBSTETRIC & GYNAECOLOGY) REF NO: PMMH/ANM/OB/01/21 (X1 POST)**
- SALARY** : R614 991 – R692 166 per annum. Other Benefits: Home Owner Allowance (conditions apply) 13<sup>th</sup> Cheque (conditions apply) Medical Aid (Optional) In-hospital Area Allowance (8% of basic salary)
- CENTRE** : Prince Mshiyeni Memorial Hospital
- REQUIREMENTS** : Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic nursing qualification in 'Advanced Midwifery & Neonatal Nursing Science', with duration of at least 1 year, accredited with the SANC. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional nurse with SANC in General Nursing At least 6 years of the period referred to above must be appropriate/recognizable nursing experience in the specialty after obtaining the one year post basic qualification in 'Advanced Midwifery & Neonatal Nursing Science' At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Certificates of Registration with the SANC (General

Nursing and relevant post basic qualification) Proof of current registration with the SANC (2021) Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and it impacts on service delivery .Demonstrate effective communication with patients, supervisors and other members of the multi-disciplinary team. Ensure clinical nursing practice by nursing team (unit) in accordance with the scope of practice and standards as determined. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by management. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient needs, requirements and expectations (Batho Pele). Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit. NB: Must be prepared to work shifts as per allocation; includes night shift, weekends and public holidays.

- DUTIES** : Manage and co-ordinate the implementation of holistic, comprehensive, specialised nursing care in the Obstretic & Gynaecology nurse component, in conjunction with team members, within a professional and legal framework. Ensure the maintenance of quality care standards in the Obstretic & Gynaecology services. Manage, supervise, guide staff and keep records and statistics as required. Manage assets, consumables, and services effectively. Manage and support education, in-service training, and orientation and practice development initiatives in the area. Maintain professional growth and ethical standards. Provide relief services within the team and provide after hour cover and work shifts as required. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. NB: The recognition of relevant experience for new appointments is determined subject to minusing of 1 year relevant experience. Please provide all your certificate of service from previous and current employer endorsed and stamped by HR Department. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA).
- ENQUIRIES** : Mrs RM Abboo Tel No: (031) 907 8185
- APPLICATIONS** : should be posted to The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060
- FOR ATTENTION** : Mrs J Murugan
- CLOSING DATE** : 23 April 2021
- POST 12/126** : **ASSISTANT MANAGER NURSING AREA (GENERAL WARDS) REF NO: RCH 13/2021 (X1 POST)**
- SALARY** : R562 800 – R652 437 per annum, Plus 8 % Rural Allowance, 13<sup>th</sup> Cheque, Medical Aid (Optional), Housing Allowance (Employee Must Meet Prescribed Requirements)
- CENTRE** : Richmond Hospital
- REQUIREMENTS** : Grade 12 Certificate, National Degree/ Diploma in General Nursing or equivalent qualification that allows registration with SANC as a professional Nurse Midwifery, Current registration with South African Nursing Council (SANC) for 2021, A minimum of 8 years appropriate recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing, A minimum of 3 years Supervisory experience at Ward management level , Proof of previous and current employment experience endorsed by Human Resource Office to be attached. knowledge of South African Nursing Council (SANC) rules and regulations, Decision making and problem solving skills, Conflict management and negotiations skills, Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required, Work as part of multi-disciplinary team at unit level to ensure good nursing care by nursing team, Leadership, Organizational decision making and problem solving skills. Report writing skills and time management, Interpersonal relations, Counselling and conflict management skills, Ability to formulate patients care

related policies, Knowledge of public service policies. Recommendations: Qualification in Nursing Administration, Valid driver's license, Computer literacy.

**DUTIES** : Ensure co-ordination of various clinical and support service that functions are performed within a multi-disciplinary approach to allow for total patient care, contribute to the development of clinical management of patients and ensure acceptable level of care within available resources, formulate and monitor operation plan which is online with the strategic plan or the hospital and department, assist in the implementation or priority programs e.g. National Core Standards, Monitor and maintain standards set by accreditation bodies, formulate programs and project and ensure implementation thereof, Execute function with proficiency within the prescripts of all applicable legislation and supported aims and objectives of the institution. Evaluate patients care programs from time and make proposals for improvement that is supported by strong work ethics, Ensure effective and efficient utilization of all the resources allocated, Ensure implementation and maintenances of clinical competencies and to ensure that scientific principles of nursing processes are maintained, and provide expert advices concerning clinical management of patients.

**ENQUIRIES** : Mrs. J. L. Mlotshwa Tel No: (033)-212 2170  
**APPLICATIONS** : All applications to be posted to: The Chief Executive Officer, Richmond Hospital Private Bag X 133, Richmond, 3780.

**FOR ATTENTION** : Ms. N. Binase  
**NOTE** : Employment Equity: Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender.

**CLOSING DATE** : 23 April 2021

**POST 12/127** : **OPERATIONAL MANAGER NURSING [SPECIALTY STREAM – TRAUMA & EMERGENCY] REF NO: PMMH/OM/TRA/01/21 (X1 POST)**

**SALARY** : R562 800 - R633 432.per annum. Other Benefits: Home Owner Allowance (conditions apply) 13<sup>th</sup> Cheque (conditions apply) Medical Aid (Optional) In-hospital Area Allowance (8% of basic salary)

**CENTRE** : Prince Mshiyeni Memorial Hospital - Trauma & Emergency  
**REQUIREMENTS** : Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic nursing qualification in 'Trauma & Emergency Nursing Science/Medical and Surgical Nursing Science (Critical Care Nursing) duration of at least 1 year, accredited with the SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional nurse with SANC in General Nursing At least 5 years of the period referred to above must be appropriate/recognizable nursing experience in the specialty (Critical Care) after obtaining the one year post basic qualification in 'Trauma & Emergency Nursing Science /Medical and Surgical Nursing Science: Critical Care Nursing' Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2021) Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and it impacts on service delivery. Demonstrate effective communication with patients, supervisors and other members of the multi-disciplinary team. Ensure clinical nursing practice by nursing team (unit) in accordance with the scope of practice and standards as determined. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by management. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient needs, requirements and expectations ( Batho Pele) Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit. NB: Must be prepared to work shifts as per allocation; includes night shift, weekends and public holidays.

**DUTIES** : Manage and co-ordinate the implementation of holistic, comprehensive, specialised nursing care in the Trauma & Emergency nurse component, in

conjunction with team members, within a professional and legal framework. Ensure the maintenance of quality care standards in the Trauma services. Manage, supervise, guide staff and keep records and statistics as required. Manage assets, consumables, and services effectively. Manage and support education, in-service training, and orientation and practice development initiatives in the area. Maintain professional growth and ethical standards. Provide relief services within the team and provide after hour cover and work shifts as required. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.

