PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 17 OF 2020
DATE ISSUED: 17 JULY 2020

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).

   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.
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GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

ANNEXURE A

CLOSING DATE
31 July 2020 at 12h00 noon No late applications will be considered.

NOTE
Take note of the disclaimer mentioned on each advert during COVID lockdown. It is preferred 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. A Z83 not signed, will be deemed a regret. Only send documents related to the requirements in the advert. Requirement of applications: Applications must be submitted on form Z83, obtainable on the internet at http://www.gpaa.gov.za (Originally signed). The relevant reference number must be quoted on all applications. 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) certified 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. Note: All copies must be certified in the past 6 months. 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 interviews at a date and time determined by GPAA. Applicants must note that pre-employments 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 entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: https://www.thensq.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.
MANAGEMENT ECHelon

POST 17/01: GENERAL MANAGER: MANAGEMENT SUPPORT SERVICES REF NO: GM: MSS/2020/06-1P

Corporate Services
The purpose of the role is to drive, render and manage support services in the GPAA and report into the Executive Manager Corporate Services.

SALARY:
R1 251 183 - R1495 956 per annum (Level 14) (all-inclusive package)

CENTRE:
Pretoria

REQUIREMENTS:

DUTIES:
The incumbent will be responsible for a wide variety of tasks, which includes but are not limited to the following: Drive the Implementation of the Division strategy: Develop, implement and monitor achievement of effective Strategic objectives. Ensure the development, implementation and maintenance of Division policies, procedures, and processes in accordance with best practice. Develop an effective medium term expenditure framework (MTEF) and medium term strategy framework (MTSF) operating strategy for the Division. Contribute to the annual strategic plan. Analyze Division trends and prepare management reports. Track new developments in practices to improve the effectiveness and efficiency of the Division. Develop a management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organization. Assess the provision of Division support and advice to line managers to ensure that line managers are fully equipped to deal with risk related matters. Drive a culture of compliance with GPAA line managers and staff to ensure greater awareness of Division policies and procedures. Monitor compliance with relevant legislation throughout all Division functions. Ensure the provision of accurate and current advice regarding Division functions to all stakeholders. Ensure analysis of service delivery gaps and challenges, define service delivery operational measures and targets, and implement remedial action strategies. Ensure quality of service provided to internal and external customers/clients/stakeholders. Represent the Division at all relevant committees and forums. Proactively ensure the identification and mitigation of risks. Initiate and sponsor projects in the Division and support organization wide projects through communication initiatives. Drive the provision of marketing, communication and stakeholder management services: Manage the rendering of media and stakeholder liaison services. Manage the rendering of branding, events and advertising services to the Department. Manage the rendering of effective and efficient internal communication support services to the Department. Manage the rendering of publication services. Drive and coordinate all monitoring, evaluation and reporting systems in the Department: Manage the development, maintenance and implementation of evaluation guidelines and frameworks. Manage the organizational performance monitoring and reporting for the Department. Coordinate and manage the implementation of integrated Departmental M & E data systems. Drive the provisioning of well-defined MIS.
driven strategic planning, research and policy implementation for the Department: Facilitate research to guide and inform organizational strategy. Manage and coordinate the implementation of strategy and operational planning programmes. Render MIS services to the business units. Manage all research and policy development in the Department. Drive and coordinate all projects initiated through the Project Management office: Manage the coordination and integration of the delivery of projects. Ensure proper management of change requests and control scope through effective execution plans. Facilitate the development, registration and implementation of projects through set project management methodologies. Facilitate proper project closeout and handover processes. Drive the provisioning and procurement of fleet, travel and accommodation requirements of the GPAA. Ensure and monitor the provision of security management services. Ensure facilities provisioning and management. Drive the provisioning and maintenance of effective Information Security: Ensure the management of ICT systems security. Ensure management of document security. Ensure the management of ICT compliance management. Manage all the resources in the Division: Ensure the development and management of staff within the Division. Implement and maintain a relevant management approach to support effective business results within the Division. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Ensure control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the Division.

ENQUIRIES : Ms Vivian de Kock Tel No: (082) 411 6094 or email rh.gpaa@adcorpgroup.com
APPLICATI”N : Please forward your application, quoting the relevant reference number, and email to rh.gpaa@adcorpgroup.com
FOR ATTENTION NOTE : One permanent General Manager Management Support Services position is currently available at the Government Pensions Administration Agency: Corporate Services. Disclaimer during COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, you may email your application with the relevant supporting documentation to quoting the reference number in the heading. Avoid posting or hand delivering.Disclaimer: The Successful Applicant Will Not Be Appointed before Completion of the Pre-Entry Certificate for SMS as Prescribed by the DPSA.

POST 17/02 : SENIOR MANAGER: OPERATIONS GPAA PROGRAM 2.1 REF NO: SOM/PR2.1/2020/06-1P
Operations GPAA Program 2.1
The purpose of the role is to manage the provisioning of the operations and financial administration of Programme 2.1 funds.

SALARY : R1 057 326 - R1 245 495 per annum (Level 13) (all-inclusive package)
CENTRE : Pretoria
REQUIREMENTS : A recognized B Degree or equivalent three-year qualification (NQF level 7) as recognized by SAQA, A minimum of eight years demonstrated experience in the Operations Management field of which five years’ experience should be at a middle/senior managerial level. Candidates with relevant experience in a Pension fund, Employee Benefits and or Medical Administration will receive preference. Experience in Financial Services, Insurance services or investment will be an advantage. Strategy and Operations Management. Analytical and problem solving skills. Presentation skills. Planning and Organizing skills. Assertive. Pro-active. Approachable and Innovative. Team player. Knowledge of Prescribed Regulations, policies, PFMA and Treasury regulations, Knowledge of Public Service Act and Regulations, Effective computer skills in Microsoft Office products.

DUTIES : The incumbent will be responsible for a wide variety of tasks, which includes but are not limited to the following: Direct the implementation of Post-retirement medical benefits: Forge relationship with CRM to ensure that PRMB administrative challenges are attended to by Employer departments; Ensure that Employee benefits understand the impact and expectation from Programme 2.1 regarding speedy finalization of pension benefits; Oversee the monitoring of production
statistics and put measures in place to address backlogs; Participate in HR Forums, Retiring member campaigns and GEPF Roadshows. Ensure administration of Injury On Duty benefits; Forge relationship with CRM to ensure that IOD challenges are attended to by Employer departments; Ensure that Employee Benefits Department understands the impact and expectations from Programme 2.1 regarding the administration of Third pension; Oversee the monitoring of production statistics and put measures in place to address backlog; Participate in HR Forums, Retiring member campaigns and GEPF Roadshows. Ensure provision of Military & Miscellaneous Pensions: Provision of effective and cost efficient treatment to disabled military pensioners in respect of their accepted pensionable disabilities; Oversee the effective management and processing of medical accounts; Oversee the monitoring of production statistics and put measures in place to address backlogs. Ensure implementation of P2.1 Operations strategy: Develop, implement and monitor achievement of an effective Business Plan and budget for Post-Retirement Medical Subsidies, Military Pensions and Medical Accounts and Injury On Duty within the Operations business unit to support the achievement of GPAA’s strategic objectives; Implement and maintain Operations policies, procedures, templates, and processes, in accordance with best practice; Ensure implementation of an effective short, medium and long-term Operations strategy for the Units; Analyze trends and prepare reports to provide recommendations and relevant Operations information to relevant stakeholders to take appropriate decisions; Track new developments in practices to improve the effectiveness and efficiency of the Operations function; Ensure implementation of a management effectiveness and leadership strategy; Ensure implementation and maintenance of relevant policies, standard operating procedures, guidelines and processes, achieving compliance with Public Service requirements; Engage in strategic relationships with relevant stakeholders to serve the interest of the business unit; Liaise with CRM to resolve client queries; Analyze service delivery gaps and challenges, define service delivery operational measures and targets, and implement remedial action strategies; Proactively ensure the identification and mitigation of risks. Management and development of staff Ensure the development and management of staff within the business unit; Implement and maintain a relevant management approach to support effective business results within the business unit; Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery; Set, agree and monitor performance of direct reports, and ensure alignment with planned targets; Ensure the effective utilization of all other resources (including ICT, Assets, Infrastructure, etc) within the Business Unit; Establish and manage agreed budgets in consultation with the General Manager Program 2.1 ensuring that costs are contained.

ENQUIRIES

APPLICATIONS

FOR ATTENTION : Ismael Radebe

NOTE : One permanent Senior Manager Operations position is currently available at the Government Pensions Administration Agency: Programme 2.1

OTHER POSTS

POST 17/03 : MANAGER: OPERATION SUPPORT SERVICES REF NO: MNGR/OSS/2020/06-1P

Client Relationship Management

The main purpose of this position is the management of Registry, Incoming and Outgoing mail, Scanning and indexing within the GPAA.

SALARY : R733 257 per annum (Level 11) (cost to company – all-inclusive package)

CENTRE : Pretoria

REQUIREMENTS : A relevant three-year Bachelor’s Degree/N Dip/B Tech within Public Service Management or relevant field (360 credits) with six (6) years relevant experience in Document Management of which three (3) years was in a

DUTIES

The successful candidate will be responsible for the following functions and include, but not limited to: Manage Filing, Storage and Retrieval of Files and Documents: Engage with the storage service provider frequently to ensure that GPAA files and documents are kept safe; Ensure that requests on retrieval of files and documents are done within 24 hours upon request; Ensure that files are not kept within GPAA for more than 3 months; Maintenance of records of all enquiries; Monitoring of turnaround times; Ensure that documents are registered and scanned and indexed within 24 hours; Ensure adherence to SLA for document processing; Ensure all files are scanned before storage; Ensure documents that reached the required retention period according to National Archives are shredded; Ensure files are destroyed according to National Archives Act. Manage cases received via the Electronic System: Manage cases received on the electronic indexing system; Ensure the cases are indexed correctly within agreed time-frames; Ensure that electronic cases on the PORTAL system are correctly re-indexed. Manage Incoming and Outbound mail: Manage incoming mail from the service providers, reception, and all courier mail; Ensure that internal clients receive their mail; Ensure that all processes set pertaining processing of incoming mail are followed; Manage outgoing mail through the Post Office and courier services; Ensure that machines are utilized effectively by personnel; Ensure dispatching of mail according to the procedures within 72 hours. To ensure the internal scanning, indexing and distribution within the GPAA: Oversee the receiving of documents from inbound for audit trail purposes; Monitor accurate scanning of documents after receipt from inbound; Monitor that the electronic images of the documents are captured on the electronic indexing system; Oversee that documents and files are distributed according to their destination of business units as per the agreed timeframes; Engage with ICT with regards to the servicing of scanners. Provide input to the strategic management of the unit: Compile comprehensive operational plans, quarterly and annual report; Keep abreast with changes in relevant guidelines and other legislation, to make recommendations where policies and procedures need to be amended; Develop, enhance and implement policies, processes and procedures that are relevant to the section and enhance service delivery; Collaborate with internal and external stakeholders to implement new systems and processes, enabling integration to other area. Manage budgets of the unit: Ensure that the unit budget is prepare for approval on time; Ensure that variance report is prepare and submitted to budget unit on time Manage Risk register of the unit: Ensure that all risk register items identified are investigated and mitigated within the specified period; Ensure that all risk recommendations are implemented according to risk assessment ratings. Manage all resources of the unit: Set, agree and monitor performance of direct reports, check that it is aligned with planned targets; Allocate work according to the individual workload, expertise and developmental needs of the individual; Identify development and succession planning requirements; Ensure employment equity compliance; Monitor that outputs achieve business requirements; Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures; Motivate staff through the implementation of various reward mechanisms; Facilitate organizational communication through appropriate structures and systems; Manage the budget of the unit and monitor expenditure patterns as per prescripts.

ENQUIRIES

Ms Mapule Mahlangu Tel No: (012) 399-2639

APPLICATIONS

Please forward your application, quoting the relevant reference number, in the heading to the email below: # Disclaimer during COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, you may email your application with the relevant supporting documentation to Recruit2@gpaa.gov.za quoting the reference number in the heading.
FOR ATTENTION: Ms Mapule Mahlangu – Recruitment

NOTE: One permanent Manager: Operational Support Services is currently available at the Government Pensions Administration Agency.

POST 17/04: RESEARCH AND POLICY MANAGER REF NO: RPM/SP/2020/06-1C
(12 months contract)
Strategy and Policy

SALARY: R733 257 - R863 748 per annum (Level 11) (all-inclusive package)
CENTRE: Pretoria

REQUIREMENTS:

DUTIES:
The aim of the position is to manage all research and policy development in the Department. Policy development and communication: Oversee the revision and development of GPAA policies; Make recommendations for policy changes; Provide support and advice on policies and practices and the implementation thereof; Ensure availability of all policies to staff; Conduct training and awareness sessions on policies; Develop and circulate pamphlets / documentation regarding policies and implementation / changes; Develop articles for circulation to staff; Ensure all policies are available on the intranet; Maintain a policy repository-file, network and internet. Coordinate and facilitate research activities: Provide research input for the analysis required to develop, implement, review and evaluate new and existing policies; Draft research specifications, based on needs analysis; Ensure research is conducted within set timeframe to meet policy requirements; Oversee quality control of research; Respond to internal and external research enquiries; Conduct research, using different research methodologies, within timeframes and budget; Compile formal findings report with substantiating statistics. Develop the research agenda for the GPAA and maintain protocols for internal and external research; Conduct needs analysis and identify areas of research; Prioritise research and provide feedback; Maintain research protocols; maintain the repository of research products and facilitate dissemination of research results and draft research reports. Manage and develop staff reporting to this position: Set, agree and monitor performance of direct reports, check that aligned with performance agreements; Identify development needs and succession planning requirements and provide coaching and mentoring as appropriate; Allocate work according to the individual workload, expertise, and developmental needs of the individual; Ensure employment equity compliance; Monitor that individual outputs achieve business requirements; Recruit departmental staff using defined processes; Facilitate staff productivity and efficiency, minimizing absenteeism and turnover; Motivate staff through the implementation of various recognition mechanisms; Facilitate communication through appropriate structures and systems; Enable knowledge sharing and knowledge transition processes, including sharing of best practices across the GPAA; Contribute input to performance feedback and coaching of team members.

ENQUIRIES: Mr Ismael Radebe Tel No: (012) 319 2299
APPLICATIONS: Please forward your application, quoting the relevant reference number, in the heading to the email below: # Disclaimer during COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, you may email your application with the relevant supporting documentation to Recruit4@gpaa.gov.za quoting the reference number in the heading.

FOR ATTENTION: Mr Ismael Radebe Tel No: (012) 319 2299
NOTE: A 12 Months contract position of a Research and Policy Manager is currently available at GPAA: Head Office.

POST 17/05: ASSISTANT MANAGER: PROGRAMME 2.1 FINANCE (FINANCIAL ACCOUNTING) REF NO: ASM/P1-FINANCE/2020/06-1P
Permanent Programme 2.1
The purpose of the post is to assist in the management and provision of Financial Accounting and General Ledger services for the National Treasury Funds.

SALARY: R376 596 per annum (Level 09) (basic salary)

CENTRE: Pretoria

REQUIREMENTS: An appropriate three year National Diploma/Degree in Financial Management or Financial Accounting Field (at least 360 credits) coupled with 4 years’ experience in Financial Management Accounting of which 2 years should be in supervisory level. Knowledge of International Financial Reporting Standards; Knowledge of Regulatory Reporting Requirements for Retirement Funds in SA; Knowledge of Pension Fund environment; Knowledge of Financial Accounting; Knowledge of Risk Management; Analytical skills; Supervisory/management skills; Time management; Honesty and integrity; Hardworking; Attention to detail and Openness to change. Supervisory/management skills; Good communication and interpersonal skills; Good problem solving skills; Ability to work in a team and independently; Time management; Honesty and integrity; Hardworking; Attention to detail and openness to change.

DUTIES: The successful candidate will be responsible for the following functions and include, but not limited to: Implement financial revenue, expenditure management and accounting; Ensure the adherence of policy and legislative framework to ensure that cognizance is taken of new developments; Assist in developing and maintaining policies and processes; Submit reports and plans as required; Ensure compliance with financial prescripts; Provide advice and guidance to role players on revenue and expenditure procedures; Ensure that risks are identified in the unit; Implement and present results of internal controls to mitigate risks; Align internal controls with GPAA’s policies and strategic objectives; Recommend corrective measures on deviation to internal controls; Assist in testing of internal control solutions; Outline risk management processes within the Programme 2.1 Finance unit and implementation of action plans; Implement the coordination and compilation of the National Treasury Funds budget: Medium Term Expenditure Framework (MTEF), Estimate of National expenditure (ENE) and Adjustment Budget in compliance with National Treasury guidelines and assist with inputs and liaise with NT Public Finance. Undertake revenue, expenditure management and accounting work as required: Ensure that debt management, monitoring and reporting services are rendered; Ensure that expenditure is in line with the budget and item provisioning and Facilitate the process of transfer payments/subsidy. Preparations of Audit processes and Fund Liabilities: Liaise with external and internal auditors; Preparation and provision of year-end audit file; Preparation and provision of additional information required by the auditors; Resolution of internal and external audit queries; Implementation of internal and external audit recommendations and determine, calculate and classify of fund liabilities for the National Treasury Funds monthly. Facilitation of General Ledger transactions: Provide inputs to GPAA Finance on creation of new ledger accounts; Facilitate journal processing of General Ledger transactions; Process General Ledger transactions; clear all suspense accounts before closure of the reporting period; Review of reconciliations of General Ledger accounts. Provide financial reporting services: Preparation of annual financial statements for audit purposes; Preparation of quarterly and interim financial statements required by management of the relevant Funds; Participating in NT AFS Committee Providing quarterly inputs for organizational performance reporting; Reviewing of monthly fund reports and reviewing of monthly administration reports. Management and development of
staff: Manage the performance of the unit which involves coaching, mentoring and taking corrective action where required, developing performance standards and evaluating team and individuals; Monitor staff regarding human resources such as leave, recruitment, grievances and discipline and compile the work plans for the unit including the consolidation of the operational plans into the directorate’s overall work plan.

ENQUIRIES
Ms Mapule Mahlangu Tel No: (012) 399-2639

APPLICATIONS
Please forward your application, quoting the relevant reference number, in the heading to the email below: # Disclaimer during COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, you may email your application with the relevant supporting documentation to Recruit2@gpaa.gov.za quoting the reference number in the heading.

FOR ATTENTION
Ms Mapule Mahlangu – Recruitment

NOTE
One permanent Assistant Manager: Finance - Programme 2.1 position is currently available at the Government Pensions Administration Agency.

POST 17/06
SENIOR STATE ACCOUNTANT REF NO: SSA/PRO2.1/2020/06-1P
Programme 2.1 Financial Accounting

SALARY
R316 791 per annum (Level 08) (basic salary)

CENTRE
Pretoria

REQUIREMENTS

DUTIES
The aim of the position is to coordinate, review and undertake the implementation of financial accounting systems and procedures for the National Treasury Funds. The successful incumbent will be responsible for a wide variety of tasks which include the following but not limited to Ensure supervision of financial process: Prepare a memorandum to National Treasury explaining variances. Support the undertakings of researches on latest trends on cash flow management related internal controls. Align internal controls with GPAA policies and Auditor General strategic guidelines. Supervise continuous adherence to developed and approved internal controls. Support the undertaking of corrective measures on deviation to internal controls. Monitor General Ledger. Provide financial reporting services: Preparation and provision of expenditure reports. Compile financial reports regarding turnaround times, documents processes and error rates. Perform end of day duties to ensure effective reporting, identification of issues and Evaluate financial documents. Provide financial reporting services: Monitor the recording of cash flow transactions. Ensure the undertakings of cash flow management risk analysis processes. Supervise the administration for audit queries on cash flow management. Assist with the preparation of annual financial statements for audit purposes. Assist with the preparation of quarterly and interim financial statements required by management of the relevant Funds. Provide quarterly inputs for organisational performance reporting. Preparation of monthly fund reports and Preparation of monthly administration reports. Undertake revenue, expenditure management and accounting work as required: Render debt management, monitoring and reporting services. Ensure payment for goods and services, transfers, subsidies and reporting. Provide financial administration and accounting services (ledgers/journals, accounting and reporting, interim and annual financial statements). Check monthly administration claims by GPAA to National Treasury. Preparation of monthly journals (BAS & Civpen). Preparation of the monthly advance request to National Treasury. Process information. Ensure that expenditure is in line with the budget and item provisioning. Facilitate the process of transfer payment/subsidy. Determine, calculate and classify of fund liabilities for the National Treasury Funds monthly. Assist with the coordination and compilation
of the National Treasury Funds budget; Medium Term Expenditure Framework (MTEF), Estimate of National Expenditure (ENE) and Adjustment Budget in compliance with National Treasury guidelines.

ENQUIRIES: Ms Felicia Mahlaba Tel No: (012) 319-1455
APPLICATIONS: Please forward your application, quoting the relevant reference number, in the heading to the email below: #Disclaimer during COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, you may email your application with the relevant supporting documentation to Recruit1@gpaa.gov.za quoting the reference number in the heading.

FOR ATTENTION: Felicia Mahlaba – Recruitment
NOTE: A permanent position of Senior State Accountant is currently available at GPAA: Head Office for Programme 2.1 – Financial Accounting.

POST 17/07: SENIOR STATE ACCOUNTANT: (MBA) PAYMENTS, RECONCILIATIONS AND TAX REF NO: SSA/MBA/2020-06-1P
Medical Benefits Administration Unit

SALARY: R316 791 per annum (Level 08) (basic salary)
CENTRE: Pretoria

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.

ENQUIRIES: Ms Ntsibakazi Mtshabe Tel No: (012) 399-2758
APPLICATIONS: Please forward your application, quoting the relevant reference number, in the heading to the email below: # Disclaimer during COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, you may email your application with the relevant supporting documentation to Recruit1@gpaa.gov.za quoting the reference number in the heading.

FOR ATTENTION: Ntsibakazi Mtshabe – Recruitment
NOTE: One permanent Senior State Accountant position at Medical Benefits Administration is currently available at the Government Pensions Administration Agency

POST 17/08: SECRETARY: BID ADJUDICATION COMMITTEE REF NO: BACS/SCM/2020/06 – 1C
(12 months contract)
Supply Chain Management
The purpose of the role is to take accurate minutes of the meeting proceedings, to ensure the accurate compilation of bid submissions and to assist the Bid Adjudication.

SALARY: R316 791 per annum (Level 08) (basic salary) plus 37% in lieu of benefits
CENTRE: Pretoria
REQUIREMENTS: A recognized Bachelor Degree/National Diploma qualification within the relevant field (Supply Chain Management or Finance related) as recognized by SAQA (at least 360 credits) combined with three years’ experience within the Supply Chain Management environment with specific reference to BAC secretarial experience. Preference will be given to candidates with Bid Adjudication Committee experience. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge and relevant experience in any procurement related software packages such as ACCPAC, SAP, BAS or LOGIS will be an added advantage. Excellent knowledge of applicable legislation such as PFMA, Treasury Regulations, Broad Based Black Economic Empowerment Act, Preferential Procurement Policy Framework Act, Supply Chain Management Framework. In-depth knowledge of the code of conduct for Supply Chain Management Practitioners. Adherence to stipulations of the National Archives of South Africa Act, 1996 (Act No. 43 of 1996). Knowledge of Public Service Act, Policies and Regulations; Presentation skills; Analytical skills; Communication skills; Report writing skills; Problem solving skills; Planning and organizing skills; Pro-active; Dead-line driven; Ability to work independently; Ability to work under pressure; Integrity and honesty and Customer oriented.

DUTIES: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Record Bid Adjudication Committee proceedings and maintain records: Customize standard bid submissions. Assist with the administration of the bid adjudication process. File all related BAC records. Maintain mechanical and written records of proceedings (minutes). Arrange meeting venues and bookings for BAC sessions (logistical arrangements). Ensure compliance with National Treasury prescripts and related regulations and legislation. Facilitate the timeous publication of BAC packs and related documents on the BAC shared drive. Verify accuracy of submitted documents: Develop a BAC pack checklist. Assist evaluation teams with submissions for recommendation to the Bid Adjudication Committee (BAC). Develop and maintain BAC submission templates. Maintain accuracy and consistency of BAC resolutions. Manage BAC statistics regarding resolutions made. Manage matters arising on BAC minutes. Implement Bid Adjudication Committee resolutions: Draft BAC action plans and make proper follow-ups; trace and follow up memo's that need to be signed off; distribute e-mails and information that is relevant to BAC. Governance of meeting proceedings: Ensure that all BAC proceeding declarations are recorded; Check the quorum requirements of meeting proceedings; Ensure that all members are properly appointed before they assume duties; Co-ordinate compliance requirements in relation to urgent meetings and sessions.

ENQUIRIES: Mr Ismael Radebe Tel No: (012) 319 2299
APPLICATIONS: Please forward your application, quoting the relevant reference number, in the heading to the email below: # Disclaimer during COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, you may email your application with the relevant supporting documentation to Recruit4@gpaa.gov.za quoting the reference number in the heading.

FOR ATTENTION: Mr Ismael Radebe – Recruitment

NOTE: A 12 Months contract position of a Secretary: Bid Adjudication Committee is currently available at GPAA: Head Office.

POST 17/09: SENIOR STATE ACCOUNTANT (EB ACCOUNTING) REF NO: SSA: EB-A/2020/06-1P

EB Accounting
The main purpose of the position is to render effective, efficient and accurate financial administration support services.

SALARY: R316 791 per annum (Level 08) (basic salary)

CENTRE: Pretoria

REQUIREMENTS: An appropriate three year National Diploma/Degree/qualification in the Finance Field (at least 360 credits) coupled with three (3) years’ experience in a Financial Accounting environment of which one (1) year should be within supervisory level; Knowledge of Public Finance and Management Act; Knowledge of Government Employees Pension Rules and Legislations; Knowledge of Financial accounting; Knowledge of General ledger bookkeeping; Analytical thinking; Good customer relations; Good communication skills; Good problem solving skills; Ability to work in a team; Ability to work accurately and independently; Honesty/integrity; Hardworking; Attention to detail.

DUTIES: The successful candidate will be responsible for the following functions and include, but not limited to: Administration of General Ledger transactions and render financial accounting services: Perform reconciliations of general ledger accounts; Process journal entries and corrections; Follow up on differences and make the relevant corrections; Perform membership and pensioner’s reconciliations; Perform manual calculation of AIPF and TEPF year-end provision for benefits payable; Supervision of unpaid and or returned payments from the bank/post office; Supervision of allocating payment transactions; Supervision of cashier office; Supervision of Pay Master General (PMG) debits; Ensure that benefit payment statistics are provided monthly to management; Review payments relating to maintenance order, magistrate courts, suppliers or beneficiaries; Review payments of interest effected on late benefits; Review and confirm new and updated pay points; Ensure that deductions of maintenance orders are implemented; Ensure that payment schedules are sent after each payment run; Ensure that money is collected, recorded and banked on time; Ensure end dates on payments are done correctly and removed on the same day; Request system updates when there is a need; Test changes on test platform and ensure correctness of data; Ensure correctness of changes in production environment; Ensure that pension pay-out is claimed from departments; and enquiries are attended to and handling of general customer enquiries. Monitoring and ensuring that procedures are adhered to relating to daily, funeral, monthly, Accpac and Special Runs: Ensure that all payment run reports are available after the run; Review payment run reports and journals processed; Ensure that EFT payment files are send to Bankserv; Ensure that cashbook files are sent to National Treasury; Ensure that payment above R1 million are loaded on Safety Web National Treasury (NT); Authorise payments on Safety Web; Ensure VET reports are received after payment runs and accurate information is displayed; Ensure relevant schedules are sent after each payment run; Ensure that expenditure incurred is reported to National Treasury; Ensure that payment statistics are recorded for every payment run and recall amounts incorrectly paid. Assist with the management of audit processes: Assist in the preparation, enquiries and provision of information required by the auditors. Administration of the verification of manual supplier’s details: Capture banking details portal; Ensure that feedback is received via safety web; Forward feedback to relevant business unit and follow up on feedback not received. Supervision of the staff: Allocate work according to skills and competencies of subordinates; Manage staff performance; Develop, train and coach; Maintain discipline; Ensure
that subordinates are informed about changes in work environment for management decisions; Ensure that leave records are submitted to HR after approval of the Head of Division; Ensure that stationery is ordered on time; Ensure that unit refreshments are ordered on time and ensure that payslips are collected, Distributed within the section and returned back to Salaries within the required time.

ENQUIRIES
APPLICATIONS
Ms Mapule Mahlangu Tel No: (012) 399 2639
Ensure that leave records are submitted to HR after approval of the Head of Division; Ensure that stationery is ordered on time; Ensure that unit refreshments are ordered on time and ensure that payslips are collected, Distributed within the section and returned back to Salaries within the required time.

FOR ATTENTION
NOTE
Ms Mapule Mahlangu – Recruitment
One permanent position of Senior State Accountant: EB Accounting is currently available at the Government Pensions Administration Agency.

POST 17/10
PROCESSOR (EB ADMINISTRATOR) – BENEFITS APPLICATION
PROCESSING REF NO: PBAP/EB-OPS/2020/07-10C
(12 months contract)
Employee Benefits
The purpose of the role is to provide administrative support for the processing and payments of claims.

SALARY
CENTRE
R208 584 per annum (Level 06) (basic salary) plus 37% in lieu of benefits
Pretoria

REQUIREMENTS

DUTIES
The successful incumbent will be responsible for a wide variety of tasks which include the following but not limited to Process Claims: Review applications/claims received for various types of exits or claims. Check that all supporting documentation is attached as per the requirements of the specific claim. Evaluate the member records reflected in the documentation and update accordingly to ensure accurate information is reflected. Request member’s information for inclusion in the benefits application form, where missing information is identified. Process payment of claims: Review the initial payment, based on a review of the particulars of the case, routing the calculation last point. Reconcile purchase of service figures, checking that all outstanding service has been calculated correctly for payments. Upload supporting documentation for benefit payments, ensuring accuracy. Checking whether beneficiaries indicated qualify as dependents according to set criteria, for instructions for payments. Review the calculation against the information available on the member records, confirming whether correct or supplying reasons for rejection. Review the summary of rejected applications/claims; identifying reasons for rejection based on rules of the various Funds/schemes. Route the rejected applications/claims – in terms of the standard procedure. Ensure that all exceptions (where applicable) related to death distributions, service period recognition verification, fraud and risk issues, contribution adjustments, benefit distribution verification, payment reversals, unclaimed benefits, standard legal issues and the updating of banking details have been resolved in accordance with the relevant policies and procedures. Check that all documentation required for payment is attached and that the correct benefit is being paid to the member, based on established criteria. Review the benefit application form and validate the content. Initiate the payment instruction.

ENQUIRIES
Ms Felicia Mahlabana Tel No: (012) 319-1455
APPLICATIONS: Please forward your application, quoting the relevant reference number, in the heading to the email below: # Disclaimer during COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, you may email your application with the relevant supporting documentation to Recruit1@gpaa.gov.za quoting the reference number in the heading.

FOR ATTENTION: Felicia Mahlaba – Recruitment

NOTE: Various positions for Processors (EB Administrators) at EB Operations (various sub units) are currently available at the Government Pensions Administration Agency. These positions will be filled on a 12 months contract.

POST 17/11: RISK ADMINISTRATOR: ENTERPRISE WIDE RISK REF NO: RA/EWR/06-2C (12 months contract)
Enterprise Wide Risk
The purpose of the role is to ensure efficient and effective administrative support of risk and management activities.

SALARY: R208 584 per annum (Level 06) (basic salary) plus 37% in lieu of benefits

CENTRE: Pretoria

REQUIREMENTS: An appropriate three year tertiary qualification in Risk Management or relevant field (at least 360 credits) with 18 months proven experience within the Enterprise Risk/relevant environment Or Grade 12 with three years proven experience within the Enterprise Risk/relevant environment. Computer literacy that would include a good working knowledge of Microsoft Office products (Word, Excel) and Barnowl. Knowledge of Corporate Governance (King IV), Knowledge of Risk Management Processes (COSO, ISO31000). Knowledge of Barn owl system. Knowledge of Prescribed Regulations & Policies – PFMA, Treasury Regulations. Knowledge of Public Service Regulations & other Government prescripts. Good problem solving skills. Analytical skills. Good communication skills both written and verbal. Good planning and organizing skills. Assertiveness. Proactiveness. Approachable and innovative. Team player.

DUTIES: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Render Administrative support in the Risk Analysis and monitoring process: Assist in implementing risk management plan. Provide support for the conducting of operational Risk assessments. Assist management in identifying risks. Assist Management in evaluation/rating of risks. Assist in the development of draft risk reports. Assist in monitoring the implementation of the operational risk mitigation plans. Conduct risk awareness and training. Assist in coordinating and facilitating the development of a risk profile: Document risk information on Barnowl system; assist in planning, scheduling and providing end – user training on Risk Management software; Administration of the Barnowl; Capture progress notes on Barn Owl after monitoring (implementation of action plans); Print reports from Barn Owl. Provide Administrative support to Risk Management Unit. Assist in co-coordinating Risk Management Committee meetings: Prepare Risk Management Committee meeting packs before the meeting; assist with any administrative duties to ensure effective operation of risks to the Risk Committee and the Unit.

ENQUIRIES: Ms Mapule Mahlangu Tel No: (012) 399 2639

APPLICATIONS: Please forward your application, quoting the relevant reference number, in the heading to the email below: # Disclaimer during COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, you may email your application with the relevant supporting documentation to Recruit2@gpaa.gov.za quoting the reference number in the heading.

FOR ATTENTION: Ms Mapule Mahlangu – Recruitment

NOTE: Various Risk Administrator positions are currently available at the Government Pensions Administration Agency: Enterprise Wide Risk Section on 12 months contract.
(12 months contract)
Supply Chain Management
The purpose of the role is: To provide administrative assistance and support in the sourcing of goods and services through quotation process for respective business units in GPAA.

SALARY: R208 584 per annum (Level 06) basic salary plus 37% in lieu of benefits
CENTRE: Pretoria
REQUIREMENTS:
- An appropriate three year tertiary qualification (360 credits) in Supply Chain or equivalent with 18 months relevant experience within Supply Chain Management or Senior Certificate with three years proven experience within Supply Chain Management.
- Computer literacy (MS Office products).
- Knowledge of PFMA, Treasury Regulations, PPPFA, SCM Guidelines for Accounting Officers and related Prescripts; Knowledge of Public Sector Procurement processes, rules and regulations; Financial Administration; Interpersonal skills; Effective Organizational skills; Planning and decision making skills and Analytical and problem solving skills; Client orientation and customer focus; Ability to communicate at all levels effectively; Ability to work independently and Ability to work under pressure.

DUTIES:
The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following:
- Process requisitions for procurement of goods and services: Receive, check and process requisitions and specifications for sourcing of goods and services as per prescribed legislation; Ensure the utilization of the Central Supplier Database (CSD) supplier database in request for a competitive quotation process. Facilitate quotation process; Implement and maintain quotation process in accordance with legislation, Departmental policies and procedures and National Treasury Instruction notes. Receiving and opening of RFQ documents. Assist in the facilitation of the Bid Evaluation sessions. Compiling RFQ documents. Ensure communication to suppliers and business units. Ensure that suppliers are rotated. Keep and update the register of RFQ’s. Coordinate receipts and evaluation of RFQ’s: Ensure receiving and checking of quotations; Keep records of Quotations received. Schedule the evaluation session. Communicate the outcome to Business Units and Vendors. Registration of vendors on vendor master. Facilitate approval of quotations and Purchase Order generation. Vendor Management: Upload new vendor applications for approval. Update current vendor details. Provide administrative support to the unit: Perform office administrative activities. Organize office logistical matters. File audit supporting office correspondence, documents and reports. Draft and type standard correspondence and documents; Completion of forms and documents relevant to the office. Order stationery and equipment/appliances for the section.

ENQUIRIES: Mr Lesiba Sehlapelo Tel No: (012) 399 2710
APPLICATIONS: Please forward your application, quoting the relevant reference number, in the heading to the email below: # Disclaimer during COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, you may email your application with the relevant supporting documentation to Recruit3@gpaa.gov.za quoting the reference number in the heading.

FOR ATTENTION: Mr Lesiba Sehlapelo – Recruitment
NOTE: Various contract positions for Supply Chain Administrators are currently available in the Supply Chain Unit at the Government Pensions Administration Agency – Head Office. The positions will be filled on a 12 month contract.

(12 months contract)
Supply Chain Management
The purpose of the role is: To render an acquisition management service through the execution of the bidding process, compilation of a list of service providers and the handling of urgent/emergency cases.

SALARY: R208 584 per annum (basic salary) plus 37% in lieu of benefits
CENTRE: Pretoria
**REQUIREMENTS**

An appropriate three year tertiary qualification (360 credits) in Supply Chain or equivalent with 18 months relevant experience within Supply Chain Management or Senior Certificate with three years proven experience within Supply Chain Management. Computer literacy (MS Office products). Knowledge of PFMA, Treasury Regulations, PPPFA, SCM Guidelines for Accounting Officers and related Prescripts; Knowledge of Public Sector Procurement processes, rules and regulations; Financial Administration; Interpersonal skills; Effective organizational skills; Planning and decision making skills and analytical and problem solving skills; Client orientation and customer focus; Ability to communicate at all levels effectively; Ability to work independently and ability to work under pressure.

**DUTIES**

The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Execution of the bidding process; Facilitate the compilation of the procurement plan for the organization; Facilitate the prescribed bidding process; Facilitate the drafting and finalizing of terms of reference/specification; Compile bid documents; Publish tender invitation; Receive and open of bid documents; Facilitate and support SCM committee to evaluate and adjudicate the bids; Manage communication with bidders; Assist with monthly SCM reports. Compilation of prospective list of providers for quotations: Compile terms of reference to invite service providers for an expression of interest; Compile a database of approved suppliers; Sourcing of goods and services above R500 000. Provide administrative support to the unit: Perform office administrative activities. Organize office logistical matters. File audit supporting office correspondence, documents and reports; Draft and type standard correspondence and documents; Completion of forms and documents relevant to the office; Order stationery and equipment/appliances and refreshments (SCM Bid Committee meetings) for the section.

**ENQUIRIES**

Mr Lesiba Sehlapelo Tel No: (012) 399 2710

**APPLICATIONS**

Please forward your application, quoting the relevant reference number, in the heading to the email below: # Disclaimer during COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, you may email your application with the relevant supporting documentation to Recruit3@gpaa.gov.za quoting the reference number in the heading.

**FOR ATTENTION**

Mr Lesiba Sehlapelo – Recruitment

**NOTE**

Various contract positions for Supply Chain Administrators are currently available in the Supply Chain Unit at the Government Pensions Administration Agency – Head Office. The positions will be filled on a 12 month contract.

**POST 17/14**

FINANCE ADMINISTRATORS: UNCLAIMED AND TRACING

(12 months contract)

Finance: Unclaimed Benefits

**SALARY**

R208 584 per annum (Level 06) plus 37% in lieu of benefits

**CENTRE**

Durban, Ulundi and New Castle

Durban - Ref No: FA/UC&T/DURBAN/2020/06-1C

Ulundi - Ref No: FA/UC&T/ULUNDI/2020/06-2C

New Castle - Ref No: FA/UC&T/NEWCASTLE/2020/06-1C

**REQUIREMENTS**

An appropriate three year tertiary qualification/degree/national diploma (at least 360 credits) (Finance related) with 18 months proven experience in accounting/financial management of which 6 months should be in administration OR A Senior Certificate/Grade 12 coupled with 3 years appropriate proven experience in accounting/financial management field of which 6 months should be in administration. Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province (applying for) will be an added advantage. The applications of individuals currently residing in KZN may receive preference and targeting the geographical areas sourced for. Knowledge of PFMA. Knowledge of Public Service Act (PSA); Integrity; Analytical skills; Customer orientation; Ability to prioritize; Time management skills; Effective communication skills (written and verbal); Ability to work in a team; Problem solving skills; Deadline driven.
DUTIES: The incumbent of this position will be responsible for a wide variety of financial administrative tasks which includes the following, but not limited to; Trace beneficiaries. Find contact details on ITC and other platforms in order to identify members and beneficiaries for unclaimed benefits; Contact potential candidates, confirming their personal particulars, in order to validate their status as beneficiaries; Engage government departments and other community platforms to trace beneficiaries and members on unclaimed benefits list. Rectify error by updating the system with the correct information provided by the clients. Send unclaimed benefit cases and documents successfully traced to Pretoria Head Office tracing division. Prepare cases for processing. Provide administrative support by collating the documentation required to process cases not traced to unclaimed benefits; Check the system against documentation provided in order to avoid issues with processing; Send death benefit form to client in accordance with benefit to which he/she is entitled; Capture accurate information onto database with respect to beneficiaries eligible for re-issues based on documentation provided. Verify cases. Perform data integrity checks, following standard processes; Generate weekly and monthly unclaimed benefit reports, reflecting the status of cases for the attention of the Assistant Manager and the Outbound Call Centre Agent.

ENQUIRIES: Mr Lesiba Sehlapelo Tel No: (012) 399 2710
APPLICATIONS: Please forward your application, quoting the relevant reference number, in the heading to the email below: # Disclaimer during COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, you may email your application with the relevant supporting documentation to Recruit3@gpaa.gov.za quoting the reference number in the heading.
FOR ATTENTION: Mr Lesiba Sehlapelo – Recruitment
NOTE: Various positions for Tracing Administrators at Unclaimed Benefits: Finance Section are available at the Government Pensions Administration Agency in the KZN Province. The positions will be filled as 12 months contract positions.

POST 17/15: CUSTOMER SERVICE AGENT REF NO: CSA/WC/06-2C
(12 months contract)
Client Services

SALARY: R208 584 per annum (Level 06) plus 37% in lieu of benefits
CENTRE: Western Cape Regional Office (Cape Town)
REQUIREMENTS: An appropriate three year tertiary qualification (at least 360 credits) with 18 months proven experience in processing life insurance/employee benefits or client relationship management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments OR A Grade 12 Certificate/Senior Certificate (Matric) with three years proven experience in processing life insurance/employee benefits or client relationship management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments. Knowledge of GEPF products and services will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province applying for, would be an added advantage. The applications of individuals currently residing in the Province applying for may receive preference (Western Cape)

DUTIES: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provide quality customer service within CRM: Handle all face to face enquiries received effectively; Follow up and finalize enquiries referred to other business units, within the agreed time frames; Respond to emails, web queries, posted queries/courier services, faxes within allocated time frame; Update on all the relevant GPAA systems. Provide Client liaison services within the office: Respond to escalated queries within allocated time frame; Interact with the departments and members regarding outstanding queries; Relationship management on any changes happening in the various sections; Provide/ request feedback to various clients and stakeholders; Follow-up with business units and provide feedback to clients until cases are finalized; Effective and efficient administration of documents received; Provide administrative support at outreach initiatives. Provide data inputs in the compilation of the reports: Report any
issues/make recommendations with regards to ongoing service improvements and maintain a high level of client care; Compile and submit daily, weekly and monthly production statistics to the supervisor; Check and update consolidated/escalation lists to the supervisor. Excellent problem solving skills, excellent presentation skills, excellent communication skills, both verbal and written. Ability to communicate with clients. Time management skills, Self-management – being able to work independently, Knowledge of Employee Benefits, Knowledge of client relations management, Geographical knowledge of the Province applying for.

ENQUIRIES
APPLICATIONS: Mr Lesiba Sehlapelo Tel No: (012) 399 2710

FOR ATTENTION: Mr Lesiba Sehlapelo – Recruitment
NOTE: Various 12 month contract positions for Customer Service Agents are currently available at Western Cape Regional office of the GPAA.

POST 17/16: CUSTOMER SERVICE AGENT
(12 months contract)
Client Services

SALARY:
R208 584 per annum (Level 06) plus 37% in lieu of benefits

CENTRE:
Free State Regional and Satellite Office (Bloemfontein and Phuthaditjaba)
Ref No: CSA/FS/BFN/06-1C (Bloemfontein)
Ref No: CSA/FS/PHUT/06-1C (Phuthaditjaba)

REQUIREMENTS:
An appropriate three year tertiary qualification (at least 360 credits) with 18 months proven experience in processing life insurance/employee benefits or client relationship management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments or A Grade 12 Certificate/Senior Certificate (Matric) with three years proven experience in processing life insurance/employee benefits or client relationship management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments. Knowledge of GEPF products and services will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province applying for, would be an added advantage. The applications of individuals currently residing in the Province (Free State) applying for may receive preference.

DUTIES:
The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provide quality customer service within CRM: Handle all face to face enquiries received effectively; Follow up and finalize enquiries referred to other business units, within the agreed time frames: Respond to emails, web queries, posted queries/courier services, faxes within allocated time frame; Update on all the relevant GPAA systems. Provide Client liaison services within the office: Respond to escalated queries within allocated time frame; Interact with the departments and members regarding outstanding queries; Relationship management on any changes happening in the various sections; Provide/ request feedback to various clients and stakeholders; Follow-up with business units and provide feedback to clients until cases are finalized; Effective and efficient administration of documents received; Provide administrative support at outreach initiatives. Provide data inputs in the compilation of the reports: Report any issues/make recommendations with regards to ongoing service improvements and maintain a high level of client care; Compile and submit daily, weekly and monthly production statistics to the supervisor; Check and update consolidated/escalation lists to the supervisor. Excellent problem solving skills, excellent presentation skills, excellent communication skills, both verbal and written. Ability to communicate with clients. Time management skills, Self-management – being able to work independently, Knowledge of Employee Benefits, Knowledge of client relations management, Geographical knowledge of the Province applying for.

ENQUIRIES:
Mr Lesiba Sehlapelo Tel No: (012) 399 2710
APPLICATIONS: Please forward your application, quoting the relevant reference number, in the heading to the email below: # Disclaimer during COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, you may email your application with the relevant supporting documentation to Recruit3@gpaa.gov.za quoting the reference number in the heading.

FOR ATTENTION: Mr Lesiba Sehlapelo – Recruitment

NOTE: Various 12 month contract positions for Customer Service Agents are currently available at Free State Regional and satellite office of the GPAA.

POST 17/17: RESEARCH AND POLICY ADMINISTRATOR REF NO: RPA/SPB/2020/06-1CRA

(12-months contract)

Strategy and Policy

The purpose of the position is to provide research and policy administrative support, and the co-ordination, implementation of policy review and development activities within the Strategy, Policy and Business Continuity Unit.

SALARY: R208 584 per annum (Level 06) (basic salary) plus 37% in lieu of benefits

CENTRE: Pretoria

REQUIREMENTS: An appropriate three year tertiary qualification (at least 360 credits) preferably in Public Management/Public Administration/Policy Development with 18 months proven experience in policy and research methodology. Grade 12 with three years proven experience in policy and research within a Retirement Fund/Employee Benefits/Medical Administration environment, Preference shall be given to candidates with prior pension administration experience. Computer literacy that includes a good working knowledge of the Microsoft Office packages, Knowledge of Public Service Act and Regulations, Public Service Legislation and Regulatory framework, Knowledge of South Africa’s Pension Fund Law, Knowledge of policy development and review process, A good understanding of government policies, Ability to research, write and present high quality policy analysis, Strong interest in government policy affairs, Fluent in Business English, Research skills , Organizing and coordination skills, Critical thinking, Attention to detail, Time management skills, Verbal and written communication, Strong report writing skills, Stakeholder management, Analytical thinking, Business ethics (honesty and integrity), Professionalism, Proactive and resourceful, Dynamic, flexible, reliable and attentive to detail.

DUTIES: The successful candidate will be responsible for the following functions and include, but not limited to: Assist in conducting research activities on sector specific programmes: Assist in conducting needs analysis and identifying areas of research. Provide research input for the analysis required to develop, implement, review and evaluate new and existing policies. Assist in the drafting of research specifications, based on needs analysis. Conduct research, using different research methodologies, within timeframes and budget. Assist in responding to external and internal research enquiries. Assist in the compilation of formal research reports. Assist in maintaining the repository of research products and facilitate dissemination of research results: Implement and maintain a research library. Manage numbering and archiving system of researched products. Assist in recording and monitoring research project plans. Create access paths to academic journals. Interact with academic librarians. Assist in the development and review of new and existing policies for the Department: Analyse and identify out-dated policies per business unit in their order of importance for review. Assist in developing and revising business units’ policies Assist in drafting new policies. Assist in the development and implementation of the checklist for all policies. Develop monthly reports. Support to ad hoc business unit projects: Provide regular support when needed to all ad hoc business unit projects

ENQUIRIES: Mr Ismael Radebe Tel No: (012) 319 2299

APPLICATIONS: Please forward your application, quoting the relevant reference number, in the heading to the email below: # Disclaimer during COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, you may email your application with the relevant supporting documentation to Recruit4@gpaa.gov.za quoting the reference number in the heading.
FOR ATTENTION: Mr Ismael Radebe – Recruitment Note: A 12 month contract position for a Research and Policy Administrator is currently available at Head Office of the GPAA in the Strategy and Policy Unit.
DEPARTMENT OF HIGHER EDUCATION AND TRAINING

Esayidi Technical Vocation Education and Training is an Equal opportunity employer inviting applications from suitable experienced applicants for this permanent post.

APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource Department: Esayidi TVET College, Private Bag x 713, Port Shepstone, 4240 or hand delivered to: Esayidi TVET College, No 3 Shooter’s Hill, Lot 462, Nelson Mandela Drive, Port Shepstone, 4240

CLOSING DATE: 06 August 2020

NOTE: Applications should be on a Z83 form, signed and dated, and must be accompanied by a recently updated comprehensive Curriculum Vitae (Inclusive of three contactable references and contact details), Original certificate copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit checks [where applicable], qualification and employment verification). Applications in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his /her application. The College/ DHET reserves the right not to make an appointment where it deems fit to do so. No late applications will be considered. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application was not successful. Candidates who applied for this post previously must re-apply.

OTHER POST

POST 17/18 : ASSISTANT DIRECTOR: FINANCE REF NO: 01/03//2020 ESA
Re-Advertisement

SALARY : R376 596 per annum (Level 09) (The successful candidate will be required to sign a performance agreement)

CENTRE : Esayidi TVET College, Central Office

REQUIREMENTS : An appropriate recognized (3) three year Bachelor Degree in Accounting or Financial Management. 5 (five) years’ experience in Finance plus three (3) years management experience. Knowledge: Treasury Regulations, Generally Recognised Accounting Principles (GRAP), Public Financial Management (PFM), Legislative, Creative Report writing, Supply Chain Management Act, Preferential Procurement Policy Framework, CET Act, Communication (both written and verbal), Computer Literacy, Time Management.

DUTIES : Facilitate all payments of creditors for the College. Coordinate and monitor the supply chain activities relating to procurement of goods and services. Manage movable and immovable assets of the College and understand the whole asset management policy, procedures and processes. Prepare of annual budget and inputs to the accounting system of the College. Work with the CFO in aligning the college strategic goals with the budget. Monitor that the College expenditure is in line with the budget and manage monthly deviations of the budget. Manage integrated budget planning and expenditure. Ensure monitor all litigation against the College and keep in control of progress. Assist in developing a project plan for monthly, quarterly and annual reporting. Review the monthly general ledger reconciliation against the trial balance and supporting documentation and ensure bank reconciliation are signed off for every bank account, as an oversite role. Ensure accurate capturing of invoices in the accounting systems in order to effect payment on time and accurately to Creditors. Ensure invoices are properly authorized in accordance with levels of authority and allocate it to correct Supplier & General Ledger accounts on a daily basis. Ensure accurate monthly reconciliations of Creditors Accounts Statements against the Accounts Payable Manage Age Analysis. Ensure all contract relating to College are signed by both parties.
parties. Attend to matters relating to internal and external auditors. Oversee the tendering processes and ensure it efficiently and transparent. Ensure management of contracts for College is monitored and controlled on effective date and lapse of contract. Supervision of Infrastructure Conditional Grant reports and procurement for such funding. Be responsible for submission of monthly reports to the office of Deputy Principal Finance. Act as chairperson for bid evaluation meeting. Responsible for checking and approval of requisition on certain threshold. To assist Deputy Principal Finance with any activity she might require. Have a full understanding of how SETA operates and be able to monitor and analyse reports from department within the College that utilises SETA funding. Be a standing member of audit committee and finance committee, and participate on engagement in such meetings. Manage and preparation of budget and monitor expenditure are in accordance with budget. Ensure proper implementation of performance management within the division. Maximise division of human physical and financial resources.

ENQUIRIES : Ms NB Ndlovu Tel No: (039) 940 5283
ANNEXURE C

JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES

The JICS 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 : 07 August 2020
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 Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, a CV with a font size of 10 and Arial theme font, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver’s license where necessary. Attachments must be 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 and must be produced 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.

MANAGEMENT ECHELON

POST 17/19 : DIRECTOR: MANAGEMENT REGIONS REF NO: JI-01 /2020
Directorate: Management Regions

SALARY : R1 057 326 per annum (Level 13) (All Inclusive package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor’s degree/National Diploma tertiary qualification in management (NQF 7 as recognised by SAQA) or relevant qualification. At least 5 years’ appropriate experience at Middle Management level. Job-related knowledge: An understanding of legislation, research and development methodologies, legislation and analysis methods, as well as Government legislation. Job-related skills: Computer literacy, Communication (written and verbal) skills .Proficiency in project management. Planning and organising skills. Analytical and decision-making skills. Problem-solving and negotiation skills. The ability to interpret the law. A valid driver’s licence.