**ENQUIRIES** : Ms MS AD Mhlongo Tel No: (031) 907 8025  
**APPLICATIONS** : should be posted to The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060  
**FOR ATTENTION** : Mrs J Murugan  
**CLOSING DATE** : 23 April 2021

**POST 12/128** : **CLINICAL NURSE PRACTITIONER (GROENVLEI CLINIC) REF NO: NMH/GRV/CNP/2021 (X1 POST)**

**SALARY** : Grade 1: R383 226 – R444 276 per annum, Rural allowance 8%  
 Grade 2: R471 333 – R579 696 per annum, Rural allowance 8%

**CENTRE** : Niemeyer Memorial Hospital (Groenvlei clinic)  
**REQUIREMENTS** : Std 10 or Grade 12 certificate Registration with SANC as general nurse and primary care nurse Diploma in general plus one year post basic qualification in clinical Nursing, health assessment treatment and care PHC plus 4 years appropriate recognizable experience as General Nurse. Proof of current and previous work experience endorsed and stamped by Human Resources. **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC on general nursing. Plus 01 year post basic certificate. **Grade 2:** Experience minimum of 14 years appropriate /recognizable experience in nursing after registration as professional nurse with SANC on general nursing of which at least 10 years must be appropriate /recognizable experience after obtaining the post basic qualification in primary health care. Knowledge, Skills, Training and Competences Required: Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care.computer skills in basic programme nursing care processes and procedures nursing statutes and other related legal framework. Knowledge and understanding of human right charter, Batho Pele principle and labour relations act. Knowledge nursing act health act occupational health and safety act Interpersonal skills Leadership communication both Zulu and English skills Decision making and problem solving.

**DUTIES** : Provision of quality comprehensive PHC Package of service in line with NHI initiatives. Health Promotion, Disease prevention, curative and rehabilitation services. Provision of administration services Participate in the clinic arrangement and sustainability in the implementation Integrated Clinical Service management (ICSM).Provide support to CSO in the implementation of Health Patient Appointment System and pre-retrieval of patient files (HPRS).Provide quality and complete patient information in the Health Patient records Manage patients according to standard treatment guidelines and EML Perform all activities within HAST programme Implement Provider counseling and testing Implement Universal testing and treat as per guideline Implement and achieve individual targets linked to 90-90-90 strategy Increase Positive case finding through implementation of Index Testing and linkage to care. Work integrative with Ward Based Outreach teams towards achieving recension in care Participate in the Maternal, Child Women's health programme to achieve targets linked to the programme indicators. Participate in the achievement of couple year protection (Insertion of Long Acting Reversible Contraceptive

Method) Perform cervical cancer screening as per cervical cancer screening policy Participate in the implementation of Youth Friendly Services. Stakeholder participation in the Operation Sukuma Sakhe and present health challenges for outputs for the facility catchment area. Participate in the community outreach services, campaigns and Izimbizo Participate in the implementation of non-pharmaceutical intervention for epidemic response Implement covid-19 resgeuce plan within PHC programme Provision of administrative services ensures proper, cost effective use of material resources. Identify needs of financial planning and indirect control of expenditure. Provide Clinical teaching and continuous training to other staff categories during in-service training programme Participate in quality, monitoring and evaluation of PHC programme Conduct clinical audits for priority programme, Analyze and develop quality improvement plans. Participate in the Quality programme that provide quality of care: Patient complaints, Safety incidence and Patient Experience of care and Waiting times Participating in the production of facility quality data, ensuring complete patient record, correct entries of data elements in the tick register and other relevant registers, compiling of daily, weekly and monthly statistics. Timeous submission of complete, reliable statistic. Act on the Generated line list reports from Tier.net and action them.

**ENQUIRIES  
APPLICATIONS**

: Mrs. KB Moloi Tel No: (034) 331 3011  
: Should be delivered to: KwaZulu-Natal Department of Health, The Hospital CEO, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980. Tel No: 0343313011

**FOR ATTENTION  
NOTE**

: Mr. AN Mange  
: 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 and Driver's License (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. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, 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. 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. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Note: Please note that due to financial constraints there will be on payment for S&T claims. Employment equity target African male.

**CLOSING DATE**

: 23 April 2021

**POST 12/129**

: **CLINICAL NURSE PRACTITIONER (AMATIMATOLO CLINIC) REF NO: GTN 04/2021 (X1 POST)**

**SALARY**

: Grade 1: R383 226 – R444 276 per annum  
Grade 2: R471 333 – R579 696 per annum  
Plus 13th Cheque, Plus Rural allowance (12%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional Greytown Hospital

**CENTRE  
REQUIREMENTS**

: Diploma/Degree in General Nursing PLUS 1 year post basic qualification in Primary Health Care and Midwifery registration with SANC as a registered and PHC nurse Current S.A.N.C receipt 2020. **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration as General Nurse. **Grade 2:** A minimum of fourteen (14) years recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post –post basic qualification in the relevant specialty. Please provide all

you certificate of service from previous and current employer endorsed and stamped by Human Resource Department. Knowledge of Public Service Policy. Knowledge of Batho Pele Principles and Patients' Right Charter. Knowledge of SANC rules and regulations. Good communication, interpersonal and problem solving skills. Knowledge of code of conduct, leadership, organizational, decision making, counselling and conflict management skills. Human Resource and financial management skills. Report writing and time management skills. Knowledge of nursing care processes and procedures. Ability to function well within a team. Sound knowledge of disciplinary processes and grievance procedures.

**DUTIES** : Ensure data management at all levels. Manage and supervise effective utilisation of allocated resources Demonstrate effective communication with patients ,supervisors and other clinicians including report writing monthly and statistics as required Able to plan and organize own work and that of support personnel to ensure nursing care. Diagnose, treat and dispense medication Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all health programmes including NGOs, CBOs and CHWs. Display concern for patients; promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs. Deputize the Operational Manager in charge of the facility. Monitor Infection Prevention and Control within the facility. Assist with performance reviews i.e. EPMDS. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of care Ensure that the Batho Pele principles are implemented. Ensure increased accessibility of health services to all community members including staff.

**ENQUIRIES** : Ms BN Mawela Tel No: (033) 413 9400  
**APPLICATIONS** : Should be forwarded: The Chief Executive Officer, Greytown Hospital, Private Bag X 5562 Greytown, 3250. Or Hand Delivery: Bell Street Extension, Greytown.

**FOR ATTENTION** : Human Resource Manager  
**NOTE** : People with Disabilities and African Male are encouraged to apply. NB: No subsistence and travelling allowance will be paid for interview attendance.