DUTIES : Develop policies and procedures related to Management Regions. Coordinate and oversee the appointment and functioning of the Independent Correctional Centre Visitors. Manage the establishment of Visitors Committee (VC’s) and ensure the effective and efficient management of the VC’s. Manage the facilitation of inmate’s complaints. Manage mandatory reports and develop effective systems and frameworks in dealing with these in the regions. Manage, coordinate and foster effective relationships with all stakeholders. Manage and utilise human resources in accordance with relevant directives and legislation. Ensure compliance with the relevant legislative prescripts. Monitor the implementation of policies and procedures. Provide advice and guidance in the area of functional and operational responsibility. Report on strategic frameworks on Management Regions. Compile reports and monitor recommendations.
ENQUIRIES: Mr V Misser Tel No: (012) 321 0303
NOTE: Preference will be given to all women and people with disabilities.
APPLICATIONS: Quoting the relevant reference number, direct your application to: JICSSMS.Recruitment@dcs.gov.za.

OTHER POSTS

POST 17/20: ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: JI-02/2020
Directorate: Support Services – Human Resources
SALARY: R376 596 per annum (Level 09)
CENTRE: Pretoria
REQUIREMENTS: Applicants must be in possession of a Grade12/Senior Certificate or an equivalent certificate, and an appropriate 3 year National Diploma/ Degree in Public Administration/Public Management/Human Resources Management or relevant qualifications (NQF 6/RVQ 13). Five (5) years working experience in Human Resources Management with at least three (3-5) years’ experience on a supervisory level. Knowledge of relevant legislations and HR prescripts. Knowledge of Persal System with PERSAL certificates is essential. Must have a valid driver's license. Computer literacy. Analytical and problem-solving skills. Conflict, time and diversity management skills.
DUTIES: The successful candidate will be responsible for managing the day-to-day operations of the Human Resources component which includes maintaining effective establishment control, manage Human Resource processes, and manage the training and the development of staff. Contract administration - manage the process of ICCV appointments. Maintain good labour relations. Conduct the performance assessment process on an annual basis. Monitor the disciplinary and grievance procedures. Salary administration control: payments of permanent and contract workers. Leave administration control. Approve all PERSAL transactions. Administer the selection & recruitment process. Ensure good discipline and work ethics in the workplace.
ENQUIRIES: Ms P Luphuwana Tel No: (021) 421 1012
APPLICATIONS: Quoting the relevant reference number, direct your application to: JICSHRM.Recruitment@dcs.gov.za

POST 17/21: SENIOR CASE OFFICER: COMPLAINTS REF NO: JI-03/2020
Directorate: Legal Services
SALARY: R316 791 per annum (Level 08)
CENTRE: Pretoria
REQUIREMENTS: Applicants must be in possession of a Grade12/Senior Certificate, B-Proc/ LLB Degree or other relevant recognized legal qualification on NQF 7 as recognised by SAQA. 3-5 years relevant working experience of which 2 years must be in a supervisory capacity. Computer literate. Proven competency in constitutional law, human rights law, correctional law, criminal procedure, evidential law and administrative law. Proficiency in English and at least one other official language. Ability to write analytically. Valid driver’s license is essential, willingness to travel
DUTIES: The successful candidate will be responsible to receive and adjudicate inmate complaints and maintain proper records with a view to analysing systematic practices and reporting thereon. Provide reports to the Manager Complaints unit. Liaison with Department of Correctional Services, Visitors Committees (VC) Independent Correctional Centre Visitors (ICCV) and stakeholders. Supervise administrative staff of the Complaints unit.
ENQUIRIES: Mr U Raga / Mr De Souza Tel No: (012) 321 0303
APPLICATIONS: Quoting the relevant reference number, direct your application to: JICSLEGAL.Recruitment@dcs.gov.za

POST 17/22: VISITORS COMMITTEE COORDINATOR REF NO: JI-04/2020
Directorate: Central Management Region
SALARY: R257 508 per annum (Level 07)
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<tr>
<th>CENTRE</th>
<th>Bloemfontein</th>
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<tr>
<td>REQUIREMENTS</td>
<td>Applicants must be in possession of a Senior Certificate/Grade 12, Degree/National Diploma in Public Administrations/Public Management, NQF 6 as recognised by SAQA. 3 year Degree/National Diploma in Office Management or recognised relevant qualification on NQF 6 with equivalent qualification; a minimum of 3-5 years clerical experience within justice cluster environment; and 2 years supervisory experience; Knowledge of the Public Finance Management Act, Public Service Act, Public Service Regulations and National Treasury Regulations; A valid driver’s licence. Skills and Competencies: Computer literacy (MS Office); Sound Interpersonal relations; Communication (verbal and written) skills; Planning and organizational skills; Able to work under pressure, independently and willingness to work extra hours; Problem solving and leadership skills; Ability to pay attention to detail. Good conflict resolution skills.</td>
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<tr>
<td>DUTIES</td>
<td>The successful candidate will be responsible to supervise the work of ICCV, provide support to the Independent Correctional Centre Visitors (ICCVs). Attend to Visitors Committee/Stakeholders meetings. Conduct performance audits/assessments; arrange inductions/training and attend to disciplinary matter related to ICCV’s. Monitor all mandatory complaints according to policy. Capture unresolved complaints from VC meeting on the system. Rendering of administrative support services to the ICCVs. Manage the relationship with stakeholders (good working relationships).</td>
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<tr>
<td>ENQUIRIES</td>
<td>Mr M Prusent Tel No: (051) 430 1954</td>
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<td>APPLICATIONS</td>
<td>Quoting the relevant reference number, direct your application to: <a href="mailto:JICSREGION.Recruitment@dcs.gov.za">JICSREGION.Recruitment@dcs.gov.za</a></td>
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<td>POST 17/23</td>
<td>ADMIN CLERK: MANDATORY REF NO: JI-05/2020</td>
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<tr>
<td>SALARY</td>
<td>R173 703 per annum (Level 05)</td>
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<tr>
<td>CENTRE</td>
<td>Cape Town</td>
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<td>REQUIREMENTS</td>
<td>Applicants must be in possession of a Grade 12/Senior Certificate or equivalent qualification. Computer literacy (Word, Excel, PowerPoint and Outlook). Planning and organising skills. Ability to work independently and as part of a team. Ability to multi-task and extensive administrative capabilities. Good writing skills. Analytical and problem-solving skills. Human rights and correctional services background would be advantageous. Driver’s license would be an added advantage.</td>
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<tr>
<td>DUTIES</td>
<td>The successful candidate will be responsible for assisting the unit with capturing, organising, storing and retrieving mandatory reports (death, mechanical restraints, segregation and use of force) as reported by the Head of Correctional Centre. Update registers, statistics and handle routine enquiries. Make photocopies and receive and send facsimiles. Distribute documents/packages within the unit. Keep and maintain the filing system for the mandatory unit. Type letters and/or other correspondence with stakeholders. Keep and maintain the incoming and outgoing document register of the mandatory unit.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Mr P Mohlaba Tel No: (021) 421 1012.</td>
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<tr>
<td>APPLICATIONS</td>
<td>Quoting the relevant reference number, direct your application to: <a href="mailto:JICSLEGAL.Recruitment@dcs.gov.za">JICSLEGAL.Recruitment@dcs.gov.za</a></td>
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<td>POST 17/24</td>
<td>HR PERSONNEL CLERK REF NO: JI-06/2020</td>
</tr>
<tr>
<td>SALARY</td>
<td>R173 703 per annum (Level 05) plus 37% in lieu of benefits</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Cape Town</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Applicants must be in possession of a Senior Certificate or equivalent qualification. Knowledge in office administration environment. Computer literate (Word, Excel, PowerPoint, Outlook). Knowledge in HRM and Persal system would be an advantage. Planning, organizing and negotiation skills. Ability to work independently and also as part of a team. Analytical and problem solving skills. Communication and listening skills. Time management skills. Conflict management skills.</td>
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DUTIES: The successful candidate will be responsible to provide human resources administrative support to the JICS by managing the leave. Capturing of staff grievances. Managing the process of appointments and resignations of staff members. Administration of staff benefits. Filing and updating of personnel files. Performance management.

ENQUIRIES: Ms P. Luphuwana / Ms S Suliman Tel No: (021) 421 1012.
APPLICATIONS: Quoting the relevant reference number, direct your application to: JICSHRM.Recruitment@dcs.gov.za

POST 17/25: PROVISIONING ADMIN CLERK REF NO: JI-07/2020
(12 Months Contract Appointment)
Directorate: Support Services

SALARY: R173 703 per annum (Level 05) plus 37% in lieu of benefits
CENTRE: Cape Town
REQUIREMENTS: Applicants must be in possession of a Grade 12/Senior Certificate or equivalent qualification. Knowledge in a Supply Chain Management environment. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Numeric skills. Team player and strong organisational skills. Ability to work independently. Knowledge of SYSCON and LOGIS system will be an added advantage.

DUTIES: The successful candidate will be responsible for assisting with procurement of goods and services ad liaise with suppliers. Provide logistical support. Administer inventory, allocate assets in line with policies and guidelines. Perform physical asset verification, barcoding and updating of asset register. Maintain proper records, communication and reporting, handle asset disposal. Provide administrative support.

ENQUIRIES: Mr Fortuin/Ms Tshangana Tel No: 021 421 1012
APPLICATIONS: Quoting the relevant reference number, direct your application to: JICSFINANCE.Recruitment@dcs.gov.za

POST 17/26: ADMIN CLERK: AUXILIARY REF NO: JI-08/2020
(12 Months Contract Appointment)
Directorate Regional Management

SALARY: R173 703 per annum (Level 05) plus 37% in lieu of benefits
CENTRE: Cape Town
REQUIREMENTS: Applicants must be in possession of a Grade 12/Senior Certificate or equivalent qualification. Knowledge in office administration environment. Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Ability to multi-task and general administrative capabilities including reception duties. Computer literate (Word, Excel, PowerPoint & Outlook). A valid driver’s license is essential.

DUTIES: The successful candidate will be responsible for reception duties and office administration. Proper maintenance and implementation of approved filing system. Handling of incoming and outgoing mail and phone calls. Management of resources. Provide general administrative support to the Regional Offices (draft correspondence, manages calendars of senior team members and arrange trips etc.)

ENQUIRIES: Mrs J Gericke / Mr GP Wicomb Tel No: (021) 421 1012
APPLICATIONS: Quoting the relevant reference number, direct your application to: JICSREGION.Recruitment@dcs.gov.za

POST 17/27: ADMIN CLERK – MANDATORY REF NO: JI-09/2020
(12 months contract appointment)
Directorate Legal Services

SALARY: R173 703 per annum (Level 05) plus 37% in lieu of benefits
CENTRE: Cape Town
REQUIREMENTS: Applicants must be in possession of a Grade 12/Senior Certificate or equivalent qualification. Computer literacy (Word, Excel, PowerPoint and Outlook). Planning and organising skills. Ability to work independently and as part of a team. Ability to
multi-task and extensive administrative capabilities. Good writing skills. Analytical
and problem-solving skills. Human Rights and correctional services background
would be advantageous. Driver’s license would be an added advantage.

**DUTIES**

The successful candidate will be responsible for assisting the unit with capturing,
organising, storing and retrieving mandatory reports (death, mechanical restraints,
segregation and use of force) as reported by the Head of Correctional Centre.
Update registers, statistics and handle routine enquiries. Make photocopies and
receive and send facsimiles. Distribute documents/packages within the unit. Keep
and maintain the filing system for the mandatory unit. Type letters and/or other
Correspondence with stakeholders. Keep and maintain the incoming and outgoing
document register of the mandatory unit.

**ENQUIRIES**

Mr P Mohlaba Tel No: (021) 421 1012.

**APPLICATIONS**

Quoting the relevant reference number, direct your application to:
JICSLEGAL.Recruitment@dcs.gov.za

**POST 17/28**

**FINANCE CLERK REF NO: JI-92/2020**

(12 months contract appointment)

**Salary**

R173 703 per annum (Level 05) plus 37% in lieu of benefits

**Centre**

Cape Town

**Requirements**

Applicants must be in possession of a Grade 12/Senior Certificate or equivalent
qualification. Computer literate (Ms Word, Excel and Outlook). Knowledge of
financial administration environment. Ability to communicate verbally and in writing.
Ability to work independently and also as part of a team. Ability to multi-task and
general administration capabilities. Proficiency in English and at least one other
official language. Knowledge of PERSAL/ BAS and LOGIS system will be an added
advantage.

**DUTIES**

The successful candidates will be responsible for assist with debt administration.
Follow-up on outstanding invoices. Assist with the BAS/LOGIS transactions.
Compiling of finance payments. General administrative duties.

**ENQUIRIES**

Mr Mushwana/ Ms Thompson Tel No: (021) 421 1012.

**APPLICATIONS**

Quoting the relevant reference number, direct your application to:
JICSFINANCE.Recruitment@dcs.gov.za

**POST 17/29**

**SECRETARY TO THE CHIEF EXECUTIVE OFFICER REF NO: JI-93/2020**

Office of Chief Executive Officer

**Salary**

R173 703 per annum (Level 05)

**Centre**

Pretoria

**Requirements**

Applicants must be in possession of a Grade 12/Senior Certificate or equivalent
qualification. Relevant knowledge in administration/secretariat. Good
communication and interpersonal skills. Computer literate with an excellent
understanding of windows. MS Word, Excel, Outlook and PowerPoint. Ability to
work under pressure and willingness to work overtime. All short-listed candidates
will be subjected to a technical exercise that intends to test relevant technical
elements of the job.

**DUTIES**

The successful candidate will be responsible to serve as the
secretary/administrator to the Chief Executive Officer. Answering and screening of
telephone calls. Typing/compiling of memorandums and presentations. Execute
office and general administrative duties. Manage filing and electronic documents
tracking system. Maintain diary and manage appointments. Acknowledge receipt
of documents. Record and issue minutes. Make all travelling arrangements. Ensure
submission of travel claims for the Chief Executive Officer Judge.

**ENQUIRIES**

Mr. M Sello Tel No: (012) 321-0303

**APPLICATIONS**

Quoting the relevant reference number, direct your application to:
JICSHRM.Recruitment@dcs.gov.za
POST 17/30

INDEPENDENT CORRECTIONAL CENTRE VISITORS
Directorate Management Regions

SALARY CENTRE

R65 139 per annum plus 37% in lieu of Benefits (Level 05) on 3/8th Part Time Notch

Western Cape: Helderstroom Med (Ref. No: JI 10/2020); Van Rhynsdorp (Ref. No: JI 11/2020); Brandvlei Juvenile (Ref. No: JI 12/2020); Brandvlei Max (Ref. No: JI 13/2020); Buffelsjagsrivier (Ref. No: JI 14/2020); Caledon (Ref. No: JI 15/2020); Drakenstein Max (Ref. No: JI 16/2020); Helderstroom Max (Ref. No: JI 17/2020); Mosselbay (Ref. No: JI 18/2020); Pollsmoor Med A (Ref. No: JI 19/2020); Prince Albert (Ref. No: JI 20/2020); Robertson (Ref. No: JI 21/2020); Voorberg - Med A (Ref. No: JI 22/2020); Knysna - (Ref. No: JI 23/2020); Uniondale (Ref. No: JI 24/2020)

Central Management Region: Ladybrand (Ref. No: JI 25/2020); Senekal (Ref. No: JI 26/2020); Bizzah Makhate Medium A (Ref. No: JI 27/2020); Bizzah Makhate Medium A (Ref. No: JI 28/2020); Bizzah Makhate Medium B (Ref. No: JI 29/2020); Victoria West (Ref. No: JI 30/2020); Heilbron (Ref. No: JI 31/2020); Edenburg (Ref. No: JI 32/2020); Roogrond Med B (Ref. No: JI 33/2020); Ventersburg (Ref. No: JI 34/2020); Barkley West (Ref. No: JI 35/2020); Douglas (Ref. No: JI 36/2020); Tswelopele - Kimberley (Ref. No: JI 37/2020); Tswelopele - Kimberley (Ref. No: JI 38/2020)

KwaZulu- Natal Region: Qalakabusha (Ref. No: JI 47/2020); Waterval (Med B) (Ref. No: JI 48/2020); Utrecht (Ref. No: JI 49/2020); Newcastle (Ref. No: JI 50/2020); Ekuseni (Ref. No: JI 51/2020); Kranskop (Ref. No: JI 52/2020); Bergville (Ref. No: JI 53/2020); Ladysmith (Ref. No: JI 54/2020); Newcastle (Ref. No: JI 55/2020); Port Shepstone (Ref. No: JI 56/2020); Durban Youth (Ref. No: JI 57/2020); Durban Med B (Ref. No: JI 58/2020); Pietermaritzburg (Med B) (Ref. No: JI 59/2020); Melmoth (Ref. No: JI 60/2020); Dundee (Ref. No: JI 61/2020); Sevontein (Ref. No: JI 62/2020); Ingwavuma (Ref. No: JI 63/2020); Vryheid (Ref. No: JI 64/2020)

Enquiries: Mr S Sibanyoni /Mrs S Naidoo: Tel No: (031) 366 1900

Eastern Cape Management Region: Port Elizabeth (Ref. No: JI 65/2020); St Albans (Med B) (Ref. No: JI 66/2020); Patensie (Ref. No: JI 67/2020); Grahamstown (Ref. No: JI 68/2020); Graaff-Reinet (Ref. No: JI 69/2020); Middleburg (Ref. No: JI 70/2020); Willowvale (Ref. No: JI 71/2020); Barkley East (Ref. No: JI 72/2020); Idutywa; (Ref. No: JI 73/2020) Stokerspruit (Ref. No: JI 74/2020) Enquiries: Mrs J Gericke/ Mr S Sani Tel No: (044) 722 2729/722 2469

Northern Management Region Kgosi-Mampuru (Local) (Ref. No: JI 75/2020)

Enquiries: Mr M Mentoor/ Ms G Nkuna Tel No: (012) 663 7521

REQUIREMENTS

Applicants must be in possession of a Grade 12/Senior Certificate or equivalent qualification and possess computer literacy knowledge. A recommendation letter of nomination by a community based or non-governmental organisation must support the application. A valid driver's licence will be an added advantage. Attributes: Public spirited and sound knowledge of the Batho-Pele principles. Assertiveness and ability to work under pressure in a corrections environment. Able to function independently. Passion for human rights. Own transport will be an added advantage.

DUTIES

The successful candidate will be responsible to visit the correctional facility on a daily basis and engage with inmates and officials on complaints and other mandatory matters. Monitor the conditions of incarceration and report on observations. Monitor and report on all instances of death, segregations, use of mechanical restraints and use of force in the correctional centre. Support officials
from JICS during inspections and investigations. Administrative tasks will include dealing with and capturing inmate complaints and mandatory matters and detailed report writing.

**APPLICATIONS**: Western Cape Quoting the relevant reference number, direct your application to: JICSWCM.Recruitment@dcs.gov.za

Central Management Region Quoting the relevant reference number, direct your application to: JICSCM.Recruitment@dcs.gov.za

Kwazulu – Natal Quoting the relevant reference number, direct your application to: JICSKZN.Recruitment@dcs.gov.za

Eastern Cape Management Region: Port Elizabeth: Quoting the relevant reference number, direct your application to: JICSECM.Recruitment@dcs.gov.za

Northern Management Region Kgosi-Mampuru Quoting the relevant reference number, direct your application to: ICSNM.Recruitment@dcs.gov.za
ANNEXURE D

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 03 August 2020
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 Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, a CV with a font size of 10 and Arial theme font, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver’s license where necessary. Attachments must be 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. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

POST 17/31 : DIRECTOR GENERAL: DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT REF NO: 20/82/DG

SALARY : R1 978 533 – R2 228 820 per annum (All inclusive remuneration). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : An undergraduate Legal qualification (NQF 7) and a post graduate legal qualification, NQF 8; 8 - 10 years’ experience at senior managerial and leadership level, of which 3 years must be with any organ of state as defined by the Constitution; Admission as a Legal Practitioner (Attorney or Advocate) will be an added advantage; Sound knowledge and understanding of the South African constitutional and legal systems Knowledge and understanding of international law and legal system; Knowledge and understanding of the PFMA. Skills and Competencies: Visionary leadership, analytical thinking and lateral thinking; Strong strategic management and the ability to work and interface constructively with key stakeholders in the justice sector including the Judiciary and the legal profession; Appreciation of broad based economic empowerment principles; Ability to initiate interprets and translates national policies for implementation; Programme and project management; Financial and people management; Change management; Communication.

DUTIES : Key Performance Areas: Marshal the resources of the DOJ&CD to effectively advise, support and assist the Minister in the execution of the justice mandate under the portfolio; Oversee the management and administration of the Department through the provision of strategic leadership on Legislative Development, Court Administration and Master of the High Court Service; Oversee the promotion and the implementation of legislation and programmes advancing the constitution, constitution democracy and human rights and values; Oversee the provision of
State Law Advisory and Litigation services; Ensure effective corporate governance through financial management, risk management, audit, systems and procedures.

ENQUIRIES: Mr D Mpholo Tel No: (012) 357 8688
APPLICATIONS: Quoting the relevant reference number, direct your application to: Email Address: DOJ20-82-DG@justice.gov.za

POST 17/32: CHIEF DIRECTOR: INTERNATIONAL LEGAL RELATIONS REF NO: 20/83/CD

SALARY: R1 251 183 – R1 495 956 per annum. (All inclusive remuneration). The successful candidate will be required to sign a performance agreement.

CENTRE: National Office: Pretoria

REQUIREMENTS: An undergraduate qualification (NQF7) in Law, LLB Degree or equivalent qualification in Legal, Political Science and International Law; At least 6 years’ experience in Law, Political and Human Rights of which 5 years must be at Senior Management level; A valid driver’s licence. Skills and Competencies: Applied Strategic Leadership capability; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery innovation (SDI); Problem Solving and decision-making; People Management and empowerment; Client orientation and customer focus; Project management; Diversity management; Decision making; Communication skills; Honesty and integrity Managing interpersonal conflict and resolving problems; Networking and building bonds.

DUTIES: Key Performance Areas: Manage and maintain international Legal Relations obligations on behalf of the State; Render mutual legal assistance, reciprocal maintenance and extradition services; Facilitate and coordinate the departmental obligations in compliance with International, Continental and Regional legal instruments and bilateral obligations; Manage parliamentary and cabinet ratification processes on human rights treaties; Provide effective people management.

ENQUIRIES: Ms. M. Kganyago Tel No: (012) 315 1844
APPLICATIONS: Quoting the relevant reference number, direct your application to: Email Address: DOJ20-83-CD@justice.gov.za
NOTE: Women and People with disabilities are encouraged to apply.

POST 17/33: DIRECTOR: JUSTICE OPERATIONS & FACILITIES MANAGEMENT REF NO: 2020/47/GP

Re-Advertisement (candidates who previously applied are encouraged to re-apply)

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: Regional Office: Gauteng

REQUIREMENTS: Bachelor’s Degree In Public Management/Administration, or Property Management, Real Estate, Security Management or equivalent qualification (NQF7); At least 6 years’ experience of which 5 years must be at middle/senior managerial level experience; Knowledge of legislation, prescripts and Frameworks of the Public Service; Experience in Court Management will be an added advantage; Experience in Infrastructure and Property will be an added advantage; A valid driver’s licence. Skills and Competencies: Strategic Capabilities and leadership; Performance management; Property and Project Management; Financial Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Communication skills; Change Management; Client orientation and customer focus.

DUTIES: Key Performance Areas: Manage justice operations and related services in the regions; Manage infrastructure, facilities and auxiliary services; Monitor risk and manage security service of all courts in the region; Manage ICT related services; Manage, monitor justice stakeholder and customer relations; Manage effective utilization of resources in the Directorate.

ENQUIRIES: Ms RR Moabelo Tel No: (011) 332 9000
APPLICATIONS: Quoting the relevant reference number, direct your application to: RMoabelo@Justice.gov.za
NOTE: Women and People with disabilities are encouraged to apply.
OTHER POSTS

POST 17/34  :  DEPUTY DIRECTOR: AREA COURT MANAGER REF NO: 2020/46/GP

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

CENTRE  :  Randburg Cluster

REQUIREMENTS  :  An appropriate three-year Bachelor’s Degree or equivalent qualification; Three years’ management experience; Knowledge and experience of financial management, PFMA, office and district administration will serve as strong recommendation; A valid driver’s license. Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Interpersonal relations; Communication (verbal and written); Accuracy and attention to detail.

DUTIES  :  Key Performance Areas: Co-ordinate and manage financial and human resources of the cluster; strategic and business planning processes as well as the facility, physical resources, information and communication related to courts; Compile and analyse court statistics to show performance and trends; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Lead and manage the transformation of the cluster; Facilitate strategic projects intended to improve court management.

ENQUIRIES  :  Ms RR Moabelo Tel No: (011) 332 9000

APPLICATIONS  :  Quoting the relevant reference number, direct your application to: RMoabelo@justice.gov.za

POST 17/35  :  COURT MANAGER (X6 POSTS)

SALARY  :  R470 040 – R553 677 per annum. The successful candidates will be required to sign a performance agreement.

CENTRE  :  Magistrate’s Office: Thaba Nchu Ref No: 20/34/FS
Magistrate Office Botshabelo Ref No: 20/35/FS
Magistrate Office Ficksburg Ref No: 20/36/FS
Magistrate Office: Odendaalsrus Ref No: 20/37/FS
Magistrate Office Ladybrand Ref No: 20/38/FS
Magistrate Office: Harrismith Ref No: 20/39/FS

REQUIREMENTS  :  Three (3) year qualification in Administration (NQF level 6) and/or National Diploma Service Management (NQF Level 5 plus the module on Case Flow Management) or equivalent qualification. Three (3) years managerial or supervisory experience. Knowledge of Financial Management Act (PFMA) and the Departmental Financial Instructions (DFI) and Departmental policies and procedures; Understanding of the Department’s accounting systems (JDAS, ICMS, JYP). A valid driver’s license. Knowledge and experience in office and district administration. Skills and Competences: Strong leadership and management capabilities; Strategic capabilities; Good communication (verbal and written).

DUTIES  :  Key Performance Areas: Co-ordinate and manage the Financial and Human Resources of the office. Co-ordinate and manage Risk and Security in the court. Manage strategic and business planning processes. Manage the facility, physical resources, information and communication related to courts. Implement the departmental policies at the courts. Compile an analyse court statistics to show performance trends. Support case flow management at the court. Compile annual performance and statutory reports to the relevant users. Develop and implement customer service improvement strategies. Lead and manage the transformation of the office. Manage the project intended to improve court management. Manage the communication and relations with the internal and external stake holders. Manage service level agreements.