**CLOSING DATE** : 30 April 2021

**POST 12/130** : **CLINICAL NURSE PRACTITIONER (KRANSKOP CLINIC) REF NO: GTN 05/2021 (X1 POST)**

**SALARY** : Grade 1: R383 226 – R444 276 per annum  
 Grade 2: R471 333 – R579 696 per annum  
 Plus 13th Cheque, Plus Rural allowance (12%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional Greytown Hospital

**CENTRE** : Greytown Hospital  
**REQUIREMENTS** : Diploma/Degree in General Nursing PLUS 1 year post basic qualification in Primary Health Care and Midwifery registration with SANC as a registered and PHC nurse Current S.A.N.C receipt 2020. **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration as General Nurse. **Grade 2:** A minimum of fourteen (14) years recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post –post basic qualification in the relevant specialty. Please provide all you certificate of service from previous and current employer endorsed and stamped by Human Resource Department. Knowledge of Public Service Policy. Knowledge of Batho Pele Principles and Patients' Right Charter. Knowledge of SANC rules and regulations. Good communication, interpersonal and problem solving skills. Knowledge of code of conduct, leadership, organizational, decision making, counselling and conflict management skills. Human Resource and financial management skills. Report writing and time management skills. Knowledge of nursing care processes and procedures. Ability to function well within a team. Sound knowledge of disciplinary processes and grievance procedures.

**DUTIES** : Ensure data management at all levels. Manage and supervise effective utilisation of allocated resources Demonstrate effective communication with patients ,supervisors and other clinicians including report writing monthly and statistics as required Able to plan and organize own work and that of support personnel to ensure nursing care. Diagnose, treat and dispense medication Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all health programmes including NGOs, CBOs and CHWs. Display

concern for patients; promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs. Deputize the Operational Manager in charge of the facility. Monitor Infection Prevention and Control within the facility. Assist with performance reviews i.e. EPMDS. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of care Ensure that the Batho Pele principles are implemented. Ensure increased accessibility of health services to all community members including staff.

**ENQUIRIES** : Ms BN Mawela Tel No: (033) 413 9400  
**APPLICATIONS** : Should be forwarded: The Chief Executive Officer, Greytown Hospital, Private Bag X 5562 Greytown, 3250. Or Hand Delivery: Bell Street Extension, Greytown.

**FOR ATTENTION** : Human Resource Manager  
**NOTE** : People with Disabilities and African Male are encouraged to apply. NB: No subsistence and travelling allowance will be paid for interview attendance.

**CLOSING DATE** : 30 April 2021

**POST 12/131** : **CLINICAL NURSE PRACTITIONER (KWASENGE CLINIC) REF NO: GTN 06/2021 (X1 POST)**

**SALARY** : Grade 1: R383 226 – R444 276 per annum  
 Grade 2: R471 333 – R579 696 per annum  
 Plus 13th Cheque, Plus Rural allowance (12%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional

**CENTRE** : Greytown Hospital  
**REQUIREMENTS** : Diploma/Degree in General Nursing PLUS 1 year post basic qualification in Primary Health Care and Midwifery registration with SANC as a registered and PHC nurse Current S.A.N.C receipt 2020. **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration as General Nurse. **Grade 2:** A minimum of fourteen (14) years recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post –post basic qualification in the relevant specialty. Please provide all you certificate of service from previous and current employer endorsed and stamped by Human Resource Department. Knowledge of Public Service Policy. Knowledge of Batho Pele Principles and Patients’ Right Charter. Knowledge of SANC rules and regulations. Good communication, interpersonal and problem solving skills. Knowledge of code of conduct, leadership, organizational, decision making, counselling and conflict management skills. Human Resource and financial management skills. Report writing and time management skills. Knowledge of nursing care processes and procedures. Ability to function well within a team. Sound knowledge of disciplinary processes and grievance procedures.

**DUTIES** : Ensure data management at all levels. Manage and supervise effective utilisation of allocated resources Demonstrate effective communication with patients ,supervisors and other clinicians including report writing monthly and statistics as required Able to plan and organize own work and that of support personnel to ensure nursing care. Diagnose, treat and dispense medication Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all health programmes including NGOs, CBOs and CHWs. Display concern for patients; promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs. Deputize the Operational Manager in charge of the facility. Monitor Infection Prevention and Control within the facility. Assist with performance reviews i.e. EPMDS. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of care Ensure that the Batho Pele principles are implemented. Ensure increased accessibility of health services to all community members including staff.

**ENQUIRIES** : Ms BN Mawela Tel No: (033) 413 9400  
**APPLICATIONS** : Should be forwarded: The Chief Executive Officer, Greytown Hospital, Private Bag X 5562 Greytown, 3250. Or Hand Delivery: Bell Street Extension, Greytown.

**FOR ATTENTION** : Human Resource Manager  
**NOTE** : People with Disabilities and African Male are encouraged to apply. NB: No subsistence and travelling allowance will be paid for interview attendance.

**CLOSING DATE** : 30 April 2021



**POST 12/132** : **CLINICAL NURSE PRACTITIONER (MOBILE 1 CLINIC) REF NO: GTN 07/2021 (X1 POST)**

**SALARY** : Grade 1: R383 226 – R444 276 per annum  
Grade 2: R471 333 – R579 696 per annum  
Plus 13th Cheque, Plus Rural allowance (12%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)

**CENTRE REQUIREMENTS** : Greytown Hospital  
: Diploma/Degree in General Nursing PLUS 1 year post basic qualification in Primary Health Care and Midwifery registration with SANC as a registered and PHC nurse Current S.A.N.C receipt 2020. **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration as General Nurse. **Grade 2:** A minimum of fourteen (14) years recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post –post basic qualification in the relevant specialty. Valid driver's license. Please provide all you certificate of service from previous and current employer endorsed and stamped by Human Resource Department. Knowledge of Public Service Policy. Knowledge of Batho Pele Principles and Patients' Right Charter. Knowledge of SANC rules and regulations. Good communication, interpersonal and problem solving skills. Knowledge of code of conduct, leadership, organizational, decision making, counselling and conflict management skills. Human Resource and financial management skills. Report writing and time management skills. Knowledge of nursing care processes and procedures. Ability to function well within a team. Sound knowledge of disciplinary processes and grievance procedures.

**DUTIES** : Ensure data management at all levels. Manage and supervise effective utilisation of allocated resources Demonstrate effective communication with patients ,supervisors and other clinicians including report writing monthly and statistics as required Able to plan and organize own work and that of support personnel to ensure nursing care. Diagnose, treat and dispense medication Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all health programmes including NGOs, CBOs and CHWs. Display concern for patients; promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs. Deputize the Operational Manager in charge of the facility. Monitor Infection Prevention and Control within the facility. Assist with performance reviews i.e. EPMDs. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of care Ensure that the Batho Pele principles are implemented. Ensure increased accessibility of health services to all community members including staff.

**ENQUIRIES APPLICATIONS** : Ms BN Mawela Tel No: (033) 413 9400  
: Should be forwarded: The Chief Executive Officer, Greytown Hospital, Private Bag X 5562 Greytown, 3250. Or Hand Delivery: Bell Street Extension, Greytown.

**FOR ATTENTION NOTE** : Human Resource Manager  
: People with Disabilities and African Male are encouraged to apply. NB: No subsistence and travelling allowance will be paid for interview attendance.

**CLOSING DATE** : 30 April 2021

**POST 12/133** : **PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY/ADVANCED MIDWIFERY) REF NO: PMMH/PN/OG/01/21 (X7 POSTS)**

**SALARY** : Grade 1: R383 226 – R444 276 per annum  
Grade 2: R471 333 – R579 696 per annum  
Other Benefits: Home Owner Allowance (conditions apply) 13<sup>th</sup> Cheque (conditions apply) Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary)

**CENTRE REQUIREMENTS** : Prince Mshiyeni Memorial Hospital  
: **Grade.1:** Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Advanced Midwifery and Neonatal Nursing Science, with duration of at least 1 year, accredited with the SANC Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2021) Experience: A minimum of 4 years

appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade.2:** Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Advanced Midwifery and Neonatal Nursing Science', with duration of at least 1 year, accredited with the SANC Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2021) Experience: A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty (i.e. Maternity) after obtaining the 1- year post-basic qualification in the relevant specialty. NB: For experience above the experience set for appointment- one notch for every completed 2 years as at 31 March of the year preceding the date of appointment; minus 1 year for candidates appointed from outside the public service. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele) demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit.

**DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. NB- Must be prepared to work shift as per allocation; includes night shift, weekends and public holidays. Management reserves the right to allocate employees outside the appointed domain as service demands; this, may occur in the instance of staff shortages experienced in any nurse component Due to financial constraints, no subsistence & transport will be paid to candidates when attending the interviews. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.

**ENQUIRIES** : Ms SS Buthelezi Tel No: 031 9078323  
**APPLICATIONS** : should be posted to The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060

**FOR ATTENTION** : Mrs J Murugan  
**CLOSING DATE** : 23 April 2021

**POST 12/134** : **PROFESSIONAL NURSE GRADE 1/ 2/ 3 (GENERAL WITH MIDWIFERY)**  
**REF NO: PMMH/PN/GEN/01/21 (X5 POSTS)**

**SALARY** : Grade 1: R256 905 – R297 825 per annum  
 Grade 2: R315 963 - R362 865 per annum  
 Grade 3: R383 226 - R485 475 per annum  
 Other Benefits: Home Owner Allowance (conditions apply) 13<sup>th</sup> Cheque (conditions apply) Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary)

**CENTRE** : Prince Mshiyeni Memorial Hospital  
**REQUIREMENTS** : **Grade.1;** Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Advanced Midwifery and Neonatal Nursing Science, with duration of at least 1 year, accredited with the SANC Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of

current registration with the SANC (2021) Experience: a minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade.2:** Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Advanced Midwifery and Neonatal Nursing Science', with duration of at least 1 year, accredited with the SANC Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2021) Experience: a minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. NB: For experience above the experience set for appointment- one notch for every completed 2 years as at 31 March of the year preceding the date of appointment; minus 1 year for candidates appointed from outside the public service. Knowledge, Skills Training and Competencies required: demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele) demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit.

- DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. NB- Must be prepared to work shift as per allocation; includes night shift, weekends and public holidays. Management reserves the right to allocate employees outside the appointed domain as service demands; this, may occur in the instance of staff shortages experienced in any nurse component Due to financial constraints, no subsistence & transport will be paid to candidates when attending the interviews. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.
- ENQUIRIES** : Ms SS Buthelezi Tel No: (031) 9078323
- APPLICATIONS** : should be posted to The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060
- FOR ATTENTION** : Mrs J Murugan
- CLOSING DATE** : 23 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.
- FOR ATTENTION** : Mr C McDougall
- CLOSING DATE** : 23 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) 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 license (where a driver's license 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 of Transport reserves the right not to fill this post(s). Note: It is the intention of this Department to consider equity targets when filling this position.

#### **MANAGEMENT ECHELON**

- POST 12/135** : **CHIEF DIRECTOR: PUBLIC & FREIGHT TRANSPORT MANAGEMENT REF NO: P 01/2021**  
 Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
- SALARY CENTRE REQUIREMENTS** : R1 251 183 per annum (all Inclusive, flexible remuneration package)  
 : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg  
 : An undergraduate qualification in Transport or Transportation Management/Transport Economics / Accounting / Economics / Law / Logistics/ Logistics Management / Transport and Logistics / Commerce: Logistics/ Commerce: Transport Economics / Commerce: Transport and Logistics / Public Administration / Town and Regional Planning (NQF Level 7) as recognised by SAQA; plus A minimum of 5 years' relevant experience at a

senior managerial level; plus, Possession of a valid driver's license (minimum Code B). Knowledge of legislation and policies pertaining to public transport. Knowledge of the Constitution, 1996, Public Service Act, 1994, as amended, Public Service Regulations, 2001 and relevant directives, determinations and collective agreements; Labour Relations Act, 1995; Basic Conditions of Employment Act; 1997; Employment Equity Act, 1998 and other Public Services Legislation; Advanced knowledge of public policy analysis and public policy development processes. Advanced knowledge of strategy development, strategy management and strategy monitoring and review processes. Advanced knowledge of modern systems of governance and administration. Advanced knowledge in public finance, human capital. Advanced knowledge of public communication, public transport education, public participation and public discourse management processes. Knowledge of national, regional and local political, economic and social affairs impacting on the provincial government. Knowledge of other relevant legislation.

**DUTIES**

: Determine and manage the strategic direction of public transportation contracts, freight transportation and public transportation policy and planning services. Participation, interpretation and implementation of National policies and ensure the development, interpretation and implementation of Departmental policies and procedures, as well as provide input into National and Provincial policies. Ensure monitoring and compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Chief Directorate, and of the resources of the Chief Directorate. Facilitate and drive empowerment projects with direct interventions, strategic policies and partnerships with the industry. Manage the resources of the component.

**ENQUIRIES**

: Ms F Sithole Tel No: (033) 355 8886

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE  
DEPARTMENT OF PROVINCIAL TREASURY**

***The Northern Cape Provincial Administration 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). Women and persons with disabilities are encouraged to apply.***

- APPLICATIONS** : Applications quoting the relevant reference, should be forwarded as follows:  
The Deputy Director – Human Resource Management, Post To: Department of Northern Cape Provincial Treasury, Private Bag X5054, Kimberley 8300 or Hand Deliver to: Metlife Towers Building, Cnr Knight & Stead, 4<sup>th</sup> Floor, Post Office Building, Kimberley, or Email applications to: [Ncpt-HR@ncpg.gov.za](mailto:Ncpt-HR@ncpg.gov.za)
- FOR ATTENTION** : Ms. D Barnett
- CLOSING DATE** : 23 April 2021
- NOTE** : For SMS Posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name “*Certificate for entry into SMS*” and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS posts will be subjected to a technical exercise and a compulsory competency based assessment. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions 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. The successful candidate will sign the performance agreement and employment contract within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Applicants are advised that a new application for employment (Z83) form 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. 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 with at least 2 contactable references, 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 is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Former employees who left the public service earlier on condition that they would not accept or seek reappointment; or due to ill health and cannot provide sufficient evidence of recovery should not apply. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. 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. All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment

(reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make appointments to the advertised posts. Interested applicants must submit their applications for employment to the email address specified. The email must include a completed and signed new Form Z83, which must be completed in font size of 11 and Arial theme font. Attachments must be in a PDF format and limited to 4 megabytes. Emails that do not comply with the above specifications will be rejected and therefore not reach the Department.