ENQUIRIES  :  Ms. N Dywili Tel No: (051) 407 1800

APPLICATIONS  :  Email Address: FSRecruitment@justice.gov.za OR fax 0864003806/0865070071

POST 17/36  :  ASSISTANT DIRECTOR: COURT INTERMEDIARY REF NO: 2020/32/GP

SALARY  :  R376 596 - R443 601 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE: Regional Office, Gauteng

REQUIREMENTS:
- Three year Bachelor's Degree/National Diploma. Academic qualification in one of the following fields; teaching, social work/ family counseling, child care and youth development, pediatrics, psychiatry, clinical counseling, educational psychologist;
- Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization, Five (5) years' experience in intermediary services of which three (3) years should be at supervisory level;
- Experience in working with different types of people with disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages; Knowledge of the relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children’s Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998); Be fluent in the predominant language(s) of the jurisdictional area of the court; Skills and Competencies: Communication and empathic listening skills (with children, persons with mental disabilities and other traumatized witnesses); Trauma and basic counseling skills; Interpersonal skills; Customer focus and responsiveness; Administrative skills; Computer literacy (Ms Word, PowerPoint, Excel); Problem solving and decision making skills.

DUTIES:
- Key Performance Areas: -Manage and coordinate intermediary services in the cluster; Manage, consolidate and analyze intermediary service information, statistics and reporting; Facilitate and coordinate training and development of court intermediaries; Monitor maintenance of equipment in courts at testifying rooms and its related resources; Provide effective people management.

ENQUIRIES:
- Ms P Raadt Tel No: (011) 332 9000

APPLICATION:
- Quoting the relevant reference number, direct your application to: PRaadt@justice.gov.za

NOTE:
- Shortlisted candidates may be subjected to a language test

POST 17/37:

ASSISTANT DIRECTOR: RECRUITMENT, APPOINTMENT & MOBILITY REF NO: 2020/44/GP

SALARY:
- R376 596 - R443 601 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:
- A three (3) year National Diploma/Degree in Human Resource Management or relevant field; Three (3) years' experience in Human Resources. At least one year supervisory experience; Driver’s licence. Skills and Competencies: Basic project management skills; Computer literacy (MS Office, Intranet and Internet); Basic training skills; Communication skills (verbal and written); Numerical skills; Interpersonal relations; Problem analysis and solving; Planning and organizing; Knowledge of PERSAL system.

DUTIES:
- Key Performance Areas: Provide effective and efficient office support services including information and document management; Compile statistics and reporting on Human Resource Administration function; Manage the Recruitment and Selection function; Manage all appointments, probations and grade progressions; Manage staff mobility (transfers); Maintain the approved staff establishment; Manage the utilization of Casual Employees.

ENQUIRIES:
- Mr SF Ledwaba Tel No: (011) 332 9000

APPLICATION:
- Quoting the relevant reference number, direct your application to: VSiburi@justice.gov.za

POST 17/38:

ASSISTANT DIRECTOR: FINANCIAL OPERATIONS MANAGER REF NO: 2020/33/GP (X2 POSTS)

SALARY:
- R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE:
- Regional Office Gauteng (Randburg and Kempton Park Cluster)

REQUIREMENTS:
- Degree or three years National Diploma in Financial Management (e.g. Accounting; Cost Accounting; Auditing; Economics etc) or equivalent qualification; Three years relevant financial and supervisory experience; Knowledge and understanding of the PFMA, Treasury Regulations and relevant Government regulations and
policies; Knowledge and practical experience of the Basic Accounting System, 
JDAS, JYP (Logis), PERSAL, Supply Chain Management, Budgeting process in 
Government and Third Party Funds; A valid driver's license Skills and 
Competencies: Computer literacy; Proven managerial, verbal and written 
communication skills as well as ability to maintain good interpersonal relations; 
Ability to work under pressure; People skills; Motivational skills; Training skills.

**DUTIES**
- Key Performance Areas: Identify financial problems and risks, report findings to the 
  Court Manager, Area Court Manager and Regional Director: Finance & SCM; 
- Manage and ensure application of the prescribed Financial Procedures; Monitor 
  the implementation of audit recommendations and action plan to ensure 
  compliance; Monitor and support sub offices with budget formulation, allocation, 
  executing and reporting; Monitor and report effective supply chain and asset 
  management in line with Supply Chain Management Processes and prescripts; 
- Monitor and render support with Cluster’s Daily and Monthly reconciliation of Third 
  Party Funds and report shortages; Coach, mentor and train staff on all financial and 
  supply chain management prescripts; Assist and support with the implementation 
  of financial system.

**ENQUIRIES**
- Ms P Raadt 
- Tel No: (011) 332 9000

**APPLICATIONS**
- Quoting the relevant reference number, direct your application to 
  PRaadtt@justice.gov.za

**POST 17/39**
- **ADMINISTRATIVE OFFICER REF NO: 20/33/FS**

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

**CENTRE**
- Magistrate’s Office: Excelsior, Wesselsbron and Bloemfontein

**REQUIREMENTS**
- Three year Bachelor’s degree /National Diploma in Public Management 
  Administration or equivalent; 3 years administration experience; Proven 
  Supervisory experience, Court experience and drivers licence will serve as an 
  added advantage; Skills and competencies: Sound Knowledge of Financial 
  Management (Vote and Trust Account); Sound knowledge of Human Resource 
  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: Co-ordinate and manage the 
  financial and human 
  resource of the office; Co - ordinate and manage risk and security in the court; 
  Manage the strategic and business planning process; Manage the facility; Control 
  of the section related to Family Courts , Human Resource and Supply Chain; 
  Management of the Finance of the office (Third Party Funds and Vote Accounts) 
  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 
  service; 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; Manage of performance in the office; Preform of 
  any other duties necessary to ensure smooth office running.

**ENQUIRIES**
- Ms NM Dywili 
- Tel No: (051) 407 1800

**APPLICATIONS**
- Email Address: FSRecruitment@justice.gov.za 
  OR fax 0864003806/0865070071

**POST 17/40**
- **SOCIAL WORKER/FAMILY COUNSELLOR; GRADE 1-4 REF NO: 20/30/FS**

**SALARY**
- R257 592 – R581 178,per annum. (Salary will be in accordance with OSD 
  determination). The successful candidate will be required to sign a performance 
  agreement.

**CENTRE**
- Office of the Family Advocate: Bethlehem

**REQUIREMENT**
- Bachelor’s Degree in Social Work or equivalent qualification Registration with the 
  South African Councillor Social Service Professions (SACSSP) as Social Worker;
Knowledge and experience in Mediation; Experience in Forensic Social Work or Court Work will be an added advantage; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Maintenance Act and Domestic Violence Act; Being fluent in Sesotho; Afrikaans will be an added advantage; A valid driver’s license. Skills and Competencies: Computer literacy (MS Word); Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail; Report Writing.

DUTIES: Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and make recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and source references in family law disputes.

ENQUIRIES: Ms N Dywili Tel No: (051) 407 1800
APPLICATIONS: Email Address: FSRecruitment@justice.gov.za OR fax 0864003806/0865070071

POST 17/41: SENIOR COURT INTERPRETER REF NO: 20/32/FS

SALARY: R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Magistrate Office: Bethlehem

REQUIREMENTS: NQF level 4 / Grade 12. National Diploma: Legal Interpreting at NQF level 5 or any other equivalent qualification in the field of languages and minimums of three (3) years practical experience in court interpreting OR Grade 12 with ten (10) years practical experience in court interpreter. Valid (motor vehicle) Driver’s license will be an added advantage. Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Skills and Competences: Excellent communication, Listening, Inter-personal relations, Problem solving, Planning and organising and Analytical thinking skills. Time management. Confidentiality and ability to work under pressure. Language Proficiency: Bethlehem: English, Afrikaans, Sesotho and IsiZulu.

DUTIES: Key Performance Areas: To interpret in court of Law (Civil and Criminal matters. Entering of criminal cases in the criminal record book / register; To interpret in small claims courts; Interpret in pre-trial proceedings and consultations; Consecutive interpreting from source to target language during Court proceedings, pre-trial, consultation, quasi and judicial; Interpret non-verbal gesture, dramatization and confessions. Ensure that subordinates conclude performance agreements; Review performance and give feed back to Court Interpreters; Collect, monitor interpreting register, calculate and compile statistics; Make arrangements for foreign languages interpreters in consultation with the Prosecutor; To perform a variety of routine interpreting duties related to the Core function of the Department; To attend to all other duties that can be assigned to him/her from time to time and to assist with the necessary Administrative duties.

ENQUIRIES: Ms NM Dywili Tel No: (051) 407 1800
APPLICATIONS: Email Address: FSRecruitment@justice.gov.za or fax 0864003806/0865070071

POST 17/42: SENIOR COURT INTERPRETER REF NO: 20/31/FS

SALARY: R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Magistrate Office: Odendaalsrus

REQUIREMENTS: NQF level 4 / Grade 12. National Diploma: Legal Interpreting at NQF level 5 or any other equivalent qualification in the field of languages and minimums of three (3) years practical experience in court interpreting OR Grade 12 with ten (10) years practical experience in court interpreter. Valid (motor vehicle) Driver’s license will be an added advantage. Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Skills and Competences: Excellent communication, Listening, Inter-personal relations,
Problem solving, Planning and organising and Analytical thinking skills. Time management. Confidentiality and ability to work under pressure. Language Proficiency: Odendaalsrus: Sesotho, English, IsiXhosa and Afrikaans.

**DUTIES**

Key Performance Areas: To interpret in court of Law (Civil and Criminal matters. Entering of criminal cases in the criminal record book / register. To interpret in small claims courts. Interpret in pre-trial proceedings and consultations. Consecutive interpreting from source to target language during Court proceedings, pre-trial, consultation, quasi and judicial. Interpret non-verbal gesture, dramatization and confessions. Ensure that subordinates conclude performance agreements. Review performance and give feedback to Court Interpreters. Collect, monitor interpreting register, calculate and compile statistics. Making arrangements for foreign languages interpreters in consultation with the Prosecutor. To perform a variety of routine interpreting duties related to the Core function of the Department. To attend to all other duties that can be assigned to him/her from time to time and to assist with the necessary Administrative duties.

**ENQUIRIES**

Ms NM Dywili Tel No: (051) 407 1800

**APPLICATIONS**

Email Address: FSRrecruitment@justice.gov.za OR fax 0864003806 / 0865070071
MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

The Municipal Infrastructure Support Agent (MISA) is a Government Component within the Ministry for Cooperative Governance and Traditional Affairs. It is a Schedule 3 entity regulated in terms of the Public Service Act, 1994, as amended. MISA's primary function is to support municipalities in infrastructure planning implementation, operations and maintenance.

CLOSING DATE: 31 July 2020 at 16:00

NOTE: MISA invites suitable candidates to apply for the following positions, based in MISA Head Office in Centurion, Pretoria and other provinces. Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates could be expected to complete management competency assessments. All applicants must be SA citizens/permanent residents. Applications must be submitted on Z83 form obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive CV (with contactable references and certified copies of all qualifications, Identity Document (ID) not older than six months, including Driver's licence (where it is required). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and the evaluation certificate from SAQA must be attached. Failure to sign Z83 and submit the requested documents will result in your application not being considered. Candidates whose appointments will promote representativity in terms of race, gender and disability will receive preference. Correspondence will only be entered into with short-listed applicants. 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 subject to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Note: all shortlisted candidates for Senior Management Service posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to competency assessment and security clearance. Applications will not be considered after the closing date.

MANAGEMENT ECHELON

POST 17/43: CHIEF DIRECTOR: PROJECT MANAGEMENT REF NO: HR/CD-PM/03

SALARY: R1 251 183 – R1 495 956 per annum

CENTRE: MISA Head Office


DUTIES: The successful candidate will perform the following duties: Establish institutional project and programme management capabilities for enhanced and effective municipal infrastructure development support. Oversee institutional project, programme and portfolio management in line with the approved standards, procedures and methodologies. Coordinate Inter-Governmental Relations.

ENQUIRIES : Mr Jabulani Hadebe Tel No: (011) 763 1103/ Nommiselo Mtni/ Fulufhelo Museisi Tel No: (012) 8485305/5379
APPLICATIONS : Please forward your application, quoting the relevant reference number, to HR-CD-PM-03@multilead.co.za

POST 17/44 : PROVINCIAL MANAGER REF NO: MISA/PM: PE/05

SALARY : R1 057 326 – R1 245 495 per annum
CENTRE : East London

DUTIES : The successful candidate will perform the following duties: Provide leadership and management support to MISA personnel deployed in provinces. Establish and maintain relationships with key stakeholders at all levels including sector departments, provincial departments and local government. Facilitate the identification of technical support areas in municipalities in a province. Ensure monitoring and reporting of technical support activities in line with MISA’s monitoring and evaluation framework. Manage identified risks and escalate relevant matters to senior management within MISA.

ENQUIRIES : Mr Jabulani Hadebe Tel No: (011) 763 1103/ Nommiselo Mtni/ Fulufhelo Museisi Tel No: (012) 8485305/5379
APPLICATIONS : Please forward your application, quoting the relevant reference number, to MISA-PM-PE-05@multilead.co.za

OTHER POSTS

POST 17/45 : SPECIALIST ENGINEER: ROADS AND STORMWATER REF NO: HR/SE-RE/01

SALARY : R1 535 802 – R2 195 427 per annum (OSD)
CENTRE : MISA Head Office
economic infrastructure. Engineering, Legal and operational compliance and Engineering operational communication.

**DUTIES**: The successful candidate will perform the following duties: Provide support on specialized Roads and Storm water engineering services in accordance with South African Policies, Act, Regulations and Industry Guidelines following MISA and Municipal Norms and Practices. Design new systems to solve complex engineering challenges and improve efficiency and enhance safety. Lead and coordinate advance research or knowledge application. Provide expect advise on specialized engineering field. Develop and review municipal sector master plans.

**ENQUIRIES**: Mr Jabulani Hadebe Tel No: (011) 763 1103/ Nommiselo Mntini/ Fulufhelo Museisi Tel No: 012 8485305/5379

**APPLICATIONS**: Please forward your application, quoting the relevant reference number, to HR-SE-RS-01@multilead.co.za

**POST 17/46**: SPECIALIST ENGINEER: SOLID WASTE MANAGEMENT REF NO: HR/SE-SWM/02

**SALARY**: R1 535 802 – R2 195 427 per annum (OSD)

**CENTRE**: MISA Head Office


**DUTIES**: The successful candidate will perform the following duties: Provide support on specialized solid waste management services in accordance with South African Policies, Acts, Regulations and Industry Guidelines following MISA and Municipal Norms and Practices. Design new systems, Policies and projects to solve complex solid waste management challenges, improve efficiency, and enhance safety. Lead and coordinate advance research or knowledge application. Provide expect advise on solid waste handling, transportation, processing, recycling, disposal and control. Develop and review municipal Integrated Waste Management Plans (IWMPs).

**ENQUIRIES**: Mr Jabulani Hadebe Tel No: (011) 763 1103/ Nommiselo Mntini/ Fulufhelo Museisi Tel No: (012) 8485305/5379

**APPLICATIONS**: Please forward your application, quoting the relevant reference number, to HR-SE-SWM-02@multilead.co.za

**POST 17/47**: CHIEF ENGINEER (CIVIL) REF NO: MISA/CE: C/04

**SALARY**: R1 042 827 - R1 978 146 per annum (OSD)

**CENTRE**: North West

DUTIES: The successful candidate will perform the following duties: Provide strategic direction for Civil Engineering services in accordance with South African Policies, Act, Regulations and industry guidelines following MISA and Municipal Norms and Practices. Manage the diagnostic process of the identified municipalities (poor performing). Manage the Assessment of municipal infrastructure planning, development, implementation and operation & Maintenance requirement of municipalities. Manage municipal support in infrastructure life cycle covering Pre-feasibility and Feasibility studies, Design and Development, Implementation and Operation and Maintenance including procurement, programme/ project and contract management. Manage the development, review and the implementation of municipal sector master plans.

ENQUIRIES: Mr Jabulani Hadebe Tel No: (011) 763 1103/ Nommiselo Mtini/ Fulufhelo Museisi Tel No: (012) 8485305/5379

APPLICATIONS: Please forward your application, quoting the relevant reference number, to MISA-CE-C-04@multilead.co.za

POST 17/48: PROFESSIONAL ENGINEER: ELECTRICAL REF NO: HR/PE-E/06

SALARY: R718 059 – R 1 090 458 per annum (OSD)

CENTRE: KwaZulu-Natal


DUTIES: The successful candidate will perform the following duties: Provide support on Electrical Engineering services in accordance with South African Policies, Act, Regulations and industry guidelines following MISA and Municipal Norms and Practices. Design new systems to solve practical engineering challenges, improve efficiency, and enhance safety. Conduct the diagnostic process of the identified municipalities (poor performing). Assess municipal infrastructure planning, development, implementation and operation & Maintenance requirement of municipalities. Support municipalities on infrastructure life cycle covering Pre-feasibility and Feasibility studies. Design and Development, Implementation, Operation, and Maintenance including procurement, programme / project and contract management. Support in the development, review and the implementation of municipal sector master plans.

ENQUIRIES: Mr Jabulani Hadebe Tel No: (011) 763 1103/ Nommiselo Mtini/ Fulufhelo Museisi Tel No: (012) 8485305/5379

APPLICATIONS: Please forward your application, quoting the relevant reference number, to HR-PE-E-06@multilead.co.za

POST 17/49: PROFESSIONAL ENGINEER (CIVIL) REF NO: HR/PE-C/07 (X2 POSTS)

SALARY: R718 059 – R 1 090 458 per annum (OSD)

CENTRE: Eastern Cape (Or Tambo) Mthatha and Kwa Zulu Natal


**DUTIES**

The successful candidate will perform the following duties: Provide support on Civil Engineering services in accordance with South African Policies, Acts, Regulations and industry guidelines following MISA and Municipal Norms and Practices. Design new systems to solve practical engineering challenges and improve efficiency and enhance safety. Conduct the diagnostic process of the identified municipalities (poor performing). Assess municipal infrastructure planning, development, implementation and operation & Maintenance requirement of municipalities. Support municipalities on infrastructure life cycle covering Pre-feasibility and Feasibility studies, Design and Development, Implementation and Operation and Maintenance including procurement, programme/ project and contract management. Support in the development, review and the implementation of municipal sector master plans.

**ENQUIRIES**

Mr Jabulani Hadebe Tel No: (011) 763 1103/ Nommiselo Mtini/ Fulufhelo Museisi Tel: 012 8485305/5379

**APPLICATIONS**

Please forward your application, quoting the relevant reference number, to HR-PE-C-07@multilead.co.za

**POST 17/50**

**PERSONAL ASSISTANT TO THE DEPUTY DIRECTOR-GENERAL REF NO:**

HR/PA-DDG/08

**SALARY**

R257 508 – R303 339 per annum

**CENTRE**

MISA Head Office

**REQUIREMENTS**


**DUTIES**

The successful candidate will perform the following duties: Provide administrative support to the office. Managing the diary of the DDG. Ordering and maintaining stationery and equipment supplies for the office. Receive telephone calls for the office. Ensure that documents are signed by the DDG and distributed to the relevant stakeholder. Obtains inputs, collates and compiles reports e.g. progress, monthly and management reports. Make travel arrangement for the DDG. Provide secretariat services. Arrange meetings and events for the office. Identify venues, invite role players and organize refreshments. Compile attendance registers and agenda for meetings. Compile packs for meeting and distribute to relevant stakeholders. Take and compile minutes during meetings.

**ENQUIRIES**

Mr Jabulani Hadebe Tel No: (011) 763 1103/ Nommiselo Mtini/ Fulufhelo Museisi Tel No: (012) 8485305/5379

**APPLICATIONS**

Please forward your application, quoting the relevant reference number, to HR-PA-DDG-08@multilead.co.za

**POST 17/51**

**RECEPTIONIST REF NO:** MISA/R: SF/09

**SALARY**

R173 703 - R204 612 per annum

**CENTRE**

MISA Head Office, Centurion

**REQUIREMENTS**

An appropriate Matric Certificate with 1-2 years secretarial/receptionist experience Core competencies: Good people skills, Communication skills, Ability to act with tact and discretion, High level of reliability Technical competencies: In depth knowledge and understanding of Good telephone etiquette, Computer literacy and Sound organisational skills.

**DUTIES**

The successful candidate will perform the following duties: Provide a secretarial /receptionist support service to the offices of MISA, Receive telephone calls and refer the calls to the correct persons, Receive visitors to the offices of MISA, Co-ordinate appointments with the appointments secretaries, Operate office
equipment like fax machines and photocopiers, Provide a clerical support service to the office, Arrange meetings and events for the offices of MISA, Identify venues, invite role players and organise refreshments, Process the travels and subsistence claim of the staff in the offices of MISA, Draft routine correspondence and reports, Administer matters like leave registers and telephone accounts, Handle the procurement of standard items like stationery, refreshments etc. Remain up to date with regard to prescripts/policies and procedure applicable to her/his work terrain, Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly, Remain abreast with the procedures and processes that apply in the Public Service.

ENQUIRIES: Mr Jabulani Hadebe Tel No: (011) 763 1103/ Nommielo Mtini/ Fulufhelo Museisi Tel No: (012) 8485305/5379

APPLICATIONS: Please forward your application, quoting the relevant reference number, to MISA-R-SF-09@multilead.co.za
DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE
The Department of Public Works and Infrastructure is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference.

APPLICATIONS: The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria.
FOR ATTENTION: Ms NP Mudau
CLOSING DATE: 31 July 2020
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, originally certified (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.

MANAGEMENT ECHELON
POST 17/52: SUPPLY CHAIN MANAGEMENT EXECUTIVE (PMTE) (DEPUTY DIRECTOR GENERAL LEVEL) REF NO: 2020/63
SALARY: R1 521 591 per annum including a basic salary (All-inclusive negotiable package) (Total package to be structured in accordance with the rules of the Senior Management Services). The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.
CENTRE: Head Office (Pretoria)
REQUIREMENTS: An undergraduate qualification (NQF level 07) qualification in Finance, Public Administration/Management, Economic Sciences, Supply Chain Management/Procurement or any of the Built Environment qualifications and a
postgraduate qualification (NQF Level 8) as recognised by SAQA plus 8-10 years’ experience at senior managerial level. Certificate of entry into Senior Management Services. Extensive experience in supply chain management of large scale acquisitions in property, facilities management as well as construction related projects in complex environments with multiplicity of procurement transactions. Knowledge of SCM systems, processes and controls, Public Finance Management Act, Public Service Regulations, Treasury Regulations. Skills: Leadership and management skills, Good customer relations, Advanced report writing, Advanced communication, Language proficiency, Computer utilisation, Analytical thinking, Strategic planning, Conflict management. Sound analytical and problem identification and solving skills, Organising and planning, Policy formulation, Decision making skills, Motivational skills, Numeracy, Advanced interpersonal and diplomacy skills. Personal Attributes: Ability to interact with clients and stakeholders in professional and assertive manner, High ethical standards, Able to conduct business with integrity and in a fair and reasonable manner, Ability to promote mutual trust and respect, Innovative, Creative, Solution orientated – ability to design ideas without direction, People orientated, Hard-working, Highly motivated, Ability to work effectively and efficiently under sustained pressure, Ability to meet tight deadlines whilst delivering excellent results.

DUTIES

Undertake researches on latest SCM management trends; collate all relevant information and infuse them in SCM strategic policy; source SCM policies, guidelines and directives from the National Treasury; advice and monitor the implementation of National Treasury policies and guidelines. Evaluate and monitor compliance to Medium Term Expenditure Framework; Ensure that the department’s strategic objectives are aligned to regulations; undertake the effective monitoring and evaluation of department’s SCM policies. Implement and oversee an efficient and logistics functions that are compliant with policies, procedures and applicable legislation. Develop, manage and oversee the implementation of the asset management plan as well as the disposal plan. Develop and manage contract management systems including the strategic management of supplier relationships. Manage and control the acquisition of goods & services, infrastructure, property and facilities management. Render demand management services. Manage the acquisition of goods & services, disposal and letting of state assets including the letting of state assets no longer required. Manage the development, implementation and maintenance of corporate governance policy; ensure that the policy complies with all statutory frameworks established within the department; provide advice to the Accounting Officer on procurement related matters; report any breach or failure to comply with SCM processes guidelines and frameworks.

ENQUIRIES

Mr. SC Zaba Tel No: (012) 406 1548

POST 17/53

DEPUTY DIRECTOR-GENERAL: INTER-GOVERNMENTAL RELATIONS REF NO: 2020/64

SALARY

R1 521 591 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management Services) the successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests

CENTRE

Head Office (Pretoria)

REQUIREMENTS

An under-graduate degree (NQF level 7) in Public Management or equivalent qualification and a post graduate qualification (NQF level 8) qualification as recognized by SAQA. A Master’s degree will be an added advantage. Experience: 8 to 10 years of experience at senior management services/ level. Certificate of entry into Senior Management Services as offered by the National School of Government. Willing to adapt work schedule in accordance with professional requirements. Knowledge: Strategic Leadership, Knowledge of IGR and Fiscal systems, Co-operative Governance, Cultural diversity management, Performance Management and development of public servants, Employment Equity, Public Service Transformation, Public Service Act, Political Environment, Skills and Human resources Development. Skills: Leadership, Management & decision making skills, Diplomacy, Project management, Change management, Capacity building, Analytical thinking, Strategic management, Effective communication,
Conflict management, Interpersonal relations, Policy formulation, Decision making skills, Motivational skills, Integration management. Personal Attributes: Creative, Resourceful, Ability to work effectively and efficiently under pressure, Ability to communicate at all levels, participate at an executive level, People orientated, Trustworthy, Assertive, Hard-working, Self-motivated, Ability to work independently.