#### **MANAGEMENT ECHELON**

- POST 12/136** : **CHIEF DIRECTOR: ASSETS & LIABILITIES REF NO: NCPT/2021/01**
- SALARY** : R1 251 183 – R1 495 956 per annum (TCE Package)
- CENTRE** : Kimberley Office
- REQUIREMENTS** : An NQF Level 7 Degree in Supply Chain Management/Law/Public Management or Commerce. A minimum of 5 -10 years Senior Management experience in a Supply Chain Management environment. A valid driver's license, and in the case of persons with disabilities who are unable to personally drive, proof of the ability to meet work related travel commitments is required. Knowledge of applicable National and Provincial policies and legislation is required, including: Public Finance Management Act and Treasury Regulations, Division of Revenue Act, Public Service Regulatory Framework, Public Finance Management-best practices, National Treasury Guideline documents, BBBEE, Supply Chain Management prescripts. Performance budgeting-best practices and guidelines, Budget formulation, extensive working knowledge of the public sector, particularly in the public finance sphere, Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Access of information Act and Administrative Justice Act. Problem-solving, analytical and numeracy skills, verbal communication and presentation skills, good interpersonal skills, computer skills, research and analysis, report writing and general writing skills, monitoring and forecasting, basic project management, budgeting and budgeting systems, performance budgeting and strategic planning.
- DUTIES** : The incumbent shall be responsible for the efficient management and administration of the chief directorate which includes effective and efficient management of both human and financial resources, Ensure the development, implementation and maintenance of all transversal SCM policies, procedure manuals and guidelines in the Departments, Municipalities and Public Entities. Ensure the provisioning of advice, guidance and support as well as monitoring compliance to Supply Chain Management prescripts in all Provincial Departments, Municipalities and Public Entities. Ensure the management of the information collection and collation process, including analysis thereof, relating to Supply Chain Management within the Province. Ensure the provisioning of an effective and efficient transversal office management support services to the Supply Chain Management Unit in term of various legislative mandates. Asset management and oversee transversal financial system. Ensure effective banking and cash flow management.
- ENQUIRIES** : Ms. GL Bosvark Tel No: (053) 830 8358
- POST 12/137** : **CHIEF DIRECTOR: SUSTAINABLE RESOURCE MANAGEMENT REF NO: NCPT/2021/02**
- SALARY** : R1 251 183 – R1 495 956 per annum (TCE Package)
- CENTRE** : Kimberley Office
- REQUIREMENTS** : NQF level 7 Degree in Economics/Public Management/Cost and Management Accounting/Accounting. Minimum of 5-10 years' Senior Management experience in Public Finance with a focus on provincial budget. In-depth knowledge and experience of the government policy framework on budget planning. In-depth knowledge and experience of policies and procedures pertaining to the Budget planning process, Proficient Computer skills (Excel Spreadsheets, Formulas, Macros, Pivot tables, Large Excel Database and MS word). A valid driver's license. Knowledge of applicable National and Provincial policies and legislation is required, including:- Public Finance Management Act and Treasury Regulations, Division of Revenue Act, Public Service Regulatory Framework, Public Finance Management-best practices, National Treasury

Guideline documents, South Africa's fiscal and monetary policy, Provincial policy priorities, Performance budgeting-best practices and guidelines, Budget formulation, extensive working knowledge of the public sector, particularly in the public finance sphere, In Year Monitoring (IYM) Legislation applicable to allocated departments, political and socio-economic environment surrounding allocated departments, Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Access of information Act and Administrative Justice Act. Problem-solving, analytical and numeracy skills, verbal communication and presentation skills, good interpersonal skills, computer skills, research and analysis, report writing and general writing skills, monitoring and forecasting, basic project management, budgeting and budgeting systems, performance budgeting and strategic planning.

**DUTIES**

: The incumbent shall be responsible for the efficient management and administration of the Chief Directorate, including coordinating the preparation of the Provincial budget. Consolidate annual medium term budget policy objectives and statements. Promote and enforce transparency and effective management of and control trends with respect to revenue and expenditure of provincial departments and public entities. Ensure the development and implementation of Medium Term Expenditure Framework and Annual Budget Process. Ensure that a communication strategy and system exists between Provincial Treasury and Provincial departments and between Provincial Treasury and National Treasury. Provide support to departmental CFO's to improve effectiveness in Financial Management and budgeting by developing appropriate budgeting tools. Ensure that departmental budgets and strategic plans are aligned to Provincial Growth and Development strategy, National policies and Priorities and National Spatial Framework. Ensure integration and synergy of budget priorities between departments and government. Ensure that new policy proposals are costed and relevant priorities determined. Introduces measures to close gaps between macro-economic variables and policy priorities, budget trends, spending trends, strategies development plans and service delivery indicators. Exercise control over the implementation of the budget. Issue budget related provincial treasury instructions and prescripts. Ensure timeous submission of required information to National Treasury. Prepare quarterly financial and non-financial reports to Provincial Executive Council. Ensure the implementation of Public Finance Management Act sections relating to budget preparation and implementation. Provide strategic leadership to the Chief Directorate. Ensure high quality monitoring of sustainability of local government budgets. Ensure optimal own provincial revenue collection and investigate and recommend new sources of provincial own revenue.

**ENQUIRIES**

: Ms. GL Bosvark Tel No: (053) 830 8358

**POST 12/138**

: **DIRECTOR: INTERNAL AUDIT REF NO: NCPT/2021/03 (X3 POSTS)**

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 057 326 – R1 245 495 per annum (TCE Package)  
 : Kimberley Office  
 : B-Tech / B.Com Degree (NQF: 7) in Accounting / Auditing / Internal Audit. Accreditation as a Certified Internal Auditor (CIA) will be an added advantage. 5 years full-time Middle Management experience in an auditing environment. A valid Driver's license. Extensive knowledge of and skills in applying internal auditing and accounting principles and practices, and management principles and preferred business practices. Knowledge of the Standards for the Professional Practice of Internal Auditing and the Code of Ethics developed by the Institute of Internal Auditors. Knowledge of management information systems terminology, concepts and practices. Knowledge of industry program policies, procedures, regulations and laws. Skill in conducting quality control reviews of audit work products. Skills in collecting and analysing complex data, evaluating information and systems, and drawing logical conclusions. Considerable skill in planning and project management, and in maintaining composure under pressure while meeting multiple deadlines. Skill in negotiating issues and resolving problems. Considerable skill in using a computer with word processing, spreadsheet and other business software to prepare reports, memos, summaries and analyses. Considerable skill in effective verbal and written communications, including active listening skills and skill in presenting findings and recommendations. Ability to establish and maintain harmonious working relationships with co-workers, staff and external contacts, and to work effectively in a professional team environment.



**DUTIES**

: Provide strategic leadership to the cluster in the delivering of efficient and value adding assurance and consulting services to provincial departments and listed public entities: Establish annually a 3 year rolling internal audit plan and annual internal audit plan per client department/entity for approval by the Audit Committee. Oversee the delivery of the internal audit plans, requests/ad hoc assignments by discussing operational challenges and reviewing draft internal audit reports. Oversee that follow up audits are performed and implementation is monitored. Oversee that the audits are performed in terms of the required IIA standard. Liaise with departments/entity and relevant assurance stakeholders regarding assurance and consulting services by: Engaging with departments to build working relationships and a conducive audit environment by attending management, risk management committee meetings and AGSA steering committee meetings. Facilitate combined assurance plans through coordinating with other assurance providers to ensure proper coverage and to minimize duplication of effort. Report quarterly progress on the performance of internal audit and the results of internal audit engagements against the internal audit plan to client departments/entity/audit committee and assess/confirm the relevance of internal audit plans. Report annually on the control environment per client department/entity to client department/entity and the audit committee. Forster effective IA management: Provide leadership to the cluster through cluster staff meetings. Provide input into unit's strategic, annual performance plans, Methodology/policies/charters. Provide strategic leadership in respect of the cluster's operational plans and compiling the quarterly performance reports. Manage the clusters operational risks by providing input to the unit/s risk registers and ensuring that mitigating actions are implemented. Manage the budget, financial resources and assets. Manage the performance, training and development of officials and ensure the maintenance of discipline. Oversee that the audit management system is applied effectively (audits/timesheets). Participate in NCPT management, unit management and staff meetings. Participate in relevant forum meetings. Oversee and provide valuable IA support to the Audit Committee: Convene and attend Audit Committee cluster meetings as coordinating official and participate in Joint Audit Committee (JAC) meetings. Oversee the Audit Committee pack preparation. Prepare draft reports for AC chairperson. Provide support to Audit Committee secretariat function.

**ENQUIRIES**

: Mr. J Van Tonder [jvantonder@ncpg.gov.za](mailto:jvantonder@ncpg.gov.za) Tel No: 082 719 1666

**PROVINCIAL ADMINISTRATION: NORTH WEST  
OFFICE OF THE PREMIER**

- APPLICATIONS** : Applications must be forwarded for attention: The Director-General, Office of the Premier, Private Bag X129, Mmabatho, 2735 or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.
- CLOSING DATE** : 30 April 2021
- NOTE** : All applications must indicate the correct reference number. The Office of the Premier 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. Employment Equity plan of the Office will be considered when filling these positions. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department, and should include a certified copy of ID, certificates and comprehensive CV with three contactable referees. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two day competency assessments. 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). It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority and the evaluation certificate must be submitted with your application. If you do not hear from the Office three months from the date of the advertisement consider your application unsuccessful. The office has the right to not fill the position. Candidates who previously applied for some of the advertised positions are encouraged to re-apply, should they still be interested. SMS posts in the Public Service no appointment shall be effected without the recommended candidate 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>

**MANAGENT ECHELON**

- POST 12/139** : **CHIEF DIRECTOR: GOVERNMENT INFORMATION TECHNOLOGY OFFICER REF NO: NWP/OOP/2021/10**  
Job Purpose: To manage provincial government information technology services in the three spheres of government in the NWPG
- SALARY** : R1 251 183 per annum (Level 14) (all-inclusive package)
- CENTRE** : Mmabatho
- REQUIREMENTS** : Three year tertiary qualification in Information Technology at NQF level 7 and/ or equivalent qualifications (NQF level and credits), technical information technology qualifications will serve as an added advantage. Ten years extensive and vast experience in Information and Communication Technology of which 5 years must have been as Chief Information Officer and/ or Government Information Technology Officer. Knowledge and Skills: Excellent knowledge of ICT systems and ICT infrastructure with a background in designing, developing and implementing IT systems. Must be able to show a solid understanding of data analysis, budgeting and business operations. Must be able to demonstrate excellent organizational and leadership skills. Competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service delivery innovation (SDI), Problem Solving and Analysis; Client Orientation and Customer Focus; Communication.
- DUTIES** : Plan and execute the development of ICT systems that support the digitization of Government operations in the province. Oversee the management of IT operations of departments using a mature operations management framework.

Ensure compliance to all government ICT prescripts. Provide leadership to all IT technical staff in the department and the province. Work with GITO's across the provinces to ensure integration and consolidation of ICT systems and processes towards a more efficient and effective provincial administration.

**ENQUIRIES** : Mr. B Chuma Tel No: (018) 388 4276

**POST 12/140** : **CHIEF DIRECTOR: HUMAN RESOURCE STRATEGY AND PLANNING REF NO: NWP/OOP/2021/11**  
 Job Purpose: To coordinate and monitor the implementation of Human Resource Management Policies and Frameworks in the Provincial Administration.

**SALARY CENTRE REQUIREMENTS** : R1 251 183 per annum (Level 14) (all-inclusive package)  
 : Mmabatho  
 : Three year tertiary qualification in Human Resource Management/ Public Management/ Public Administration at NQF level 7 and/or equivalent qualifications (NQF level and Credits). Extensive and vast experience in Human Resource Management/ Labour Relations/ Employee Health & Wellness and Organizational Development of which 5 years must have been at senior management level in all or either all the fields mentioned. Knowledge, Skills and Competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service delivery innovation (SDI), Problem Solving and Analysis; Client Orientation and Customer Focus; Communication.

**DUTIES** : The provision of advice and support on Organisational Development Programmes in the Provincial Administration. The provision of guidance and support on the application of Human Resource Practices and Administration in the Provincial Administration. The provision of guidance and support on the Employee Health and Wellness programmes in the Provincial Administration. To provide advice and support Departments with the implementation of sound Labour Relations.

**ENQUIRIES** : Mr. B Chuma Tel No: (018) 388 4276

**POST 12/141** : **DIRECTOR: STRATEGY AND PLANNING REF NO: NWP/OOP/2021/12**  
 Job Purpose: To manage and provide advice on short and medium-term strategic planning in line with National and Provincial Planning Frameworks

**SALARY CENTRE REQUIREMENTS** : R1 057 326 per annum (Level 13) (all-inclusive package)  
 : Mmabatho  
 : Three year tertiary qualification in Public Management/ Public Administration at NQF level 7 and/or equivalent qualifications (NQF level and Credits). Extensive and vast experience in strategy and planning environment of which 5 years must have been at middle management level. Knowledge, Skills and Competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service delivery innovation (SDI), Problem Solving and Analysis; Client Orientation and Customer Focus; Communication.

**DUTIES** : The facilitation and development of strategic planning in line with provincial and national planning frameworks. The provision of planning support to provincial departments and municipalities. The Building of capacity for strategy and planning in provincial and local government. The Facilitation and Development of the provincial spatial plan in line with provincial priorities.