**DUTIES**

Provide strategic leadership in the development and implementation of legislation, strategies, and policies for IGR commission researches on latest trends. Ensure the development and implementation of effective and efficient acts, strategies and policies; Ensure that all IGR policies contribute to the departments’ strategic objectives; Determine and develop strategic intervention mechanisms where there are problems/challenges to implement efficient, effective and uniform procedures and policies; Ensure that the budget framework is in line with Medium Term Expenditure Framework. Provide leadership and coordination support to the Department on the IGR and Parliament services; Provide relevant Political, Social and Economic perspective to key clients, Advice Entities on the constitutional and Legislative imperatives related to Parliament and Intergovernmental relations; Provide Parliamentary support to the Department, Ministry and Entities under DPW, constant analysis of the Parliamentary, Cabinet, IGR structures and Department of Public Works and Infrastructure National Intergovernmental Forums (DPWINIF) decisions to facilitate implementation by the Department. Provide procedural and administrative advice to the Department on Parliamentary matters. Provide leadership in the coordination and oversight over Public Entities and provincial departments of Public Works. Advice on the constitutional and Legislative imperatives related to Parliament and Intergovernmental relations. Provide support services to the DPWI Ministry and provincial Public Works on concurrent mandate and related matters. Facilitate the implementation of decisions on concurrent mandate and related matters emanating from IGR structures and NDPWI Intergovernmental Forums. Oversee the management and provision of services to prestige clients nationally. Oversee the development and implementation of norms and standards to guide prestige services within the Departments. Oversee the provision of furnished office and residential accommodation to Prestige Clients, which includes related infrastructure maintenance services, Ensure provision of infrastructure at State events. Management of the Branch through the establishment and maintenance of appropriate internal controls and reporting systems in order to meet performance expectations; development and management of the operational plans of the Branch and report on progress as required; manage the performance and development of employees.

**ENQUIRIES**

Mr SC Zaba Tel No: (012) 406 1544

**POST 17/54**

CHIEF DIRECTOR: REAL ESTATE MANAGEMENT SERVICES: STATE OWNED REF NO: 2020/65

**SALARY**

R1 251 183 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management Services)

**CENTRE**

Head Office (Pretoria)

**REQUIREMENTS**

excellent results. Ability to communicate at all levels and participate at an executive level, People orientated. Ability to establish and maintain personal networks, Trustworthy, Assertive, Hard-working, highly motivated, Ability to work independently.

**DUTIES**: Manage the acquisitions and disposals of existing immovable assets. Manage collection of data for vesting. Update and maintain the assets register for existing immovable assets. Ensure compliance with procedures and legislation. Provide strategic direction on the Disposal (Letting-out of State Owned properties. Develop Business Processes and Disposal Framework. Develop and implement systems that will enhance collection revenue and management of debtors. Ensure that buildings are user-friendly and accessible. Ensure effective administration and performance of buildings for client satisfaction. Ensure economic efficiency in the Department's leasehold portfolio in line with market trends. Develop and implement risk management strategy. Provide support and guidance to all regions and stakeholders. Ensure compliance to property legislations and policies. Manage the acquisition and utilisation of vacant land. Update and maintain the asset register for vacant land. Develop policy guidelines. Manage property revenue. Efficiently manage all stakeholders; including Inter-governmental and External (Private). Ensure effectiveness of the property asset register. Implement internal control measures. Implement, monitor and manage expenditure. Oversee the development and training of staff. Manage and monitor the budget expenditure of the component. Compile budgetary reports. Provide reports on performance issues. Ensure capacity and sustainability of staff in the component.

**ENQUIRIES**: Mr M Mabinja Tel No: (012) 406 2195.
DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

APPLICATIONS: Applications can be submitted by email to: recruitment@dsbd.gov.za by quoting the relevant reference number provided on the subject line.

CLOSING DATE: 31 July 2020 at 16h00. Applications received after the closing date will not be considered.

NOTE: Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications (if available, or may be requested at a later stage) and ID document. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference (as per EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest’s declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post.

OTHER POSTS

POST 17/55: DEPUTY DIRECTOR: SECURITY MANAGEMENT REF NO: CORP SERV 03/20-21

SALARY: R733 257 per annum (an all-inclusive remuneration package).

CENTRE: Pretoria

REQUIREMENTS: A Bachelor’s Degree or National Diploma (NQF6/7) in Security Management as recognised by SAQA. A Minimum of 3-5 years’ experience in Safety, Security and Vetting of which 3 years’ should be at an Assistant Director level. An added advantage will be given to those with Postgraduate degree in Policing or Safety and Security and experience in investigations. Possess skills in Communication (verbal and written); Planning and Organising; Interpersonal Skills; Presentation Skills; Ability to listen and objectively evaluate and Policy formulation and implementation.

DUTIES: Develop policies, strategies and procedures for vetting, safety and security. Develop physical security systems and processes to promote compliance to relevant legislations. Develop policies, strategies for information security risk management and facilitate the implementation of disaster recovery plan in conjunction with ICT unit. Develop, review, implement security policy and access control directives. Develop and review the implementation of Occupational Health and Safety (OHS). Manage the execution of security vetting practices in consultation with National Intelligence (NIA). Manage the screening process of companies and other service providers as part of the procurement processes. Ensure proper administration of vetting applications. Conduct security Threat and Risk Assessment (TRA) as per Minimum Information Security Standards (MISS) and Minimum Physical Security Standards (MPSS). Draft recommendations on risk assessment reports and physical security appraisals for approval. Conduct security planning meeting prior to ministerial events. Ensure that all classified information is stored in safes/steel cabinets. Draft annual action and business plans for security component. Coordinate the provision of access cards for DSBD staff. Conduct investigations and compile reports. Compile reports on security breach and losses of departmental property. Liaise with State Security Agent (SSA) / South African
Police Services (SAPS) ad report all incidents or suspected incidents of security breaches for investigations to SSA / SAPS. Liaise with internal and external stakeholders. Conduct awareness session on security, policies, procedures and access control system to all staff. Conduct workshops on security vetting and ensure compliance to by all staff. Advise management on security policy and implications of management decisions.

**ENQUIRIES**

All enquiries should be directed to the Recruitment Office on Tel No: (012) 394 45286/43097/41440.

**POST 17/56**

**AUDIT AND RISK COMMITTEE MEMBERS REF NO: DSBD/19/19 (X4 POSTS)**

Re-Advert Candidates who previously applied, do not need to re-apply.

**SALARY**

In terms of Section 77 of the Public Financial Management Act (PFMA), the Department of Small Business Development is recruiting qualified and interested persons to serve as members of its Audit and Risk Committee. Audit and Risk Committee Members shall be appointed as independent contractors and not as employees of the Department. Compensation of members appointed from outside the Public Services is guided by the audit committee fees policy and is determined at an hourly tariff based on SAICA/AG tariffs per annum. The term of office for Audit Committee members shall be determined by the Director-General. There is a minimum of four meetings held per financial year. Preference will be given to candidates who currently work and reside in Gauteng.

**CENTRE**

Pretoria

**REQUIREMENTS**

Relevant professional qualifications such as CA, CIA, CISA, MBA, masters and honors degree. Senior Management experience in Accounting, Auditing, Governance, Financial Management, Legal, Business Administration, Ethics and Risk Management and experience as a member of the Audit Committee or a Board of Directors. Experience in fraud and anti-corruption, enterprise development and public sector will serve as an advantage to complements the skills set for the Audit and Risk Committee. The members shall perform audit committee responsibilities as outlined in section 3.1 of the Treasury Regulation.

**DUTIES**

The committee regulates and discharges its responsibilities in accordance with the provisions of the PFMA, Treasury Regulations and approved Audit Committee Charter.

**ENQUIRIES**

Technical enquiries should be directed to Ms N. Buthelezi, Tel No: (012) 394 41757. Enquiries for the Recruitment Office can be directed to 012 394 41440/45286/43097.
ANNEXURE H

PROVINCIAL ADMINISTRATION: EASTERN CAPE
SOUTH AFRICAN POLICE SERVICE

APPLICATIONS: Applications form must be hand delivered to (Please ensure that your application forms reach the correct Recruitment Centre which the ref. number are allocated to):

Aliwal North (EC04/03/20 to EC06/03/20) 21 Grey Street (Old SPAR Building), room 103 / 108 Ground Floor, Aliwal North 9750 Enquiries W/O Zililo / PPO Lepota Tel No: (051) 633 1443 / 1470

Alice (EC01/03/20 to EC03/03/20) 1 Bell Street, Alice 5700 Enquiries PO Bukani / PO Mawisa Tel No: (040) 653 0875

Cofimvaba (EC07/03/20) Cofimvaba Cluster, Main Street, Cofimvaba 5380 Enquiries PPO Mdlungu Tel No: (047) 874 0009 (Ext. 119/114)

East London (EC08/03/20 to EC10/03/20) Waverly Park, Room G06, 36 Philip Frame Street, Chiselhurst, East London 5201 Enquiries Capt Hen Tel No: (043) 711 3743

Elliot (EC11/03/20) 17 Barry Road, Elliot 5460 Enquiries Capt Gcebe / PO Matshiqi / AC Njokweni Tel No: (045) 931 6026 / 6028

Graaff-Reinet (EC12/03/20) 4 Middle Street, Graaff-Reinet 6280 Enquiries PO NR Johnson Tel No: (049) 807 1128

Grahamstown (EC13/03/20 to EC15/03/20) Grahamstown Police Station, 16 Beaufort Street, Market Square, Grahamstown 6141 Enquiries PO Lungile Tel No: (046) 603 9109

Humansdorp (EC16/03/20 & EC17/03/20) 2 Rheebok Street, Panorama, Humansdorp 6300 Enquiries PO L Gova Tel No: (042) 200 7107

King William's Town (EC18/03/20 to EC20/03/20) King William’s Town SAPS, 28 Amatola Row, King William’s Town 5600 Enquiries Capt Zoya / AC Jongihlati Tel No: (043) 604 0163 / 0170

Motherwell (EC21/03/20 & EC22/03/20) Motherwell Police Station, 1ST Floor – Room 145, 100 Tyinira Road, Motherwell NU 10, 6212 Enquiries Capt Engelbrecht Tel No: (041) 407 6462 / 6521

Mount Fletcher (EC23/03/20 to EC25/03/20) Taylor Bequest Street, Mount Fletcher, 4770 Enquiries W/O Lesirela Tel No: (039) 257 0020

Mount Road (EC26/03/20 to EC28/03/20) Mount Road SAPS, 1-9 Lennox Street, Mount Croix, Port Elizabeth, 6000 Enquiries Lt Col Pohleli Tel No: (041) 394 6629

Mdantsane (EC31/03/20) Mdantsane SAPS, 2ND Floor, 1 Mazaule Street, NU1, Mdantsane, 5219 Enquiries Lt Col Kemp Tel No: (043) 708 7000

Mthatha (EC29/03/20 & EC30/03/20) PRD II Building, 10TH Floor, Room 1053, Sutherland Street, Mthatha, 5099 Enquiries Capt Z Mabusela / PO G Makamba Tel No: (047) 505 5141 / 5279

Motherwell (EC21/03/20 & EC22/03/20) Motherwell Police Station, 1ST Floor – Room 145, 100 Tyinira Road, Motherwell NU 10, 6212 Enquiries Capt Engelbrecht Tel No: (041) 407 6462 / 6521

Port Alfred (EC33/03/20 & EC34/03/20) 3 Pascoe Crescent, HRM – Room 28, Port Alfred. 6170 Enquiries AC Z Joni Tel No: (046) 604 2023

Port St Johns (EC35/03/20 & EC36/03/20) Port St Johns SAPS, Berea Road, Port St Johns, 5120 Enquiries PPO Johannes Tel No: (047) 564 6230 / 6223

Queenstown (EC37/03/20 to EC41/03/20) Old SANDF Base, Building 57, Queenstown, 5320 Enquiries PO Bakumemni / PO Nyathi Tel No: (045) 808 1127/1036

Uitenhage (EC42/03/20) Uitenhage SAPS, Broad Way Building, Chase Street, Uitenhage, 6229 Enquiries PO E Tshikila 041 996 3015

Provincial Head Office (PHO) (EC32/03/20) Griffith Mxenge Building, Recruitment & Staffing, Zwelitsha, 5601 Enquiries:PO Nogaga / PO Zenani Tel No: (040) 608 7158 / 154/248

CLOSING DATE: 31 July 2020 at 16:00 (Applications received after the closing date and faxed or e-mailed copies will not be considered.)

NOTE: Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS recruitment offices and/or Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Certified copies of an
applicant’s ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver’s license (if applicable). The copies must be correctly certified on the copy itself, not at the back. The certification must not be older than three months. Qualifications and driver’s licences submitted will be subjected to verification checking with the relevant institutions. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children’s Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31st of January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof.

OTHER POST

POST 17/57 : GENERAL WORKERS

SALARY : R102 534 per annum (Level 02) - Public Service Act, 1994 (Act 103 of 1994)

CENTRE : South African Police Service, Eastern Cape

Alice – Ref No: EC01/03/20
Keiskammahoek – Ref No: EC02/03/20
Middledrift – Ref No: EC03/03/20
Burgersdorp – Ref No: EC04/03/20
Jamestown – Ref No: EC05/03/20
Malatswai – Ref No: EC06/03/20
Calo – Ref No: EC07/03/20
Gonubie – Ref No: EC08/03/20
需scamp – Ref No: EC09/03/20
Scenery Park – Ref No: EC10/03/20
Rossouw – Ref No: EC11/03/20
Baviaanskloof – Ref No: EC12/03/20
Committees – Ref No: EC13/03/20
Peddie – Ref No: EC14/03/20
Tyefu – Ref No: EC15/03/20
St Francis Bay – Ref No: EC16/03/20
Thornhill – Ref No: EC17/03/20
Khubusiedrift – Ref No: EC18/03/20
King Williams Town Flying Squad – Ref No: EC19/03/20
Zele – Ref No: EC20/03/20
Paterson – Ref No: EC21/03/20
Zwide – Ref No: EC22/03/20
Maluti K9 – Ref No: EC23/03/20
Mount Fletcher FCS – Ref No: EC24/03/20
Pohlile – Ref No: EC25/03/20
Bethelsdorp – Ref No: EC26/03/20 (2 Posts)
Chatty – Ref No: EC27/03/20
Mount Road: Civil Litigation – Ref No: EC28/03/20
Qumbu – Ref No: EC29/03/20
Tsolo – Ref No: EC30/03/20
REQUIREMENTS:
Applicants must display competency in the post-specific functions of the post; Be a South African Citizen. A Grade 10 qualification will serve as an advantage. Basic literacy, numeracy and communication skills. Be able to read and write. Willing to work extended hours when necessary. Fluency in at least two official languages, of which one must be English. Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Be willing to work irregular hours. Additional requirements applicable to the posts of K9 Unit: not being allergic to dust/animals/grass.

DUTIES:
Maintaining a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters. Performing tasks of a routine nature, such as dust working the environment. Polish furniture and floors. Vacuum carpets and mopping of tile floors. Remove refuse. Perform maintenance tasks in and around the assigned premises. Clean bathrooms and kitchens. Safekeeping and handling of a variety of Aids in the cleaning of the premises. Loading and unloading of goods. Garden maintenance services. Washing and cleaning of state vehicles, kitchenware and utensils.

ENQUIRIES:
PO Nogaga / PO Zenani Tel No: (040) 608 7158/155/156
ANNEXURE I

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF POLICE, ROADS AND TRANSPORT

APPLICATIONS
For The Department of Police, Roads and Transport to Be Submitted To:
Applications can be emailed to: Recruitment@fretrans.gov.za or hand delivered
to Medfontein Building St Andrew Street, Head: Police, Roads and Transport, P.O.
BOX 119, Bloemfontein 9300 by quoting the relevant reference number for the post.

CLOSING DATE
31 July 2020

NOTE
Applications must be submitted on form Z.83, obtainable from any Public Service
Department and must be accompanied by certified copies of qualifications (a
transcript of results must be attached), driver's license, identity document and a
C.V. (Separate application for every vacancy). Applicants are requested to
complete the Z83 form properly and in full. Qualification certificates must not be
copies of certified copies and must not be older than six months. 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 emailed or posted to the correct address and attachments are
included. 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 application was
unsuccessful. The shortlisted candidate will be subjected to criminal vetting and
Qualification Verification. People with disability are encour
aged to apply.

MANAGEMENT ECHELON

POST 17/58
CHIEF DIRECTOR: FLEET MANAGEMENT
REF NO: FS PR&T/CDFM/12/05/2020 (X1 POST)

SALARY
R1 251 183 per annum (Level 14) (An all-inclusive package). The remuneration
package consists of the basic salary, government’s contribution to the Government
Employee Pension Fund and flexible portion, which may be structured in the terms
of the rules for the structuring of the flexible portion and which may include a 13th
cheque, motor car allowance, home owner’s allowance and medical aid assistance.

CENTRE
Bloemfontein

REQUIREMENTS
An appropriate Degree or equivalent qualification (NQF level 7). 5 years’
experience in Senior Management Level. Certificate for entry into the SMS which
can be accessed by following the link https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/.

DUTIES
Set the direction of the entity through integrated governance by enhancing,
Monitoring and achievement of the strategic objectives as set out in the Fleet
Management Entity’s strategic documents. Ensure effective and efficiently Fleet
Management services to the customers within the applicable legislative
frameworks. Effectively manage the provincial government Fleet Asset. Ensure
good working relationship with Department and other stakeholders, including
improving the image of the Entity and management of staff morale. Ensure the effective, efficiently, economical and transparent use of financial and other resources.

**ENQUIRIES**

Mr. S.S Sekobile Tel No: (051) 409 8566/46

**SOUTH AFRICAN POLICE SERVICE**

**APPLICATIONS**

Provincial Head: Personnel Services, South African Police Service Free State, Private Bag X20501, Bloemfontein, 9301 or hand delivered to your nearest Police Station or at Medpol Building, 126 Charlotte Maxeke Street, Bloemfontein.

**FOR ATTENTION**

Sub-Section: Recruitment and Staffing

**CLOSING DATE**

31 July 2020

**NOTE**

Only the official application form (available on the SAPS website (www.saps.gov.za) and at (SAPS Recruitment offices) will be accepted. The Z83 previously utilized will not be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Certified copies of an applicant’s ID, Copy of Highest School Qualification and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver’s license. The copies must be correctly certified on the copy itself, not at the back. The certification must not be older than three months. Qualifications and driver’s licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Applications must be mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children’s Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof.

**OTHER POST**

**POST 17/59**

**GENERAL WORKERS (X25 POSTS)**

**SALARY**

R102 534 per annum

**CENTRE**

Boholokong (Bethlehem) - Ref No: FS 01/06/2020
Lindley - Ref No: FS 02/06/2020
Reitz - Ref No: FS 03/06/2020
Kommissiepoort - Ref No: FS 04/06/2020
Rosendal - Ref No: FS 05/06/2020
Koppies - Ref No: FS 06/06/2020
Vredefort - Ref No: FS 07/06/2020
Mangaung (Bloemfontein) - Ref No: FS 08/06/2020
Batho (Bloemfontein) - Ref No: FS 09/06/2020
Bloemspruit (Bloemfontein) - Ref No: FS 10/06/2020
Brandfort - Ref No: FS 11/06/2020
Verkeerdevlei - Ref No: FS 12/06/2020
Makwane - Ref No: FS 13/06/2020
Tseki - Ref No: FS 14/06/2020
Verkykerskop - Ref No: FS 15/06/2020
Warden - Ref No: FS 16/06/2020
Allanridge - Ref No: FS 17/06/2020
Hobhouse - Ref No: FS 18/06/2020
Wepener - Ref No: FS 19/06/2020 (2 posts)
Meloding - Ref No: FS 20/06/2020
Parys - Ref No: FS 21/06/2020
Jagersfontein - Ref No: FS 22/06/2020
Wesselsbron - Ref No: FS 23/06/2020
Ventersburg - Ref No: FS 24/06/2020

REQUIREMENTS: Applicants must display competency in the post-specific functions of the post; A South African Citizen. A Grade 10 qualification will serve as an advantage. Basic literacy, numeracy and communication skills. Be able to read and write. Willing to work extended hours when necessary. Fluency in at least two official languages, of which one must be English. Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification willing to work irregular hours.

DUTIES: Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS Premises assigned to, which may include either or both inner and outer parameters. Performing tasks of a routine nature, such as dusting the environment. Polish furniture and floors. Vacuum carpets and mopping of tile floors. Remove refuse. Perform maintenance tasks in and around the assigned premises clean bathrooms and kitchens. And handling of a variety of Aids in the cleaning of the premises Loading and unloading of goods Garden maintenance services. Washing and cleaning of state vehicles, kitchenware and utensils.

ENQUIRIES: Captain Coetzee/CAC Loubser/Sergeant Gailele or PO Moeketse at Tel No: (051) 5076807/6407/6419.
It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

APPLICATIONS: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107/ P/Bag x112, Marshalltown, 2107 or Applicants can apply online at: www.gautengonline.gov.za.

CLOSING DATE: 31 July 2020

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 Z83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID (not older than 6 months) must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government. Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance. 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. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

MANAGEMENT ECHELON

POST 17/60: DEPUTY DIRECTOR-GENERAL: INFORMATION COMMUNICATION TECHNOLOGY REF NO: REFS/005623
(5 Year Fixed-Term Employment Contract)
Branch: ICT

SALARY: R1 521 591 - R1 714 074 per annum (all Inclusive remuneration package)
CENTRE: Johannesburg
REQUIREMENTS: An appropriate B. Com (Information Technology), B.Sc (Computer Science), or related Information Technology qualification. 8 – 10 years experience in a Senior Management position ideally managing an IT Service Unit. Experience in managing and developing employees. Large scale, Project Management experience. Extensive experience in a volume driven, Processing Centre environment will be an advantage. Person Profile: Excellent time management, report writing, communication Skills, legislative. Good customer relations skills, management skills, analytical and solution orientated. NB: SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/

DUTIES: Rollout GPG broadband network (GBN) to promote service delivery efficiencies and connectivity in the GPG offices, facilities and communities. Facilitate the development of an ICT economy in the province that leverages off the GBN. Ensure coordination, regulation and compliance of all ICT related activity and investment in GPG. Create an enabling environment and systems for sound corporate governance of ICT in GPG. Re-engineer and transform back office processes and improve frontline service delivery. Promote the use of e-Government services to business, government and citizens. Support radical economic transformation in the province. Establish partnerships with the private sector. Facilitate the innovation of entrepreneurial projects. Develop and implement an omni channel CRM strategy. Implement an e-government model including policies, regulations, standards and guidelines to sponsor and drive the implementation of Gauteng City Region GCR. Provide strategic direction on the implementation of infrastructure and applications.
Consolidate all GPG computing infrastructure into one data centre with disaster recovery capability. To deliver e-services.

ENQUIRIES
Mr. Errol Ogle Tel No: (011) 689 6861

POST 17/61: CHIEF FINANCIAL OFFICER REF NO: REFS/005653
(S5 Year Fixed-Term Employment Contract)
Branch: Finance

SALARY: R1 251 183 per annum (all-inclusive remuneration package)
CENTRE: Johannesburg
REQUIREMENTS: Grade 12 plus a SAQA recognised NQF level 7 qualification in financial or business management/administration. A minimum of 5 years’ experience at senior managerial level. Proven management skills. Track record in preparation and management of strategic plans, business plans and budgeting. Ability to implement and internal systems and controls to ensure sound financial management. SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/

DUTIES: Support the Head of Department (Accounting Officer) and other senior managers in the execution of their functions in terms of the Public Finance Management Act and the Treasury Regulations. Manage the financial/procurement function of the Department and to ensure sound financial management in the Department. Management business continuity and the identification and prioritisation of potential risks in the respective business units. Active participation in the budgeting process at Executive, and Business unit levels. Preparing of the Annual and Adjustment Budgets for the Business Unit. Direct responsibility for the efficient, economic and effective control and management of the Business unit’s budget and expenditure. Direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Business unit. Reporting to the Head of Department on all aspects of the departments’ finances. Performing diligently all duties assigned by the HOD. Overall responsibility for the management, maintenance and safekeeping of the Business unit’s assets. Ensuring that full and proper records of the financial affairs of the Business unit are kept in accordance with any prescribed norms and standards. To define and review on a continual basis the purpose, objectives, priorities and activities of the business unit. Participation in the organisational and Business unit’s strategic planning process. Active involvement in the development and management of the strategic and business plans for the corporate services Business Unit. Evaluate the performance of the Business Unit on a continuing basis against pre-determined key measurable objectives and standards. Review and approve policies, standards and guidelines for the E-GOV’S Business Continuity Teams to follow, enterprise-wide, in the development/ enhancement of business continuity plans. Participate in the testing of the E-GOV’S Incident Management Plan. Make assessments of the incidents and, if necessary, declare a disaster. Coordinate with the Business Continuity Teams to assess the impact of the Incident to the E-GOV.

ENQUIRIES: Mr. Errol Ogle Tel No (011) 689 6861

POST 17/62: DIRECTOR: STRATEGIC PLANNING REF NO: REFS/005172
(S5 Year Fixed-Term Employment Contract)
Branch: Corporate Management

SALARY: R1 057 326 per annum (all-inclusive remuneration package)
CENTRE: Johannesburg
REQUIREMENTS: Matric/Grade 12 certificate plus a recognized NQF level 7 qualification in Business Management or related. A minimum of 5 years’ experience in middle management roles relating to strategic planning, budgeting and forecasting, research on strategic trends and policy management. Knowledge of national and provincial trends/priorities/Medium Term Strategic Framework. Experience in statistics and technical data analytics will be an added advantage. NB: SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/

DUTIES: To oversee an organization’s strategic and long-range goal planning function, facilitate and coordinate development of strategic plan, research, fostering of
innovation, monitoring, critical analysis of emerging trends mainly in the ICT space, and policy development. Develop, implement and sustain synchronized strategic management processes. Articulate and translate GPG strategic priorities and outcomes into an action plan. Facilitate the process for developing Strategic Plan, Annual Performance Plan (APP) and Operational Plans according to policy guidelines. Ensure alignment across the strategic plan, APP, Operational plans and performance contracts. Prepare programme of action (delivery plan) based on the provincial priorities. Provide technical and strategic expertise and oversight to business development processes across the organization. Manage some of the risk management functions, such as coordinating the identification and evaluation of existing and emerging risks.

ENQUIRIES: Mr. Errol Ogle Tel No: (011) 689 6861

OTHER POSTS

POST 17/63: DEPUTY DIRECTOR: LABOUR RELATIONS, HEALTH AND WELLNESS PROGRAMME REF NO: REFS/005625
Branch: Corporate Management

SALARY: R733 257 per annum (all-inclusive package)
CENTRE: Johannesburg
REQUIREMENTS: Matric plus a relevant National Diploma/Degree in HR or equivalent. 5 years' appropriate experience in Labour relations of which 3 years must be at an Assistant Director Level or equivalent. Experience in employee wellness is essential.
DUTIES: Provide Employee Relations service to the Department of e-GOV timeously and accurately. Develop and implement labour relations policies, strategies, training interventions and awareness programmes. Manage and facilitate collective bargaining processes. Manage the finances for the labour relations function within Human Resource Management business unit. Advise the e-GOV with regard to the resolution of grievances and making representations to the Head of Department. Monitor the disciplinary and grievance procedures. Represent the employer in disputes referred to the relevant bargaining council and relevant labour relations forum. Manage the implementation of Incapacity Leave Management. Ensure the compliance with OHS procedures. Management of EHWP programmes.