**ENQUIRIES** : Mr. M Kgantsi Tel No: (018) 388 3470

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

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

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

**OTHER POSTS**

**POST 12/142** : **HEAD CLINICAL UNIT: GRADE 1 (NEONATOLOGY)**

**SALARY** : R1 728 807 per annum (A portion of the package can be structured according to the individual's personal needs).

**CENTRE REQUIREMENTS** : Tygerberg Hospital, Parow Valley  
Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Sub-specialist Neonatologist. Registration with a professional council: Registration with the HPCSA as Medical Sub-Specialist in Neonatology. Experience: A minimum of 3 years appropriate experience as a Medical Sub-Specialist after registration with the HPCSA as Medical Sub-Specialist in Neonatology. Inherent requirement of the job: After-hours duty. Ability to work in a team. Good communication skills. A PhD in Neonatology is advisable.

**DUTIES** : Manage the Neonatal ICU (and High Care) Clinical Unit, Provide specialist care of neonates in Tygerberg Hospital. Oversee neonatal specialist support to referral areas; Coordinate linkages within the care continuum for general neonatal care and wellbeing within a general paediatric service and pathway of care; Provide clinical leadership with respect to design and improvement in regional perinatal services. Supervise research activities. Take part in under- and post-graduate training.

**ENQUIRIES** : Prof M Kruger Tel No: (021) 938-9506 and Dr MA Mukosi Tel No: (021) 938 4136.

**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** : 23 April 2021

**POST 12/143** : **MANAGER: MEDICAL SERVICES: GRADE 1**  
Garden Route District

**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 REQUIREMENTS** : Mossel Bay Hospital  
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with professional council: Registration with the HPCSA as Medical Practitioner. Experience: A minimum of 3-year experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Willingness and skills to do after hours work. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): The ability to communicate in at least two of the three official languages of the Western Cape. Strong business orientation with proven skills and abilities in the clinical management of a health service. Proven management competencies specific to a health-care environment. Computer literacy (MS Word, Excel, PowerPoint, Internet and email). Appropriate experience of managing clinical services.

**DUTIES** : Strategic and operational management of all health service platforms in the Mossel Bay Sub-district, including PHC and district hospital services. Ensure safe clinical services and practices that comply with professional laws of the country and compatible with acceptable clinical practices. Set up systems to manage quality assurance in Mossel Bay Sub District to ensure support of the patient centred experience, compliance to national core standards, Ideal clinic

standards and improved information management. Provide operational support to the office of the Director by effective and efficient use of allocated human, financial, infrastructure and health technology resources and to support service delivery of all the health service platforms in the Mossel Bay Sub-district. Develop internal and external key partnerships in the sub-district to ensure a WOSA to address the BoD and move to a wellness approach.

**ENQUIRIES** : Mr MZ Brickles Tel No: (044) 803-2700  
**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. 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** : 23 April 2021

**POST 12/144** : **ASSISTANT MANAGER NURSING (SPECIALTY: EMERGENCY SERVICES, THEATRE AND PSYCHIATRY)**  
 Chief Directorate: Metro Health Services

**SALARY** : R614 991 per annum  
**CENTRE** : Khayelitsha District Hospital  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent that allows for registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing Trauma and Emergency or Medical and Surgical Nursing Science: Operating Theatre Nursing or Advanced Psychiatry Nursing Science. Registration with a professional Council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification as mentioned above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B EB) driver's license. Willingness to work shifts, public holidays, after- hours, do standby duties and relieve night shift managers as required. Willingness to act in Head of Nursing portfolio during her absence. Competencies (knowledge/skills): Quality Assurance/ Risk management. Human Resource, Finance and Change management. Decision- making, problem- solving and interpersonal skills. Grievance procedures and disciplinary legislation. Computer literacy (MS Word, Excel & PowerPoint). Negotiation, facilitation and communication skills.

**DUTIES** : Coordination of optimal, holistic specialised nursing care provided within set standards and a professional / legal framework. Manage effectively the utilisation and supervision of resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth / ethical standards and self-development.

**ENQUIRIES** : Ms G. Mashaba Tel No: (021) 360-4511/4408  
**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** : 23 April 2021

**POST 12/145** : **OPERATIONAL MANAGER NURSING (SPECIALTY: ANTENATAL CARE)**  
 Chief Directorate: Metro Health Services

**SALARY** : R562 800 per annum (PN-B3)  
**CENTRE** : Mitchells Plain District 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. A Post-Basic

nursing qualification, with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatology Nursing Science. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Ability and willingness to assist with after - hours hospital cover including weekends, public holidays, night duty relief and overtime should the need arises. Ability to work under pressure and in a multi - disciplinary team context. Competencies (knowledge/skills): Skilled nurse clinician able to lead and manage the nursing unit with conflict management, problem solving and decision-making skills; ability to facilitate training. Excellent communication (written and verbal) in at least two of the three languages of the Western Cape. In depth knowledge and understanding of legal and ethical legislations, Nursing and Child Act, Regulations and policies related to Nursing practices, Mother and Child Health, National Core Standards and the Public service code of conduct. Basic computer literacy (MS Word, Excel and PowerPoint).

**DUTIES** : Clinical governance - Provide leadership, supervision and direction for the provision of adequate and efficient comprehensive holistic nursing care. Quality Assurance – develop and implement practice standards, protocols and indicators for quality improvement; evaluate nursing service practices and clinical outcomes. Resource planning and management (human, health technology, financial and physical). Information management and utilisation of information technology – data collection and analysis. Service delivery – facilitate effective unit management to achieve client’s healthcare needs and service delivery targets as per Department, institution and Unit Annual Operational plans: Health education and promotion. Promote and maintain constructive working relationships with all stakeholders.

**ENQUIRIES** : Ms A Brown Tel No: (021) 377-4410  
**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** : 23 April 2021

**POST 12/146** : **QUALITY ASSURANCE MANAGER**  
 Garden Route District

**SALARY** : R470 040 per annum  
**CENTRE** : Garden Route District Office, George

**REQUIREMENTS** : Minimum educational qualification: Appropriate 4-year Health related National Diploma/Degree or equivalent registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate experience in quality assurance, risk management, OHS and infection prevention control (IPC). Inherent requirement of the job: Valid (Code B/EB) drivers license and willingness to travel within the district. Competencies (knowledge/skills): Computer Literacy (MS Office: MS Word, Excel, PowerPoint and Outlook). Advance managerial and communication skills (verbal and written) in two of the official language of the Western Cape. Ability to analyse and interpret Health Systems Information and compile and present reports. Good leadership and project management skills.