ENQUIRIES: Ms. Sithembile Buthelezi, Tel No: (011) 689 6527

POST 17/64: DEPUTY DIRECTOR- STRATEGIC PLANNING REF NO: REFS/005626
Branch: Corporate Management

SALARY: R733 257 per annum (all-inclusive remunerative package)
DUTIES: Formulate, revise, develop and manage the execution of the Department's strategic plan, all statutory plans and reporting and policy plans. Analyse the performance environment of the Department and facilitate the development of macro and operational plans to support delivery of the mandate of the departments within that environment. Conduct research, develop and maintain baselines for strategic and operational plans. Analyse planning and reporting related statistics. Analyse all performance reports and report to relevant managers on findings. Implement and manage the data verification process in line with the departmental objectives. Monitor and evaluate the implementation of the strategic plan through annual performance plans, operational plans, statutory quarterly and annual reports. Formulate, develop and manage the execution of the Departmental Reporting Plans with due consideration of the strategic direction of the Department and the Provincial Department of Gauteng. Develop reporting tools in consultation with the Province. Compliance with the Promotion of Access to Information Act, all legislative and regulatory obligations of the Department and the Provincial
Government with regard to performance information. Compile reports for the Audit Committee on the qualitative performance of the Department. Implement and adhere to these policies, guidelines, prescripts, strategies, etc; Manage and implement effective efficient management information systems of all strategy and operational plans. Rationalise unnecessary duplication and redundancy of inefficient strategies.

ENQUIRIES: Ms. Nonhlanhla Mabuza Tel No: (011) 689 8511

POST 17/65: DEPUTY DIRECTOR: CONSTRUCTION DEVELOPER REF NO: REFS/005627
Branch: ICT

SALARY: R733 257 per annum (all-inclusive remunerative package)

CENTRE: Johannesburg

REQUIREMENTS: Grade 12 plus a National Diploma/Degree in IT. SAP Trained or Certified in SAP Business Warehouse Software or Microsoft trained or Certified in Azure Analytic solutions such as Data Factory, Data Bricks and Power Bl. Training in Business Analysis or Data Analysis. 3-5 years’ experience in ETL, understanding the SAP modules and data landscape and building of custom extractors and cubes from SAP and other source systems or SQL tables and custom SQL extractors, experience in Data Modelling, Data Warehousing and Data Analytics Solutions.

DUTIES: Liaise with customer and management to determine their requirements. Create and document application functions, specifications, designs and other documents required by the SDLC. Research and assist the manager in proposing appropriate solutions for various business requirements. Develop and apply complex modifications/enhancements to existing applications. Develop and create complex code for various applications. Execute application testing, modular testing and peer testing. Provide technical advice to developers in terms of best practices to be deployed. Provide a structured approach to development work. Coach other developers in order to enhance their skills and maintain high levels of coding standards. Assist and actively support developers in problem solving and issue resolution. Follow-up and correct errors on implemented applications. Continually review and propose enhancements to improve current applications. Actively monitor various applications and produce the reports. Ensure that user application training is conducted and is successful.

ENQUIRIES: Mr. Themba Psungo Tel No (011) 689 6980

POST 17/66: DEPUTY DIRECTOR: WAREHOUSE DESIGNER REF NO: REFS/005628
Branch: ICT

SALARY: R733 257 per annum (all-inclusive remuneration package)

CENTRE: Johannesburg

REQUIREMENTS: Grade 12 plus a National Diploma/Degree in IT. SAP Trained or Certified in SAP Business Warehouse Software or Microsoft trained or Certified in Azure Analytic solutions such as Data Factory, Data Bricks and Power Bl. Training in Business Analysis or Data Analysis. 3-5 years’ experience in ETL, understanding the SAP modules and data landscape and building of custom extractors and cubes from SAP and other source systems or SQL tables and custom SQL extractors, experience in Data Modelling, Data Warehousing and Data Analytics Solutions.

DUTIES: Liaise with customer and management to determine their requirements. Create and document application functions, specifications, designs and other documents required by the SDLC. Research and assist the manager in proposing appropriate solutions for various business requirements. Develop and apply complex modifications/enhancements to existing applications. Develop and create complex code for various applications. Execute application testing, modular testing and peer testing. Provide technical advice to developers in terms of best practices to be deployed. Provide a structured approach to development work. Coach other developers in order to enhance their skills and maintain high levels of coding standards. Assist and actively support developers in problem solving and issue resolution. Follow-up and correct errors on implemented applications. Continually review and propose enhancements to improve current applications. Actively monitor various applications and produce the reports. Ensure that user application training is conducted and is successful.
ENQUIRIES : Mr. Themba Psungo Tel No: (011) 689 6980

POST 17/67 : SENIOR LEGAL ADMINISTRATION OFFICER (OSD MR6) REF NO: REFS/005174
Branch: Corporate Management

SALARY : R473 820 – R1 140 828 per annum (all-inclusive remuneration package)
CENTRE : Johannesburg
REEUIREMENTS : An LLB degree coupled with minimum of 8 years post qualification experience in the legal environment. Admission as an Attorney or Advocate. At least three years’ experience in a managerial position in legal environment. Proven knowledge and experience in litigation, drafting and vetting of contracts, contract management, conducting legal research and providing well researched legal opinions. Good communication skills (written & verbal). Ability to draft comprehensive and well researched legal opinions. Ability to draft, review, vet policies, contracts, SLAs, charters and Memorandum of Understanding (MOU). Basic understanding of legislation applicable to the Public Service including thorough knowledge of Administrative law, knowledge of SCM regulatory framework, PFMA and relevant National Treasury prescripts, LRA, PSA and regulations. Extensive knowledge and proven experience in labour relations litigation and dispute resolution procedure will serve as an added advantage. Good Office Administration, planning, and organisational skills. Computer skills in MS Office (Word, Excel, PowerPoint, etc.). A valid driver’s license will be an added advantage.

DUTIES : Provide litigation management services and support including Labour Relations matters. Conduct vetting of policies, contracts, charters and related legal documents. Draft contracts, MOU’s and SLA’s, memorandum and letters on behalf of the Department. Provide well researched legal opinions and advice in complex matters relating to the operations of the Department. Ensure that the administrative and contractual decisions of the department are compliant with governing legislation and to provide advice, presentations, awareness raising on the impact of any new legislative requirements and related issues. Provide support on contract management services, support practitioners in the drafting of procurement contracts. Drafting, reviewing and vetting contracts after consultation with business units. Reviewing and carrying out the amendments to draft contracts. Management of correspondence in the event of breaches of contract or legal disputes including contract cancellation. Manage the resolution of legal disputes which includes representing the Department (e-Gov) at arbitrations and in a court of law in addition to liaising with outside appointed legal professionals. Ensure and maintain professionalism in providing key legal support to business units within the e-Gov. Ensure that all administration processes adhere to legislative and policy compliance including PFMA, PAJA and PAIA. Compile instructions to external consultants. State Attorneys and manage the progress of matters until finalization. Produce monthly reports and analysis of matters received. Responsible for setting performance targets.

ENQUIRIES : Mr. Leon Steyn Tel No: (011) 689 8400

DEPARTMENT OF HEALTH

OTHER POSTS

POST 17/68 : DENTAL SPECIALIST/ SENIOR LECTURER GRADE 1/2/3
Directorate: Prosthodontics

SALARY : R1 106 040 – R1 834 890 per annum (All inclusive package)
CENTRE : University of Pretoria Oral Health Centre
REEUIREMENTS : MChD or an MDent in Prosthodontics, registration with HPCSA as a prosthodontist and minimum of five (5) years’ experience as a specialist in this field. Candidates must have experience of teaching and training of undergraduate and postgraduate students in both crown and bridge work and removable prosthodontics. Particular skills and expertise with CAD/CAM technology and removable partial denture design. Didactic lecturing experience and evidence of knowledge and application of valid and reliable assessment methods. A record of research in the field.
Experience in management and administration. Recommendations any additional qualifications current study and supervision of research projects will be advantageous.

**DUTIES**

The successful candidate will be expected to carry out clinical and didactic teaching of undergraduate and postgraduate students in fixed and removable prosthodontics, be the course coordinator of the final (fifth) year fixed/removable programme including preparation of lecture schedule, lecturing, setting and marking test, providing remediation, conducting continuous assessment by means of monitoring students clinical and academic performance, scheduling and delivery of partial denture design tutorials, rendering of treatment to patients, administrative duties and undertaking research.

**ENQUIRIES**

Prof LM Sykes Tel No: (012) 319 2681 or Mrs Ina Swart Tel No: (012) 301 5705

**APPLICATIONS**

Quoting the relevant reference number. Direct applications must be delivered to Ms. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to Ms. I Swart PO Box 1266, Pretoria, 0001 or email it to Ina.swart@gauteng.gov.za or Nomusa.kubheka@gauteng.gov.za

**NOTE**

Kindly attach certified copies of your Qualifications. Identity book, Curriculum Vitae, current HPCSA certificate and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.

**CLOSING DATE**

31 July 2020

**POST 17/69**: STOMATOLOGIST GRADE 1/2/3 REF NO: STOMA 1/6/20

Directorate: Oral Hygiene & Auxiliary Training

**SALARY**

R1 106 040 – R1 173 900 per annum excl Commuted Overtime

**CENTRE**

Wits Oral Health Centre

**REQUIREMENTS**

Appropriate qualification that allows registration with the HPCSA as Dentist and an appropriate post basic Master’s degree. Minimum of seven (07) years’ experience as a Dentist after registration with the HPCSA within the relevant discipline including clinical and management experience. Experience in Community networking Oral Health stakeholders’ engagement will be an added advantage.

**DUTIES**

Manage expanded Community Training Platforms and coordinate Community Outreach services for undergraduate students. Render Oral Health services. Supervise students, carry out and deliver on research output. Assist in the development of dental therapy program. Teach, train and supervise undergraduate students. Manage Oral Hygienist and Dental Therapist staff & services.

**ENQUIRIES**

HR Manager- Mr. P.F Monama Tel No: (011) 481- 2099 Pulankana.Monama@gauteng.gov.za

**APPLICATIONS**

Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15, Braamfontein, 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown.

**NOTE**

Applicants to attach certified copies (date of certification not older than six (6) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified. No faxed /E-mailed applications will be accepted.

**CLOSING DATE**

31 July 2020

**POST 17/70**: STOMATOLOGIST GRADE 1/2/3 REF NO: STOMA 2/6/20

Directorate: Oral Biological Sciences

**SALARY**

R1 106 040 – R1 173 900 per annum, excluding commuted

**CENTRE**

Wits Oral Health Centre

**REQUIREMENTS**

Appropriate qualification that allows registration with the HPCSA as Dentist and an appropriate post basic Master’s degree in Health. Minimum of seven years’
experience as a Dentist after registration with the HPCSA within the relevant discipline including clinical and research experience. Publications will be an added advantage.

**DUTIES**

- Render Clinical services. Supervise Undergraduate and Postgraduate research.
- Teaching and Training of both Undergraduate and Postgraduate.
- Develop/Establish and manage Dental Research unit and conduct research in the School.

**ENQUIRIES**

- HR Manager- Mr. P.F Monama Tel No: (011) 481-2099
  Pulankana.Monama@gauteng.gov.za

**APPLICATIONS**

- Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15, Braamfontein, 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown.

**NOTE**

- Applicants to attach certified copies (date of certification not older than six (6) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified. No faxed /E-mailed applications will be accepted.

**CLOSING DATE**

- 31 July 2020

**POST 17/71**

- HEAD OF DEPARTMENT NURSING COLLEGE – CLINICAL GENERAL NURSING/WORK INTEGRATED LEARNING (WIL) REF NO: 3/4/1/1/10

**SALARY**

- R579 696 – R672 018 per annum PND3 (plus benefits)

**CENTRE**

- Ann Latsky Nursing College.

**REQUIREMENTS**

- Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. diploma/degree) or equivalent qualification that allows registration with the SANC as a registered nurse, registered midwife, and a relevant post basic qualification and up to date in respect of clinical practice. Master’s degree will be an added advantage. Bachelor’s Degree/Diploma in Nursing Education and Management. Current registration with the SANC. A minimum of nine years (9) recognizable/appropriate experience after registration as a professional nurse with SANC. At least five years (5) of the period referred to above must be appropriate/recognisable experience in nursing education after obtaining the post-basic qualification in Nursing Education. Experience in assessment practice. Knowledge of procedures and processes related to Basic Nursing Programmes. Knowledge of academic requirements, relevant acts and legislation, Code of ethics and professional practice of the SANC. Skilled in computer technology and programmes. Sound communication skills. A valid code 8 driver’s license.

**DUTIES**

- Coordinate and manage teaching and learning of student nurses. Manage Work Integrated Learning of learners between College and practice areas. Participates in institutional community engagement initiatives. Develop and ensure implementation of quality assurance programmes. Orientate, supervise and appraise staff members in the academic department. Participate in the presentation of academic programmes theory and clinical practice. Supervise the marking and moderation of assessment. Provide academic support to students. Develop, review and evaluate the curriculum of academic programmes. Participate in research relevant to nursing education. Collaborate with other stakeholders and build a sound relationship within the Department. Serve as chairperson/member on applicable academic/management committees. Participate in the management of the College. Oversee the supervision of students.

**ENQUIRIES**

- Mr. JD. Cloete or Ms A. van As Tel No: (011) 644-8917

**APPLICATIONS**

- Application documents must be submitted to Ann Latsky Nursing College. Physical address: No.1 Plunkett Avenue, Hurst Hill, Johannesburg. Postal address: P/Bag X40, Auckland Park, 2006

**NOTE**

- Applications must be submitted on a Z83 form with your C.V., certified copies not older than three months of all required documents must be attached (driver’s license, current SANC receipt and certified copies of qualifications and computer literacy). Applicants will be subjected to a pre-employment Medical Surveillance.
Persons with disabilities will receive preference. The institution reserves the right not to appoint.

**CLOSING DATE** : 31 July 2020

**POST 17/72** : **ASSISTANT DIRECTOR HRM REF NO: EHD2020/07/01**  
Directorate: Human Resource Management  
(Re-Advertisement)

**SALARY** : R376 596 - R443 601 per annum (plus benefits)

**CENTRE** : Ekurhuleni Health District: Esdr

**REQUIREMENTS** : Relevant Bachelor’s degrees/ National Diploma with 10 years Human Resource experience. 5 years of experience must be a supervisor. Extensive knowledge of PERSAL and HR prescripts. Computer literacy and driver’s license is essential. Good understanding of PSCBC resolutions especially the implementation of OSD.  
Skills: leadership skills, Planning and organizing skills, Problem solving and communication skills and financial management skills. Ability to work under pressure. Good interpersonal relations.

**DUTIES** : Lead and manage the ESDR HR unit services. Supervise and empower the HR Staff at the sub district. Provide guidance and support to the staff. Approve and Quality assure all the transactions related to appointments, salary administration, Leave, overtime, terminations, transfer, housing allowance. Management of PILLIR for the sub district. Ensure there is good filing system at the sub district. Management of PMDS, RWOPS and payroll. Develop and implement action plans for all Auditor General Queries. Manage and coordinate the implementation of grade progression. Advice staff on all HR related issues. Manage the Recruitment and Selection for the sub district.

**ENQUIRIES** : Ms. M Zwane Tel No: (011) 876 1766

**APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, hand delivered to 40 Catlin Street Germiston 1400.

**FOR ATTENTION** : Human Resource Manager

**NOTE** : Applicants who previously applied are advised to re-apply as their previous applicants will not be considered. Applicant will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid. The candidate will be indirectly reporting to the Deputy Manager Nursing of the Sub District. No S&T and resettlement allowance will be paid

**CLOSING DATE** : 31 July 2020

**POST 17/73** : **ADMINISTRATIVE OFFICER REF NO: EHD2020/07/02 (X1 POST)**  
Directorate: Primary Health Care

**SALARY** : R257 508 - R303 339 per annum (plus benefits)

**CENTRE** : Ekurhuleni Health District (Phillip Moyo Chc)

**REQUIREMENTS** : Grade 12 Certificate or equivalent qualification with minimum of 5 years’ experience in patient administration or National diploma/degree in administration with 3 years’ experience in patient administration. Must have knowledge in record keeping and filling. Good communication skills. Computer certificate is essential. Driver’s license is essential.

**DUTIES** : Perform administrative duties, relating to client’s records. Planning and organizing operations of the junior administration clerks and data capturers. Management of waiting times in the facility. Compliance to ideal clinic and national core standard. Ensure availability of stationary in the facility. Provide secretariat services in the facility. Assist with preparations and retrieval of booked clients’ files for facilitation of booking system. Ordering of stock and other consumables. Write memos, letters and any other documents as requested by Supervisor. Manage and support staff services in the facility. Perform all other duties delegated a Supervisor/Manager.

**ENQUIRIES** : Ms. N. M. Xaba Tel No: (011) 426 - 4901

**APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, hand delivered to 40 Catlin Street Germiston 1400.

**FOR ATTENTION** : Human Resource Manager

**NOTE** : People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid. The candidate will be indirectly reporting to the Deputy Manager Nursing of the Sub District. No S&T and resettlement allowance will be paid
screening. Driving skills will be evaluated. No S&T claims and Resettlement Allowance Will Be Paid.

**CLOSING DATE**: 31 July 2020

**POST 17/74**: **ADMINISTRATIVE OFFICER REF NO: EHD2020/07/03 (X1 POST)**
Directorate: Primary Health Care

**SALARY**: R257 508 - R303 339 per annum (plus benefits)

**CENTRE**: Ekurhuleni Health District (Daveyton Main Chc)

**REQUIREMENTS**: Grade 12 Certificate or equivalent qualification with minimum of 5 years’ experience in patient administration or National diploma/degree in administration with 3 years’ experience in patient administration. Must have knowledge in record keeping and filling. Good communication skills. Computer certificate is essential. Driver’s license is essential.

**DUTIES**: Perform administrative duties, relating to client’s records. Planning and organizing operations of the junior administration clerks and data capturers. Management of waiting times in the facility. Compliance to ideal clinic and national core standard. Ensure availability of stationary in the facility. Provide secretariat services in the facility. Assist with preparations and retrieval of booked clients’ files for facilitation of booking system. Ordering of stock and other consumables. Write memos, letters and any other documents as requested by Supervisor. Manage and support staff services in the facility. Perform all other duties delegated a Supervisor/Manager.

**ENQUIRIES**
Ms N.M Xaba Tel No: (011) 426 - 4901

**APPLICATIONS**: Applications to be sent to Ekurhuleni Health District, hand delivered to 40 Catlin Street Germiston 1400.

**FOR ATTENTION**: Human Resource Manager

**NOTE**: People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

**CLOSING DATE**: 31 July 2020

**POST 17/75**: **HUMAN RESOURCE OFFICER - STAFF ESTABLISHMENT & HR INFORMATION REF NO: TMRH/HRO-01 (X1 POST)**
Directorate: Human Resource

**SALARY**: R257 508 – R303 339 per annum plus benefits

**CENTRE**: Thelle Mogoerane Regional Hospital

**REQUIREMENTS**: Grade 12 with minimum 5 -10 years relevant experience as HR generalist or National Diploma/degree in HR with minimum 3 – 5 years’ experience as HR generalist. Extensive knowledge of staff establishment & HR Information Management. Knowledge and experience of PERSAL system, HR prescripts and knowledge of HR relevant Acts. Computer literacy is essential (MS Office specifically Excel). Must be able to plan, organize and coordinate activities of the HR section. Good understanding of PSCBC, resolutions especially the implementation of OSD, leadership skills, planning and organizing skills, problem solving, communication skills, Human and financial management. Ability to work under pressure. Good interpersonal skills. Report writing skills. Proven presentation skills.

**DUTIES**: Manage, control and maintain Staff establishment and HR Information. Coordinate the institutional Human Resources plan in line with the allocated budget. Ensure that post filling plan is complied with. Do costing of posts. Request, analyse, manipulate and Manage Persal reports and distribute it to relevant stake holders. Maintenance of staff establishment on HRM database. Develop Standard Operating Procedures in areas of responsibility. Management of payroll for the entire institution. Do BAS/PERSAL reconciliation. Ensure proper records management. Compile monthly statistical data. Supervise Human Resource practitioners on all HR related functions. Relieve other HR supervisors on their general functions. Ensure compliance to HR prescripts. Do PMDS for staff under supervision. Ensure accurate information is provided to customers including stake holders in relation to Establishment and HR Information. Compile action plan for
staff establishment and HR information. Provide HR delegation and Human Resource reports. Backup all Human Resource reports.

**ENQUIRIES**: Mr. Benjamin Hlongwane Tel No: (011) 891 7306

**APPLICATIONS**: Applications should be submitted to Thelle Mogoerane Regional Hospital, through the following email address: TMRH.Vacancies@gauteng.gov.za. No hand/post-delivery will be accepted.

**NOTE**: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above, at least 3 references must be on a CV; and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Qualification will be verified with the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department of which practicals can be part of selection process. If you do not receive any response within 3 months, please accept that your application was not successful. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No S & T and resettlement allowance will be paid. ALL relevant certificates, qualifications & ID must be certified and the original to be submitted to the interviewing panel if called for interview.

**CLOSING DATE**: 31 July 2020

**POST 17/76**: POST BASIC PHARMACIST ASSISTANT

**Directorate**: Pharmaceutical services

**SALARY**: Grade 2: R241 839 – R256 686 per annum

**CENTRE**: Tshwane Rehabilitation Hospital

**REQUIREMENTS**: Grade 12 plus a qualification that allows registration with South African Pharmacy Council (SAPC) as a Post Basic Pharmacist Assistant. Registration with the SAPC as a Post Basic Pharmacist Assistant and proof of payment for current annual fees. 5 years appropriate experience after registration as a Post Basic Pharmacist assistant. Basic knowledge of pharmaceutical processes, knowledge of relevant legislation and policies and basic knowledge of drug supply management. Candidate must have good communication skills, both verbal and written, good interpersonal skill, calculation skills and computers skills. Excellent team work, time management, problem solving and decision-making skills. Be highly motivated and enthusiastic to contribute to pharmacy services. Be able to work under pressure.

**DUTIES**: The incumbent will work under direct supervision of a pharmacist to dispense medicines to patients according to the dispensing process. Effectively distribute medicines to the wards and other units according to prescribed Standard Operating Procedures (SOP’s) and monitor Good Pharmacy Practice (GPP) compliance in the wards through ward inspections. Control stock in the pharmacy, including ordering, receiving, issuing and maintenance of stock, using prescribed stock management systems. Preparing stock. Participate in the bi-annual stock taking process. Advice and support patients and other healthcare professionals on any pharmaceutical related issues. Participate in all pharmacy projects and perform all other duties delegated by the supervisor.

**ENQUIRIES**: Mrs Ms SI Tarirai Tel No: (012) 354 – 6814

**APPLICATIONS**: Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 or hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.

**NOTE**: No faxed or emailed applications will be considered. Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and
signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YYYY). Documents to be attached is certified ID document, certified copies of qualifications, relevant council registration certificate and proof of current registration (Where applicable). Certification should not be more than six (6) months old. 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, qualifications verification, criminal checks and credit/financial stability checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. Males and people with disability are encouraged to apply.

CLOSING DATE : 31 July 2020

POST 17/77 : SECRETARY REF NO: SEC 3/6/20
Directorate: Administration (office of the Deputy Director Administration)

SALARY : R173 703 per annum excluding benefits
CENTRE : Wits Oral Health Centre
REQUIREMENTS : Must have grade 12 with 5 years working as a Secretary or. A diploma or a degree in secretarial/or office administration with 3 years’ experience working as secretary. Must be Computer Literate (Ms Word, Excel, PowerPoint and Ms Outlook). Good communication skills – both verbal and written, have good interpersonal skills, work independently and as a team member. Ability to work under pressure.

DUTIES : Efficient and effective management of the office including diary management, attending to telephone calls & enquiries, setting up meetings, document management, typing of documents and storage of data such as reports, leave plans, memorandums/notices/statistics. Minute-taking at departmental meetings and distribution of minutes. Arrange departmental functions, venues and refreshments. Set up and maintain paper and electronic filing systems records, correspondence and other material. Order and dispense office supplies. Execute receptionist and general administrative duties.

ENQUIRIES : HR Manager- Mr. P.F Monama Tel No: (011) 481-2099
Pulankana.Monama@gauteng.gov.za

APPLICATIONS : Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15, Braamfontein, 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown.

NOTE : Applicants to attach certified copies (date of certification not older than six (6) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified. No faxed /E-mailed applications will be accepted.

CLOSING DATE : 31 July 2020

POST 17/78 : FINANCE CLERK – PATIENT REVENUE ADMINISTRATION CLERK REF NO: FINCL05/6/20
Directorate: Administration – Patient Revenue

SALARY : R173 703 per annum (Level 05) excluding benefits
CENTRE : Wits Oral Health Centre
REQUIREMENTS : Grade 12 with minimum of 1 - 2 years working experience in Patient Revenue. Post matric qualification in financial management, banking, Public Administration or equivalent qualification will serve as advantage. Knowledge of Administrative Procedure Manual, Patient Classification policy, Revenue process flow, Means test, ICD Code, PFMA, Treasury Regulations. Must have excellent Paab system

ENQUIRIES: Mrs. Louise Du Toit Tel No: (011) 488 – 4907/6

APPLICATIONS: Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15, Braamfontein, 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed /E-mailed applications will be accepted.

NOTE: Applicants to attach certified copies (date of certification not older than six (6) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees and relevant certificates. Applications without proof of the necessary documents will be disqualified.

CLOSING DATE: 31 July 2020

POST 17/79: SECURITY OFFICER REF NO: SECUR 04/6/20
Directorate: Support Services

SALARY: R122 595 per annum, excluding benefits

CENTRE: Wits Oral Health Centre

REQUIREMENTS: Grade 12 or equivalent qualification and minimum PSIRA Grade D Certificate. Minimum 2 years’ experience as a Security. The following will serve as an added advantage: Firefighting Certificate and First Aid Certificate.

DUTIES: Responsible for the control of access to the Dental Hospital and offices. Maintain and follow security procedures/protocols. Maintain proper record keeping (all security registers) and safeguarding of security equipment. Report any suspicious incidents and respond to emergencies to provide assistance. Maintain safe and secure environment for employees, patients and students. Check functionality of all security equipment and monitor surveillance equipment. Control of keys. Conduct security risk assessment and report security breaches. Any other security duties delegated by supervisor.

ENQUIRIES: HR Manager- Mr. P.F Monama Tel No: (011) 481-2099
Pulankana.Monama@gauteng.gov.za

APPLICATIONS: Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15, Braamfontein, 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed /E-mailed applications will be accepted.