**DUTIES** : Effectively coordinate and manage Quality Improvement Systems in the District. Support Health Establishment staff and Quality Assurance coordinators with the implementation of the Ideal Clinic Realization and Maintenance (ICRM) and Ideal Hospital requirements in preparation for the Office of Health Standards Compliance (OHSC). Coordination and Management of Quality Assurance training needs within the district. Ensure the maintenance of the Infection Prevention and Control (IPC) and Occupational Health and Safety (OHS) standards within the district. Ensure the quality of Quality Assurance data in the Garden Route District.

**ENQUIRIES** : Mr VZ Brickless Tel No: (044) 803-2700/ Dr TG Marshall Tel No: (044) 803-2700

**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** : 23 April 2021

- POST 12/147** : **SENIOR STATE ACCOUNTANT: FINANCE (COMPLIANCE) (X3 POSTS)**  
Directorate: Financial Accounting
- SALARY** : R316 791 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Finance, Accounting or auditing with experience in the key performance areas of the job. Experience: Appropriate experience in Finance and Supply Chain Management environment. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel. Competencies (knowledge/skills): Knowledge of the compilation of financial statements and disclosure notes, in-year monitoring and reporting, Supply Chain Management and Financial Accounting. The ability to interpret and apply financial policies, procedures and prescripts. Ability to compile reports on non-compliance and presentation thereof to management. Knowledge of contract management policies, prescripts and procedures. Knowledge of inventory, assets, irregular expenditure, commitments and accruals. Knowledge of transfer payments. Computer literacy (Microsoft Excel, Word).
- DUTIES** : Evaluate data of finance and SCM systems of the institutions to ensure credibility thereof by using the internal and compliance assessment tools. Evaluate Accounting and Supply Chain transactions for correctness and compliance with the legislative framework and financial prescripts. Report any discrepancies found and assist Institutional management to implement corrective measures. Evaluate the use and management of all assets in the institution and ensure that all assets are correctly accounted for on accounting systems of the department.
- ENQUIRIES** : Mr DM Pick Tel No: (021) 940-8725  
**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 may be subjected to a practical assessment.
- CLOSING DATE** : 23 April 2021
- POST 12/148** : **ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)**  
Cape Winelands Health District
- SALARY** : Grade A: R190 653 per annum  
Grade B: R224 574 per annum  
Grade C: R262 176 per annum
- CENTRE** : Drakenstein Sub-District  
**REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid driver's license) and willing to travel. Willingness to perform standby duties. Wireman License. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Appropriate Computer literacy in MS Word, Excel. Ability to communicate in at least two of the three official languages of the Western Cape. Ability to conduct fault finding exercises and do /service repairs down to component level. Ability to write specifications.
- DUTIES** : Day to day planning and management of job cards including workload management. Planning and procurement of materials and equipment and quality control of completed works. Carry out technical investigations, provide technical support to clients and provide input to the operational plan of the workshop, administration of work including reporting. Liaise with the relevant Hospital workshop, Directorate Hospital Maintenance and Engineering Services as well as Technical and Engineering Workshop. Supervision of subordinates and train on maintenance and repairs of electrical installations and equipment. Assist with the execution of engineering projects/repairs at the institutions.
- ENQUIRIES** : Ms A Cupido-Jacobs Tel No: (021) 877-6400  
**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 may be subjected to a practical test.
- CLOSING DATE** : 23 April 2021
- POST 12/149** : **ARTISAN PRODUCTION GRADE A TO C (AIR CONDITIONING/REFRIGERATION)**  
Groote Schuur Hospital
- SALARY** : Grade A: R190 653 per annum  
Grade B: R224 574 per annum  
Grade C: R262 176 per annum
- CENTRE REQUIREMENTS** : Groote Schuur Hospital  
Minimum educational qualification: Appropriate Trade Test Certificate in the field. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid vehicle driver's license. Perform standby duties when necessary. Competencies (knowledge/skills): Conversance with the requirements of the Machinery and Occupational Health and Safety Act (Act 85 of 1993). It would be required of the officer to learn and comply with in-house systems and procedures. Basic knowledge of refrigeration control circuits and ability to do welding work. Ability to speak in at least two of the three official languages of the Western Cape.
- DUTIES** : Repair and maintenance of air-conditioning and refrigeration systems including screw chillers refrigerators, air ducts, coils, various refrigeration compressors, heat-pump, VRV air-conditioning system, Daikin chillers, Hepa filters and reciprocating plants. Inspect equipment and installations. Assist Artisan Foreman with administration, planning and schedules. Control over tools and materials. Training and develop staff.
- ENQUIRIES APPLICATIONS** : Mr K Mgcodo Tel No: (021) 404-6251  
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. Potential candidates may be subjected to a practical test.
- CLOSING DATE** : 23 April 2021
- POST 12/150** : **DRIVER (HEAVY DUTY VEHICLE)**  
Chief Directorate: Metro Health Services
- SALARY** : R122 595 per annum
- CENTRE REQUIREMENTS** : Oral Health Centres  
Minimum requirements. Basic numeracy and literacy skills. Experience: Appropriate driving experience in a Hospital environment. Inherent requirements of the job: A valid Code C1 (Code 10) drivers' license. Public Drivers Permit (PDP). Willingness to work overtime when necessary. Competencies (knowledge/skills): Ability to understand and communicate effectively in at least two of the three official languages of the Western Cape. Clean drivers record and good driving skills. Ability to work in a team. Good communication and interpersonal skills.
- DUTIES** : Transport students and staff to satellite Clinics and hospitals. Transport Emergency patients and visitors. Responsible for completion of prescribed logs sheet. Keep vehicles clean. Posting of letters and parcels. Collecting and distribution of all mail. Assist with driving of dental mobile bus when necessary.
- ENQUIRIES APPLICATIONS FOR ATTENTION** : Mr Z Karoodien Tel No: (021) 937-3015  
The Dean/Manager, Oral Health Centres, Private Bag X1, Tygerberg, 7505.
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 23 April 2021
- POST 12/151** : **FOOD SERVICES AID**  
Central Karoo District
- SALARY** : R102 534 per annum
- CENTRE REQUIREMENTS** : Beaufort West Hospital  
Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate experience in an Industrial Food Service Unit, within



a Hospital setting. Inherent requirements of the job: The incumbent must be strong enough to lift heavy objects and be on their feet the entire day. Willingness to work shifts (weekends and public holidays). Competencies (knowledge/skills): The ability to communicate efficiently (read, speak and write) in at least two of the three official languages of the Western Cape. Knowledge of hygiene, occupational health, HACCP and safety principles. The ability to prepare meals according to standardized recipes.

- DUTIES** : Perform all tasks emanating from preparation and serving of food. Maintain general hygiene and safety standards in the Food Service Unit. Assist in the receiving, safe storage and stock control of food supplies. Assist with the informal in-service training of new employees.
- ENQUIRIES** : Ms E Brits Tel No: (023) 414-8283
- APPLICATIONS** : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.
- FOR ATTENTION** : Ms S Pienaar
- NOTE** : Shortlisted candidates will be subjected to a practical test. No payment of any kind is required when applying for this post.
- CLOSING DATE** : 23 April 2021