NOTE: Applicants to attach certified copies (date of certification not older than six (6) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees and relevant certificates. Applications without proof of the necessary documents will be disqualified.

CLOSING DATE: 31 July 2020

POST 17/80: LAUNDRY AID REF NO: ODI/02/07/2020/01

SALARY: R102 534 per annum (Level 02) (plus benefits)

CENTRE: Odi District Hospital

REQUIREMENTS: Grade 9 or Abet Level 4 with 2 years’ working experience in Laundry in the hospital environment, ability to read and write. Good communication skills, ability to work under pressure, be able to work shifts including weekend and public holidays. Motivation must be attached.

DUTIES: Sorting, counting of soiled linen and clean linen, up and loading of the truck, preparation of washing, ironing, folding of linen, collecting and delivering of clean linen to the different wards including stock taking, cleaning of laundry surfaces and working area by the following standard operating procedure, ensure that laundry experience (registration and billing) and Cashier functions. Good communication skills (verbal and written) as well as computer literacy.
equipment and adequate suppliers are properly maintained and any other duties as delegated by the supervisor. Adhere to Occupational Health Safety requirements.

ENQUIRIES: Ms. Sebopela MG Tel No: (012) 725 2472
APPLICATIONS: Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section 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 copies allowed. Certified copies should not be more that than six months old.

CLOSING DATE: 31 July 2020
POST 17/81: OCCUPATIONAL MEDICAL PRACTITIONER (SESSIONAL APPOINTMENT)
Directorate: OHS
SALARY: R618.00 – R772.00 per hour
CENTRE: Tshwane Rehabilitation Hospital

DUTIES: Draw Medical surveillance structures as prescribed by OHSA and related regulations; Manage and conduct Medical Surveillance inclusive of Biological Monitoring, Initial, periodic and exit medical examinations and return to work. Certification of fitness for work. Develop Risk Based Medical Surveillance Plans. Management and reporting of occupational injuries and disease incidents. Development of incident management protocols, Provide Occupational Health and Medicine Services; Acute management of minor ailments. Collaborate and Participate in disaster management; Collaborate Participation of Health and Safety inspections; Develop and review occupational health standard operating procedures, SHERO; and Wellness management programmes as part of the Employee Health and Wellness in TRH. Monitor and manage absenteeism with HR and supervisors. Develop and monitor a Legal Compliance Register for the hospital. Establish and maintain good relations with OHS Stakeholders and other disciplines within the hospital. Lead the development/review and implementation of all OHS/Wellness initiatives including training. Assist with PILIR and reasonable accommodation cases. Attend provincial OHS meeting when the need arises.

ENQUIRIES: Mrs FK Mokgokong Tel No: (012) 354 6745
APPLICATIONS: Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.
NOTE: No faxed or emailed applications will be considered. Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualifications, relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than six (6) months old). 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, qualifications verification, criminal checks and credit/financial stability checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. Males and people with disability are encouraged to apply.

CLOSING DATE : 31 July 2020

DEPARTMENT OF SOCIAL DEVELOPMENT

It is the department’s intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Mr Hayden Pillay. All applicants is also encouraged to number the pages of their CV and the attached certified documents.

CLOSING DATE : 31 July 2020

NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies 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. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Applicants must take note that due to COVID-19 pandemic; the Gauteng Department of Social Development will conduct interviews.

OTHER POSTS

POST 17/82

DEPUTY MANAGER NURSING REF NO: SD/2020/07/05

Directorate: Institutions

SALARY : R843 618 – R949 482 per annum (within the OSD framework)

CENTRE : Johannesburg Head Office

REQUIREMENTS : A diploma or degree in Nursing with 9 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing which 4 years must be of appropriate/recognisable experience at management level. A valid driver’s licence. Knowledge and understanding of Legislation and Policy mandates regulating Nursing practice, Process and procedures. Skills and Competencies: Computer literacy, Project Management, Monitoring and Evaluation, Communication and Leadership skills.

DUTIES : Develop and Manage Nursing Plan. Manage standard practices, criteria and indicators for quality nursing practice and health care in accordance with regulatory framework. Manage nursing practice and health care in accordance with regulatory framework. Mange a contractive working relationship with other stakeholders. Manage nursing staff and other allied and related profession, namely: Occupational Therapist and Clinical Psychologist.

ENQUIRIES : Innocent Mantome Tel No: (011) 227 0105

APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Ms Innocent Mantome, or posted to Private Bag X35, Johannesburg, 2000

NOTE : NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
POST 17/83: SOCIAL WORK MANAGER: PROBATION AND CANALISATION REF NO: SD/2020/07/01

SALARY: R794 889 – R1 100 325 per annum (within the OSD Framework)
CENTRE: Johannesburg Metro Region
REQUIREMENTS: A Degree in Social Work with registration with the South African Council for Social Service Professions as Social Worker. A minimum of 10 years’ appropriate experience in Social Work after registration as Social Worker with the SACSSP. A minimum of 10 years appropriate management experience in Social Work – Probation, child protection and statutory social work after registration as a Social Worker with the SACSSP. Submission of valid registration certificate and current registration with the SACSSP. Knowledge of all relevant Public Service prescripts, Policy on Financial Awards to Service Providers, The Constitution of Republic of South Africa, Legislation International Instruments as well as Policies relevant to social dynamics, human behaviour, social systems and Social Work empowerment interventions. Skills and Competencies: Planning and organizing, administration, networking, communication (written and oral), co-ordination, analytical thinking, computer literate, monitoring and evaluation, problem solving, report writing, financial management, project management and ability to compile complex report skills. A valid driver’s license.

DUTIES: Facilitate and manage the statutory service delivery, focusing mainly on Probation Services. Manage cases of children and youth in conflict with the law, preparation of court cases and oversee the allocation of cases to Probation Officers for investigation. Ensure the effective implementation and monitoring of programmes with adherence to policies and legislative mandates. Facilitate stakeholder capacity building and manage stakeholder relations Manage staff training, development and performance. Manage implementation of the diversion programmes. Manage the provision of home based Supervision programmes. Manage the social crime awareness and prevention programmes. Perform the administrative functions required in the unit.

ENQUIRIES: Ms C Dukwana Tel No: (011) 355 9502
APPLICATIONS: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Johannesburg Metro Region, 91 Commissioner Street or Private Bag x1 Johannesburg, 2000.
FOR ATTENTION: Ms C Dukwana Tel No: (011) 355 9502
NOTE: NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 17/84: SOCIAL WORK MANAGER: PARTNERSHIP AND FINANCING (X2 POSTS)

SALARY: R794 889 – R 1 100 325 per annum (within the OSD Framework)
CENTRE: Johannesburg Metro Region Ref No: SD/2020/07/02 (X1 Post) Ekurhuleni Region Ref No: SD/2020/07/03 (X1 Post)
REQUIREMENTS: A Degree in Social Work with registration with the South African Council for Social Service Professions as Social Worker. A minimum of 10 years’ appropriate experience in Social Work after registration as Social Worker with the SACSSP. Submission of valid registration certificate and current registration with the SACSSP. Knowledge and understanding of legislative, policy, procedures and processes regulating Social Work Probation services and computer literacy. Skills and Competencies: Knowledge and understanding of PFMA. Knowledge of the Department’s Constitutional mandate. Project management, report writing, problem solving, interpersonal, leadership, coordination, planning and organizing skills. A valid drivers’ license.

DUTIES: Managing and supervising Social Work Supervisor and a team of Community Development Liaison Officers and Community Development Liaison workers. Ensuring that subordinates are trained and developed to be able to deliver work of the required standards efficiently and effectively through the utilisation of knowledge management. Conducting audits and DQA’s to funded NGO’s. Ensuring that the budget is allocated and utilised appropriately according to the Funding Agreement. Developing a transformation plan for the regions on the NPO’s based on the PFA. Assisting in developing appropriate costing norms. Monitoring transformation and insuring the rendering of quality and equitable social services.
Developing training manuals. Coordinating the Welfare Summit Steering Committee. Managing staff training & development. Managing projects allocated to the sub-directorate.

ENQUIRIES: Mr D Mathabatha Tel No: (011) 355-9501 JHB Metro Region, Ms F Pete Tel No: (011) 820 0

APPLICATIONS: The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to - The Gauteng Department of Social Development. Johannesburg Metro Region 91 Commissioner Street or Private Bag x1 Johannesburg, 2000 for Attention- Mr D Mathabatha, (011) 355 9501, Ekurhuleni Region, 40 Catlin Street, Germiston, 1400 or posted to - Private Bag x1008, Germiston, 1400.

FOR ATTENTION: Ms N Pete Tel No: (011) 820 0332

NOTE: NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 17/85: COMMUNITY DEVELOPMENT MANAGER SUSTAINABLE LIVELIHOODS REF NO: SD/2020/07/04

SALARY: R794 889 – R1 100 325 per annum (within the OSD Framework)

CENTRE: Ekurhuleni Region

REQUIREMENTS: An appropriate 3 year tertiary qualification. A minimum of 10 years recognizable experience in Community Development after obtaining the required qualification. Knowledge of the Department's constitutional mandate and relevant policies, legislation; and its relationship with National and other stakeholders. Knowledge of social development, poverty management and alleviation matters. Proven track record of leading change management initiatives and applying innovative thinking. Excellent interpersonal relations. Driver's license. Computer literacy. Skills and Competencies: Problem solving; communication; analytical and advanced program/project/resource management skills.

DUTIES: To oversee, coordinate and facilitate the planning and management of an integrated and accessible quality of Social Development service within Region. Provide Strategic leadership and manage implementation of Programme 3, the Strategic Plan of the Department. Provide support service and Financial Management in conjunction with the Auxiliary Service component. Align budget and resource needs to service delivery implementation. Strategic Partnerships and Stakeholders: Foster and maintain partnerships on provincial level, MEC/MMC technical forum for interdepartmental collaboration and partnerships with NGO's for service delivery in specific areas of programme including areas identified in terms of the 20 Township program. SDI - interpret departmental legislation and policies for effective implementation of Batho - Pete service delivery improvement and good governance within the Region. Monitoring and Evaluation of service delivery inputs and outputs on monthly, quarterly and annual targets. Monitor compliance to legislation and evaluate impact on service delivery, outline achievements and challenges and redirect plans for best results in annual report within Programme 3.

ENQUIRIES: Ms N Pete Tel No: (011) 820 0332

APPLICATIONS: Please forward application, quoting the relevant reference number to - The Gauteng Department of Social Development, 40 Catlin Street, Germiston, 1400 or posted to - Private Bag x1008, Germiston, 1400

FOR ATTENTION: Ms N Pete Tel No: (011) 820 0332

NOTE: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 17/86: DEPUTY DIRECTOR STRATEGIC PLANNING REF NO: SD/2020/07/06

SALARY: R733 257 per annum (all-inclusive package)

CENTRE: Johannesburg Head Office

REQUIREMENTS: A three-year National Diploma/Bachelor's Degree in Public Administration or (equivalent qualification) plus 3-5 years Strategic Planning experience. A valid driver's license. Knowledge and understanding of Strategic Planning framework, systems, procedures and processes applicable in the Public Service. Knowledge of departmental policy framework. SKILLS: Analytical, integration and alignment.
Strategic management and planning. (including capability to facilitate strategic and business planning process). Good communication (both written and verbal). Computer literacy with at least knowledge of MS, Word, Excel, Outlook and PowerPoint.

**DUTIES**: Assist with facilitation and management of strategic business and operational planning processes linked to the budgetary processes. Assist with the facilitation, compilation and consolidation of organizational performance reports and budget vote documents. Analyse organisational performance and provide strategic inputs to business units. Provide planning technical guidance to the business units. Manage staff performance, training and development, leave and conduct.

**ENQUIRIES**: Mr O Mkhabela Tel No: (011) 355 7937

**APPLICATIONS**: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Mr O Mkhabela, Tel No: (011) 355 7937 or posted to- Private Bag X35, Johannesburg, 2000.

**NOTE**: NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
in accordance with prescribed norms and standards. Identify health indicators, risk factors and conduct client satisfactory surveys. Manage Nursing Practice and Health Care in accordance with regulatory. Develop and monitor a professional and ethical practice as well as enabling environment for ethical practice. Manage a constructive working relationship with other stakeholders. Promote the role of nursing with multi-disciplinary health teams, organizations and special interest group. Manage nursing staff, leave plans and attend to staff grievance and disciplinary matters. Manage individual performance and development. Promote nursing ethical conduct to nursing staff.

ENQUIRIES: Ms Z Nhlapo Tel No: (011) 8177303 – Zanele Mbeki, Ms C Letoaba Tel No: (012) 797 8304 – Father Smangaliso Mkhatshwa

APPLICATIONS: Please forward applications, quoting the relevant reference number to Gauteng Department of Social Development: Zanele Mbeki Frail Care Centre, 3 Vlakfontein Road, Dunnottar for attention Ms Zodwa Nhlapo (011) 817 303, Father Smangaliso Mkhatshwa CYCC, Soutpan Road, Soshanguve, For Attention: Ms C Letoaba Tel No: (012) 797 8304

NOTE: NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 17/89: SOCIAL WORK SUPERVISOR (X56 POSTS)

Directorates: Probation and Canalization, Intake Field and NPO Partnership and Finance.

SALARY: R384 228 – R714 795 per annum (within the OSD framework)

CENTRE:
Ekurhuleni Region Ref No: SD/2020/07/15 (X19 Posts)
Johannesburg Metro Ref No: Region SD/2020/07/16 (X11 Posts)
Tshwane Region Ref No: SD/2020/07/18 (X6 Posts)
Sedibeng Region Ref No: SD/2020/07/19 (X6 Posts)

REQUIREMENTS: A Bachelor’s degree in Social Worker with 7 years appropriate/recognizable experience in Social Work after registration as a Social Worker with the South African Council for Social Services (SACSSP). Submission of valid proof of registration with the council. A valid driver’s licence. Knowledge of and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being. The ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and efficiently. Knowledge of applicable and relevant legislations and policies in this field of work and the ability to compile complex reports. Good conflict resolution and people management, Computer literate, excellent verbal and written communication skills.

DUTIES: Ensure that a Social Work service with regard to the care, support, protection and development of vulnerable individuals, group, families and communities through the relevant programmes is rendered. Attend to any other matters that could result in, or stem from, social instability in any form. Supervise and advise Social Workers, Social Auxiliary Workers and volunteers to ensure an effective Social Work Services. Keep up to date with new developments in the social work field. Supervise all the administrative functions required in the unit and undertake the higher-level administrative functions.

ENQUIRIES: Ekurhuleni Region-Ms N Pete Tel No: (011) 820 0332
West Rand Region-Mr SM Makgorogo Tel No: (011) 950 7803/ (011) 950 7700
Johannesburg Metro Region- Ms C Dukwana Tel No: (011) 355 9502
Tshwane Region Mr A Kotsedi Tel No: (012) 359 3314
Sedibeng Region- Ms J Phetshana Tel No: (016) 930 2068

APPLICATIONS: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development,

Ekurhuleni Region, 40 Catlin Street, Germiston, 1400 for attention Ms N Pete (011) 820 0332 or Private Bag x1008, Germiston, 1400.
West Rand Region, Human Street, Krugersdorp for attention Mr SM Makgorogo Tel No: (011) 950 7803/ Tel No: (011) 950 770016 or Private Bag x 2068, Krugersdorp 1740.
Johannesburg Metro Region, Johannesburg Metro Region, 91 Commissioner Street, Johannesburg for attention Ms C Dukwana Tel No: (011) 355 9502 or Private Bag x1, Johannesburg, 2000.

Tshwane Region, South Tower, Fedsure Building, 268 Cnr Lillian Ngoyi & Pretorius Street, Pretoria for attention Mr A Kotsedi Tel No: (012) 359 3314 or Private Bag X266, Pretoria, 0001.

Sedibeng Region, 3 Moshoeshoe Street, Sebokeng for attention Ms J Phetshana Tel (016) 930 2068 or Private Bag X209, Vanderbijlpark 1911.

NOTE: NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 17/90: ASSISTANT DIRECTOR: NPO MONITORING AND EVALUATION (X3 POSTS)

SALARY: R376 596 per annum (plus benefits)
CENTRE: Ref No: Head Office Ref No: SD/2020/07/09 (X2 Posts)
Johannesburg Metro Region Ref No: SD/2020/07/10 (X1 Post)

REQUIREMENTS: A three years’ tertiary qualification in Monitoring and Evaluation with 3-5 years’ experience in the NPO environment. Knowledge and understanding of legislative/Policy frameworks, processes and procedures governing the monitoring and evaluation of NPO’s in the Public Sector. Knowledge and understanding of Departmental processes and procedures governing the monitoring and evaluation if funded non-profit organisations. Skills and Competencies: Honesty and Integrity, innovative individual, thorough to details. Team working, interpersonal relations, analytical, report writing, planning and co-ordinating skills.

DUTIES: Planning and scheduling staff and resources for conducting of onsite financial compliance Monitoring to funded organisations. Managing the identification of discrepancies on compliance of funded NPO’s. Scheduling staff and other resources on the identification of NPO’s financial and administrative capacity building requirements. Managing the provision and submission of progress reports on the implementation of NPO’s financial and administrative capacity building plan. Managing the preparation of reports on programmes performed by NPO’s. Planning and schedule staff for assessment of current financial and administrative capacity of all existing funded NPO’s. Managing the completion and submission of recommended appropriate interventions. Developing staff work plan. Supervising staff performance.

ENQUIRIES: Mr O Mkhabela Tel No: (011) 355 7937 – Head Office Mr D Mathabatha Tel No: (011) 355 9501 – Johannesburg Metro Region

APPLICATIONS: Applications can be delivered to The Gauteng Department of Social Development. Head Office, 69 Commissioner Street, Thusanong Building, Johannesburg, 2000 for Attention: Mr O Mkhabela, Tel No: (011) 355 79367 or Private Bag x6 Johannesburg, 2000. Johannesburg Metro Region 91 Commissioner Street or Private Bag x1 Johannesburg, 2000

FOR ATTENTION: Mr D Mathabatha Tel No: (011) 355 9501
NOTE: NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s)

POST 17/91: ASSISTANT DIRECTOR: NPO FUNDING (X2 POSTS)

SALARY: R376 596 per annum (plus benefits)
CENTRE: Sedibeng Region Ref No: SD/2020/07/11
Ekurhuleni Region Ref No: SD/2020/07/12


DUTIES: Facilitate adjudication and NPO budget approval processes. Create and approve service contracts and verify newly created service contract for NPOs. Monitor expenditure and financial analysis on quarterly basis for tranche payments processed by the Regions and report on subsidy payments. Capacity building in
the emerging NPOs. Manage staff development, training, leave plan, performance, workload and monthly reports.

**ENQUIRIES**
Ms Lorna Harmse Tel No: (016) 930 2055 (Sedibeng Region), Ms N Pete Tel No: (011) 820 0332 (Ekurhuleni Region)

**APPLICATIONS**
Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Ekurhuleni Region, 40 Catlin Street, Germiston, 1400 for Attention- Ms N Pete (011) 820 0332 or post to Private Bag x1008, Germiston, 1400, Sedibeng Region, 3 Moshoeshoe Street, Sebokeng 1911 for attention Ms Lorna Harmse Tel No: (016) 930 2055 or post to Private Bag X209, Vanderbijlpark, 1911.

**NOTE**
NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**POST 17/92**

**ASSISTANT DIRECTOR ADMINISTRATION REF NO: SD/2020/07/13**

**SALARY**
R376 596 per annum (plus benefits)

**CENTRE**
Head Office Auxiliary Services

**REQUIREMENTS**
A three years’ tertiary qualification in Public Management/Office Management with 3 – 5 years’ experience in administrative environment. Knowledge and understanding of legislative framework governing the transformation of service delivery practices, systems, processes and procedures applicable in the public service, PFMA and the Department’s Constitutional mandate. Skills and Competencies: Developmental oriented, self driven, performance driven, honesty and integrity, analytical, project management, report writing, communication, problem solving, interpersonal, planning and organising, coordination and leadership skills. A valid drivers’ licence.

**DUTIES**
Manage, monitor, supervise the function of Food Services and Switchboard Services by ensuring that customer satisfaction is achieved. Provide Secretariat Services and logistical support in the Directorate. Comply with policies, prescripts and other processes and procedures within the Unit. Provide supervision to personnel in the Unit. Manage the budget of the Unit.

**ENQUIRIES**
Mr Z Jaca Tel No: (011) 355 7678

**APPLICATIONS**
Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg or Private Bag X 35, Johannesburg, 2000

**FOR ATTENTION**
Mr Z Jaca Tel No: (011) 355 7678

**NOTE**
NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**POST 17/93**

**ASSISTANT DIRECTOR: TENDER AND CONTRACT MANAGEMENT REF NO: SD/2020/07/14**

**SALARY**
R376 596 per annum (plus benefits)

**CENTRE**
Johannesburg Head Office

**REQUIREMENTS**
A three-year National Diploma/Bachelor’s Degree in Supply Chain Management, Logistics, Public Management or Finance with 3-5 years’ experience in Supply Chain Management environment. A valid driver’s license. Knowledge and understanding of tender and contract management legislative in the Public Service, PFMA and procedures on tenders and contracts administration. Skills And Competencies: Report writing, communication, conflict management, planning and organising, leadership, coordination, facilitation, contract management and tender management skills, business insight, team work, supervision, staff development, financial management, budgeting processes, policies, procedures and legislations.

**DUTIES**
Administration of outsourced adhoc accommodation leases and transversal service tenders. Management the process of commencement and termination of contracts awarded. Collates information on pending tenders for reporting, finalized tenders for annual performance reporting, awarded tenders on Provincial Treasury’s database and responses to audit queries on tender administration. Submit price adjustment request for assessment to GDF. Monitor, update and safe keeping of process files. Management of staff.

**ENQUIRIES**
Ms S Moloi Tel No: (011) 227 0062
APPLICATIONS: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Head Office, 69 Commissioner Street, Thusanong Building, Johannesburg, 2000 for Attention- Ms S Moloi (011) 227 0062 or post to Private Bag X35, Johannesburg, 2000.

NOTE: NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 17/94: SOCIAL WORK POLICY DEVELOPER: VICTIM EMPOWERMENT PROGRAM REF NO: SD/2020/07/20

SALARY: R363 801 – R581 178 per annum (within the OSD Framework)

CENTRE: Johannesburg Head Office

REQUIREMENTS: A Degree in Social Work. A minimum of 8 years’ experience as a Social Worker in Social Welfare services after registration with SACSSP (3 years of experience within the Men and Boys Empowerment Programmes). Current registration with SACSSP and the registration certificate. Knowledge and understanding of legislation, policy, procedures, processes and institutional framework governing Victim Empowerment and services to men & boys. Computer literacy. Skills and Competencies: Good planning and capability, project and programme management, monitoring and evaluation, reporting, negotiation and verbal and written communication skills. A valid driver’s license.

DUTIES: Develop provincial policies and guidelines for men and boys. Administer the implementation of the men and boy strategy. Implement the men and boys program in the province. Coordinate Provincial Men’s forums. Coordinate the International Men’s day. Implement prevention and awareness programmes. Conduct training and capacity building workshops in the field of men and boys and the perpetrator program. Ensure compliance with legislation, policies and procedures through DQAs, case audits and site visits. Manage programme performance reporting processes.

ENQUIRIES: Mr Z Jaca Tel No: (011) 355 7678

APPLICATIONS: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg or Private Bag X 35, Johannesburg, 2000.

FOR ATTENTION: Mr Z Jaca Tel No: (011) 355 7678

NOTE: NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 17/95: SENIOR ADMIN OFFICER: SYSTEMS CONTROL AND TRAINING REF NO: SD/2020/07/21 (X2 POSTS)

SALARY: R316 791 per annum (plus benefits)

CENTRE: Johannesburg Head Office

REQUIREMENTS: A three years’ tertiary qualification in Financial Management/ Management Accounting with 2-3 years’ experience in Management Accounting environment in the Public Service. A valid driver’s license Knowledge and understanding of Financial systems training methodologies and Departmental procedures regulating financial Systems. Knowledge and understanding of legislative framework governing the Budget planning, implementation and monitoring systems, procedures and processes in the Public Service. Skills and Competencies: Good Facilitation, Consultation budgeting, Communication and training and development skills. A valid driver’s License.

DUTIES: Roll out of Financial Systems Training in the Department and follow up on training needs assessments for individuals and group of employees. Conduct training on expenditure, revenue and Supply Chain Management monitoring. Provide assistance on budget preparation and allocations. Support and advice programme managers on the implementation of budget reform measures in all entities. Provide assistance on the implementation of expenditure monitoring and control systems and identify misallocations of expenditure. Enhancement of Financial Internal Control systems identify gaps in Financial Internal Control systems in the Office of the CFO.

ENQUIRIES: Ms E Choshi Tel No: (011) 355 7700

APPLICATIONS: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg, 2000.
Building, Johannesburg or posted to Private Bag X35, Johannesburg, 2000 for attention- Ms E Choshi Tel No: (011) 355 7700.

NOTE : NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures

POST 17/96 : SENIOR ADMINISTRATIVE OFFICER FINANCE AND SUPPLY CHAIN MANAGEMENT REF NO: SD/2020/07/22

SALARY : R316 791 per annum (plus benefits)

CENTRE : Dr Fabian and Florence Ribeiro Treatment Center


DUTIES : Implement and monitor changes to the budget allocations. Supervise cashier services and administer payment processes. Manage Supply Chain Management functions. Ensure an efficient, effective and transparent SCM system. Provide training to staff and management when necessary. Maintain sound and efficient financial controls as per the PFMA and Treasury Regulations. Attend required workplace (internal and external) meetings and committees. Participate in occupational health and safety tasks in the workplace (monthly inspection and committee member). Supervision and management of staff. Facilitate performance management development system processes within prescribed time lines (identify training need, conduct quarterly reviews, annual performance evaluation, performance contracting). Implement labour related procedures within prescribed time lines. Ensure compliance to legislation, policies and procedures.

ENQUIRIES : Ms S Hutchinson Tel No: (012) 734 8325

APPLICATIONS : Please forward applications, quoting the relevant reference number for Attention Ms S Hutchinson, Dr Fabian and Florence Ribeiro Treatment Centre, Zonderwater Road, Next to Zonderwater Prison, Cullinan or Private Bag X 1004, Cullinan, 1000.

FOR ATTENTION : Ms S Hutchinson Tel No: (012) 734 8325

NOTE : NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures

POST 17/97 : SENIOR ADMIN OFFICER: NPO MONITORING AND EVALUATION (X25 POSTS)

SALARY : R316 791 per annum (plus benefits)

CENTRE : Head Office Ref No: SD/2020/07/23 (X1 Post) Sedibeng Region Ref No: SD/2020/07/24 (X3Posts) Ekurhuleni Region Ref No: SD/2020/07/25 (X5 Posts) Westrand Region Ref No: SD/2020/07/26 (X5 Posts) Tshwane Region: SD/2020/07/27 (X6 Posts) Johannesburg Metro Region Ref No: SD/2020/07/28 (X5 Posts)

REQUIREMENTS : A three year National Diploma/ Bachelor’s Degree in Accounting, Financial Management or equivalent qualification with 2-3 years’ experience in NPO environment. Knowledge and understanding of legislative/Policy frameworks, processes and procedures governing the monitoring and evaluation of NPO in the Public Sector. Knowledge and understanding of Departmental processes and procedures regulating the monitoring and evaluation of funded non-profit organizations. A valid driver’s license. Skills and Competencies. Good planning and coordinating, Analytical, report writing, communication and interpersonal relations skills. Honest and innovation individual.

DUTIES : Onsite monitoring of NPO’s. Conduct onsite financial compliance monitoring to funded Organisations. Report non-compliance of NPOs to funding model and instruments. Provision of capacity building to funded NPO’s. Provide progress on the implementation of NPO’s financial and administrative capacity building plan. Report on funded NPO’s, prepare quarterly reports on NPOs compliance status and prepare reports on programmes performed by NPO’s. Assess current financial
and administrative capacity of all existing funded NPO’s. Supervise staff training and development, performance and leave plan.

ENQUIRIES
- Ekurhuleni Region-Ms N Pete Tel No: (011) 820 0332
- West Rand Region-Mr SM Makgorogo Tel No: (011) 950 7803/ (011) 950 7700
- Johannesburg Metro Region- Ms C Dukwana Tel No: (011) 355 9502
- Tshwane Region Mr A Kotsedi Tel No: (012) 359 3314
- Sedibeng Region- Ms J Phetshana Tel No: (016) 930 2068.

APPLICATIONS
Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development:

- Ekurhuleni Region, 40 Catlin Street, Germiston, 1400 for attention Ms N Pete (011) 820 0332 or Private Bag x1008, Germiston, 1400.
- West Rand Region, Human Street, Krugersdorp for attention Mr SM Makgorogo Tel No: (011) 950 7803/ (011) 950 770016 or Private Bag x 2068, Krugersdorp 1740.
- Johannesburg Metro Region, Johannesburg Metro Region, 91 Commissioner Street, Johannesburg for attention Ms C Dukwana (011) 355 9502 or Private Bag x1, Johannesburg, 2000.
- Tshwane Region, South Tower, Fedsure Building, 268 Cnr Lillian Ngoyi & Pretorius Street, Pretoria for attention Mr A Kotsedi Tel No: (012) 359 3314- or Private bag X266 Pretoria 0001.
- Sedibeng Region, 3 Moshoeshoe Street, Sebokeng for attention Ms J Phetshana Tel (016) 930 2068or Private Bag X209, Vanderbijlpark, 1911.

NOTE
NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 17/98
SENIOR ADMINISTRATIVE OFFICER: NPO FUNDING (X10 POSTS)

SALARY
R316 791 per annum (plus benefits)

CENTRE
- Sedibeng Region Ref No: SD/2020/07/29 (X2 Posts)
- Ekurhuleni Region Ref No: SD/2020/07/30 (X2 Posts)
- West Rand Region Ref No: SD/2020/07/31 (X3 Posts)
- Tshwane Region Ref No: SD/2020/07/32 (X3 Posts)

REQUIREMENTS
A three years qualification in Accounting, Financial Management with 2-3 years’ experience in the NPO environment. A valid drivers’ license. Knowledge and understanding of legislative/Policy framework, processes and procedures governing the transfer payment to NPOS’s in the Public Sector. Knowledge and understanding of Departmental processes and procedures regulating the transfer payment of funded non-profit organisations. Knowledge of SAP Social Care Solution. Skills and Competencies Sound financial management and monitoring skills. Good communication and report writing skills. Must be able to work in a team. Auditing, analytical and planning, coordinating skills. Must be computer literate.

DUTIES
Provide advice during panel discussions based on APP targets on funding and approved budget for funding of NPO’s. Implement transfer payment to funded NPO’s. Reconcile transfer payments. analyses Audited Financial Statements. Consolidate transfer payments. Develop staff work plans. Manage staff leave plans and supervise staff performance. Plan and implement staff training and development programmes.

ENQUIRIES
- Ms J Phetshana Tel No: (016) 930 2068 (Sedibeng Region)
- Ms N Pete Tel No: (011) 820 0332 (Ekurhuleni Region)
- Makgorogo Tel No: (011) 950 7803/ (011) 950 7700 (West Rand Region)
- Mr A Kotsedi Tel No: (012) 359 3314 (Tshwane Region)

APPLICATIONS
Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development:

- Ekurhuleni Region, 40 Catlin Street, Germiston, 1400 for attention Ms N Pete Tel No: (011) 820 0332 or Private Bag x1008, Germiston, 1400.
- West Rand Region, Human Street, Krugersdorp for attention Mr SM Makgorogo Tel No: (011) 950 7803/ (011) 950 770016 or Private Bag x 2068, Krugersdorp 1740.
- Tshwane Region, South Tower, Fedsure Building, 268 Cnr Lillian Ngoyi & Pretorius Street, Pretoria for attention Mr A Kotsedi Tel No: (012) 359 3314 or Private bag X266, Pretoria, 0001.
Post 17/99: Personal Assistant (X2 Posts)

Salary: R257 508 per annum (plus benefits)
Centre: Johannesburg

Requirements: Secretarial Diploma or equivalent qualification with 3-5 years' experience in rendering a support service to Senior Management. A valid driver's license. Knowledge on the relevant legislation/policies/prescripts and procedures. Computer literacy (Microsoft Word, Excel, Outlook and PowerPoint, Project Office) is essential. Skills and Competencies: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette, High level of reliability, ability to do research and analyse documents and situations. Basic knowledge on financial administration.

Duties: Provide Secretarial/administrative support service to the Manager. Receive telephone calls in an environment where, in addition to the calls for the Senior Manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Operate and ensure that office equipment, e.g. fax machines and photocopiers are in good working order. Render administrative support services. Scrutinize routine submissions/reports and make notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Provide support to manager regarding meetings. Collect and compile all necessary documents for the manager to inform him/her on the contents. Record minutes/decisions and communicate to relevant role-players, follow-up on progress made. Support the manager with the administration of the manager's budget. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

Enquiries: Ms T Mbhense Tel No: (011) 355 7703

Applications: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or Private Bag X35, Johannesburg, 2000 for attention- Ms T Mbhense Tel: (011) 355 7703

Note: NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

South African Police Service

Applications must be e-mailed to Only One of the following e-mail addresses: HenningC@saps.gov.za or BarnardSA@saps.gov.za or LennoxA@saps.gov.za or BapelaM3@saps.gov.za No further e-mail correspondence will be entertained after submission of application.

Closing Date: 31 July 2020 at 16:00

Note: Applicants may only apply for a maximum of 3 posts. Due to restriction of movement as a result of COVID-19, no hand delivered applications will be accepted.

Other Post

Post 17/100: General Worker

Salary: R102 534 per annum (Level 02)
Centre: Actonville – Ref No: GP 1/6/2020
Alexandra - Ref No: GP 2/6/2020
Atteridgeville - Ref No: GP 3/6/2020
Bekkersdal – Ref No: GP 4/6/2020
Benoni – Ref No: GP 5/6/2020
Boksburg – Ref No: GP 6/6/2020
Brakpan – Ref No: GP 7/6/2020 (X2 Posts)
Diepkloof – Ref No: GP 8/6/2020
Dobsonville – Ref No: GP 9/6/2020
Doornkop – Ref No: GP 10/6/2020
Douglasdale – Ref No: GP 11/6/2020 (X2 Posts)
Florida – Ref No: GP 12/6/2020
Hammanskraal – Ref No: GP 13/6/2020
Heidelberg – Ref No: GP 14/6/2020
Hillbrow – Ref No: GP 15/6/2020
Katlehong – Ref No: GP 16/6/2020 (2 Posts)
Kempton Park – Ref No: GP 17/6/2020 (X2 Posts)
Khutsong – Ref No: GP 18/6/2020
Kliprivier – Ref No: GP 19/6/2020
Linden – Ref No: GP 20/6/2020
Lyttelton – Ref No: GP 21/6/2020 (X2 Posts)
Magaliesberg – Ref No: GP 22/6/2020
Midrand – Ref No: GP 23/6/2020 (X2 Posts)
Nigel – Ref No: GP 24/6/2020
Norkempark – Ref No: GP 25/6/2020
Sophia Town – Ref No: GP 26/6/2020
The Barrage – Ref No: GP 27/6/2020
Tokoza – Ref No: GP 28/6/2020
Villiera – Ref No: GP 29/6/2020
Westonaria – Ref No: GP 30/6/2020 (X3 Posts)
Wierdabrug – Ref No: GP 31/6/2020
Wonderboompoort – Ref No: GP 32/6/2020
PC Office Parktown – Ref No: GP 33/6/2020
Pretoria West VCIU – Ref No: GP 34/6/2020
Protea Glen VCIU – Ref No: GP 35/6/2020
Pretoria West VSS – Ref No: GP 36/6/2020
Protea Glen Flying Squad – Ref No: GP 37/6/2020
Benoni Flying Squad – Ref No: GP 38/6/2020
Silverton Accident Combatting – Ref No: GP 39/6/2020
Brixton Accident Combatting – Ref No: GP 40/6/2020
Krugersdorp POP – Ref No: GP 41/6/2020
Vereeniging POP – Ref No: GP 42/6/2020
Benoni HRDC – Ref No: GP 43/6/2020 (X2 Posts)
Springs HRDC – Ref No: GP 44/6/2020 (X2 Posts)
Krugersdorp HRDC – Ref No: GP 45/6/2020
Aeroton Crime Detection – Ref No: GP 46/6/2020

**REQUIREMENTS**: Applicants must display competency in the post-specific functions of the post: Be a South African Citizen A Grade 10 qualification will serve as an advantage. Basic literacy, numeracy and communication skills. Be able to read and write. Willing to work extended hours when necessary. Fluency in at least two official languages, of which one must be English. Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Be willing to work irregular hours.

**DUTIES**: Maintaining a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters. Performing tasks of a routine nature, such as dusting Polish furniture and floors, vacuum carpets and mopping of tile floors. Remove refuse. Perform maintenance tasks in and around the assigned premises. Clean bathrooms and kitchens. Safeguarding and handling of a variety of Aids in the cleaning of the premises. Loading and unloading of goods. Gardening maintenance services. Washing and cleaning of state vehicles, kitchenware and utensils.

**NOTE**: Only the official application form (available on the SAPS website ([www.saps.gov.za](http://www.saps.gov.za)) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application.
application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Copies of an applicant’s ID, Minimum Grade 10 qualification and all educational qualifications obtained, service certificates of previous employers stating the occupation and proof of relevant experience in the field of the post must be attached. It is not necessary for certification and commissioning of applications at this stage due to COVID-19 restrictions. Qualifications submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children’s Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Applications must be e-mailed timeously. Late applications will not be accepted or considered.

ENQUIRIES: Tel No: (011) 274-7832 or Tel No: (011) 274-7423/4/5/7 or Tel No: (011) 74-7913
ANNEXURE K

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH

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.

OTHER POSTS

POST 17/101 : HEAD CLINICAL UNIT (ANAESTHESIA) GRADE 1 REF NO: MAD 13/2020 (X1 POST)

SALARY : Grade 1: R1 728 807 – 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

REQUIREMENTS : MBCHB degree or equivalent qualification PLUS FC (Anaestesia) and M Med Anaestesia, Registration certificate with HPCSA as a Medical Specialist (Anaestesia), Current registration with HPCSA as a Medical Specialist (Anaestesia), A minimum of 3 years’ experience after registration with HPCSA as a Medical Specialist (Anaestesia), Proof of current and previous work experience endorsed by HR (Certificate of service). Knowledge, Skills and Competencies required: -Knowledge of appropriate specialist procedures and protocols within the field of expertise, Knowledge of legislative prescripts governing the public service, Human Resource management, financial management and general administrative skills, control of budget, monitoring expenditure and project management. Computer literacy in MS Outlook, Excel, Word and PowerPoint. Report writing, Presentation and teaching skills. Strategic capability and leadership skills. Problem solving, Project management and change management. Concern for Excellency, courtesy and interpersonal skills. Awareness of cross-cultural differences.

DUTIES : Render efficient and cost effective Anaestesia clinical services to patients managed by Madadeni Hospital and its drainage sites. Support all other disciplines to render quality Intensive Care Unit clinical services. Deliver effective and efficient administration of the Anaestesia department. Plan and partake in the training of staff including Nurses, Clinical Support relevant clinical research and clinical trials. Provide clinical leadership, guidance and expertise in management of Anaestesia theatre cases. Conduct in–patient ICU clinical services consultation and provide expert opinion where required. Provide vision, strategic direction and inspire employees to deliver excellent quality health services. Manage the performance of allocated human resources. Ensure that working environment complies with Health and Safety Act. Staff adheres to the safety precautions and that staff is maintained to attain optimal productivity. Formulate and manage protocols in accordance with Department of Health policies that will have a positive impact on staff and ensure that staff is aware and adhere to protocols. Compile medium and long term expenditure framework and implement fiscal control measures on an on-going basis. Provide measures and guidance on quality assurance to comply with set quality standards as laid out in the legislated norms and standards, including clinical protocols, clinical audits, patient safety incidents, mortality and morbidity reports. Generate reports, plan, presentations, and perform other administrative duties attached to this position. Improve management of referrals. Maintain clinical, Professional and ethical standards.

ENQUIRIES : Dr H.A Hlela Tel No: (034) 328 8007
APPLICATIONS : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940.
FOR ATTENTION 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. 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 disqualified 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: 31 July 2020

Post 17/102: Manager Nursing Ref No: UMZ01/2020 (X1 Post)

Salary: R949 482 per annum (All – inclusive package) plus 12% rural Allowance

Centre: Umzimkulu Psychiatric Hospital

Requirements:

- Senior Certificate /Matric or equivalent qualification plus, Diploma/Degree in Nursing or Equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience at management level. Current registration with South African Nursing Council (2020 SANC receipt). Provide proof of previous & current experience endorsed and stamped by Human Resources Component not Service Certificate Z-17. Knowledge, Skills, Training & Competencies required: Ability to work in multi-disciplinary team setting. Excellent communication skills. Strong leadership and problem solving skills. Program planning, implementation and evaluation. Advance understanding and application of nursing legislation and ethical nursing practices. Knowledge of Health and Public Service Legislation, Regulations and Policies. Knowledge in National Core Standards, infection and prevention control practices. Proven facilitation skills. Ability to drive and implement change.

Duties:

- Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations practices procedures and standards pertaining to nursing care. Utilize information technology and other management information system to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilise resources in accordance with relevant directives and legislation Recommendations Diploma/Degree in Nursing Administration or relevant Health Service Management. Proof of computer literacy. A valid driver’s license.

Enquiries: Mr MK Mbewu Tel No: (039) 2590 310 EXT: 101

Applications: All applications should be forwarded to The Human Resource Manager Umzimkulu Hospital Private Bag X 514 Umzimkulu 3297.

For Attention Note: Directions to candidates: The following documents must be submitted: Application for employment form (Z83 fully completed), which is obtained at any government department or from the website: www.kznhealth.gov.za Certified copies of Identity documents, Grade 12 certificate or other required tertiary qualification certificate, a recent comprehensive Curriculum Vita, specifying all qualifications and experience must be attached, proof of previous and current experience endorsed & stamped by HR.NB: Certified copies should not be older than three months, not copies of certified copies & faxed, emailed applications will be accepted due to COVID -19 national disaster period & candidates will be expected to provide certified copies.
on the date of the interview. The reference number must be indicated in the column provided on the form Z83, e.g. UMZ 02/2018. Failure to comply with the above instruction will lead to disqualification of applicants. Please note that due to the large number of applications, we anticipate to receive applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T and resettlement claims will be considered for payment to candidates that are invited to interviews. Please note that pre-employment screening and verification process, including CRPC, criminal records verification will be undertaken. Applications in possession of 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. This department is an equal opportunity, affirmative action employer whose aim is to promote respectively in all levels of all occupational categories in the department. Please note that the target group in terms of Employment Equity Target for this post is an Indian Male/Female. People with disabilities are encouraged to apply.

CLOSING DATE : 31 July 2020

POST 17/103 : MEDICAL OFFICER (GRADES 1, 2&3) REF NO: NDW /MO/07/20 (X1 POST)

SALARY : Grade 1: R821 205 per annum
          Grade: 2 R938 964 per annum
          Grade3: R1 089 693 per annum
          Other Benefits: 13TH cheque, Medical Aid (Optional) Housing Allowance (employee to meet prescribed requirements), 18 % rural allowance.

CENTRE : Ndwedwe CHC

REQUIREMENTS : Grade: 1 Experience not applicable Grade 2 Experience: Five years appropriate experience as a Medical Officer after register registration with HPCSA as an independent Medical Practitioner. Grade 3 Experience: Ten years appropriate experience as a Medical officer after registration with HPCSA as an Independent Medical Practitioner. Senior Certificate STD 10/ Grade 12, MBChB. Degree or equivalent qualifications: plus Current registration with HPCSA plus police clearance and SAQA verification foreign graduates. Proof of work experience for previous and current work experience endorsed and stamped by HR must be attached. Registration with HPCSA as an Independent Medical Practitioner. Knowledge, Skills And Competencies Required: Sound Knowledge of clinical and surgical skills necessary at community health Centre level. Emergency management/stabilization of trauma, medical, pediatric and surgical cases Management of psychiatric emergencies before referral to higher levels of care complying with the Mental Health Care Act, Ability to conduct minor surgical and basic resuscitation procedures Knowledge and skills in internal medicine (including knowledge of the current National Guidelines on the Management of HIV/AIDS and T.B) Pediatrics and Obstetrics and Gynecology. Good communication and inter personal skills Computer literacy Teaching and supervision skills and knowledge of the relevant current Health and Public Services Legislations, regulations and Policies.

DUTIES : Evidence based examination, diagnosis and treatment of patient in OPD, emergency room, maternity, pediatrics ARV and mental health. Active participation in quality assurance, quality improvement project (patient satisfaction survey/waiting time surveys and clinical audits), morbidity reviews, monthly audits, and development of clinical guidelines and policies to improve patient care. Flexibility in working in any in the CHC as may be necessary. Diagnosing and facilitating timely patient’s referral to higher level of care when applicable. Active participation in training and supervision of interns and community service doctors. Facilitation of staff training and on-going medical education Maintain and continuously improve professional and ethical standards. Instill confidence in the public service and also in the Medical profession through exemplary behavior Participation is commuted overtime duties is mandatory.

ENQUIRIES : Dr O Ayeni Tel No: (032) 532 3048/50
APPLICATIONS: All applicants should be forwarded to: The Chief Executive Officer Ndwedwe CHC Private Bag x 528 Ndwedwe 4342

FOR ATTENTION: Dr.O Ayeni Tel No: (032) 532 3050

NOTE: Directions To Candidates The following documents must be submitted: Application for Employment form (Z83) which is obtainable at any Government Department or from website www.kznhealth.gov.za. Certified copies of highest educational qualifications – not copies of certified copies. Certified copies of registration certificates where applicable and SANCA receipts. Curriculum Vitae The reference number must be indicates in the column provided in the Z83, e.g. SAP2/2010. Due to the large number of applications we envisage to receive, applications will not be acknowledged but every applicant will be advised of the outcome in due course. NB: Failure to comply with the above instructions will disqualify applicants. (This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department) “People with disabilities should feel free to apply”. NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S & T claims.

CLOSING DATE: 31 July 2020

POST 17/104: MEDICAL OFFICER (INTERNAL MEDICINE) (GRADE 1-3) REF NO: MAD 14/2020 (X1 POST)

SALARY: Grade 1: R821 205 – R884 670 per annum
Grade 2: R938 964 – R1 026 693 per annum
Grade 3: R1 089 693 – R1 362 366 per annum. 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: Madadeni Provincial Hospital

REQUIREMENTS: MBChB degree or equivalent qualification plus, proof of current registration with HPSCA (2020 Receipt). Certificate of current registration with HPSCA as a Medical Practitioner. Proof of current and previous work experience endorsed by HR (Certificate of Service). Experience: Medical Officer Grade 1: No experience required from South African qualified employees. One (1) year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer Grade 2: Five (5) years’ relevant experience as Medical Officer after registration with the HPSCA as a Medical Practitioner. Six (6) years’ relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer Grade 3: Ten (10) years’ relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge, Skills and Competencies required: Sound clinical skills and knowledge, competency and skills in a clinical domain. The ability to work under supervision within a large team environment. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligent, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department.

DUTIES: To execute duties and functions with proficiency, to support the aims and objectives of the institution that is consistent with the standards of patient care. Accept responsibility for the management of patients admitted to the department. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regards to medicine. Ability to deal with all medical emergencies. Ability to deal with all medical practice. Assist with clinical audits. Provide support to the Head Department in ensuring an efficient standard of patient care and services is maintained.

ENQUIRIES: Dr. Y Mahomed 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

CLOSING DATE: 31 July 2020

POST 17/105: MEDICAL OFFICER REF NO: UMP 9/2020

SALARY: Grade 1: R821 205 per annum (Inclusive salary package)

CENTRE: Umphumulo Hospital

REQUIREMENTS: Appropriate Medical Degree (MBCHB) or equivalent Plus Registration as medical practitioner with the Health Professional Council of South Africa. A sound working knowledge in the basic medical disciplines to allow accurate diagnosis and appropriate management of clinical problems with specific emphasis on surgery. Broad knowledge of medicine and surgery as well as Obstet & Gynae, Paediatrics, Trauma. Ability to function in a multidisciplinary team. Proof of current and previous work experience endorsed and stamped by Human Resources Good communication and interpersonal skills.

Grade 1: Experience – Nil for South African Medical Practitioner OR 1 year relevant experience after registration as Medical Practitioner with recognized Health Professional Council in respect of foreign qualified doctors.

Grade 2: Experience – 5 years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner OR 6 year’s relevant experience after registration as Medical Practitioner with recognized Health Professional Council in respect of foreign qualified doctors.

Grade 3: Experience – 10 years appropriate experience after registration with HPCSA as a Medical Practitioner or 11 year’s relevant experience after registration as Medical Practitioner with recognized Health Professional Council in respect of foreign qualified doctors.

DUTIES: Examine, investigate and oversee treatment of patients. Ensure effective, early, correct and cost effective, investigation and follow up treatment of patients. Provide a holistic patient care, inclusive of examining and formulating of patient treatment plans. Maintain accurate and appropriate patient records in accordance with legal/ethical consideration and continuity of patient care. Provide preventative health interventions. Perform operating theatre work on an elective and emergency basis e.g. caesarian section, minor surgical procedures etc. Participate in emergency after hours service. Actively participate in quality improvement programmes (morbidity and mortality meetings, clinical audits and risk management). Perform medico legal duties. Facilitate staff training and continuous medical education. Assist with the development of district hospital services. Supervise and assist junior peers. Provide support to head of department and ensure that efficient standards of patient care and service is maintained.

ENQUIRIES: Dr. T. Zintonga Tel No: (032) 4814195

APPLICATIONS: Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department.

FOR ATTENTION: Mr S. M. Naidoo

NOTE: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous
experience verifications. Failure to comply with the aforementioned instructions will result in your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE: 31 July 2020

POST 17/106: DEPUTY MANAGER - NURSING

REFERENCE NO: UMP 10/2020

SALARY: Grade 1: R821 205 per annum (Inclusive salary package)
Grade 2: R938 964 per annum (Inclusive salary package)
Grade 3: R1 089 693 per annum (Inclusive salary package)

CENTRE: Umphumulo Hospital

REQUIREMENTS: Senior Certificate plus Degree/Diploma in General Nursing and Midwifery plus Certificate of Registration with the South African Nursing Council as a Professional Nurse and Midwife plus A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Code B driver’s licence. Proof of current and previous experience endorsed and stamped by the employer/s must be attached. Current registration with SANC (2020 receipt). Knowledge of legislation and planning framework. Leadership, Management, planning, organization and co-ordination skills. Basic understanding of HR and Financial policies and practices. Basic understanding of the legislative framework governing the public service. Computer literacy to adequately manage information according to the requirements of the facility. Knowledge of hospital quality assurance and infection control practices. Decision making skills.

DUTIES: Exercise overall control of Nursing Care, including information and implementation of Nursing Programmes and the execution and evaluation thereof. Manage the formulation and implementation of Strategic plan, Operational plan, Business plan, policies and procedures of nursing services. Demonstrate the facility’s commitment to quality care by ensuring compliance to National Core Standards and Infection Prevention and Control. Execute duties and function with proficiency, in support of aims and strategic objectives of the institution and the Department of Health. Ensure control of disciplinary matters, grievances and labour issues in the nursing sector. Timeously submit verbal and written reports to the CEO. Manage and utilize resources in accordance with relevant directives and legislation. Conduct clinical audits and co-ordinate, facilitate and implement quality improvement initiatives and Good Governance Advocate and promote nursing ethos and professionalism. Ensure effective employee performance management. Identify training needs and implement intervention strategies. Facilitate clinical workshops to update nursing staff. Ensure compliance with statistic collection and adherence to data management principles of KZNDOH.

ENQUIRIES: Dr. M. J. Zulu Tel No: (032) 4814101

APPLICATIONS: Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department,

FOR ATTENTION: Mr S. M. Naidoo

NOTE: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following
checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result in your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

**CLOSING DATE**: 31 July 2020

**POST 17/107**: MEDICAL OFFICER REF NO: CBH06/2020 (X1 POST)

**SALARY**:
- Grade 1: R821 205 per annum
- Grade 2: R938 964 per annum
- Grade 3: R1 089 693 per annum

Other Benefits: 18% rural allowance, 13th cheque, Medical aid (optional) and commuted overtime

**CENTRE**: Catherine Booth Hospital

**REQUIREMENTS**:
- Standard10, Matric, Grade12 or equivalent. An appropriate qualification in the appropriate Health Sciences (MBChB or equivalent). Current registration with the HPCSA as a Medical Practitioner. Non South African citizen applicants need to have a valid work permit in accordance with HRM circular no: 49/2008 obtainable from any government department. Certificate/s of service from current and or previous Employer stamped and endorsed by HR Department. **Grade 1**: Registration with HPCSA as a Medical Practitioner. Foreign candidates require 1 year relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. **Grade 2**: Minimum of 5 years' experience after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. **Grade 3**: Minimum of 10 years' experience after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. Sound knowledge of clinical and surgical skills associated within the practice of a District Level hospital, e.g. Caesarian sections and spinal anesthetics, circumcision, etc. Knowledge and skills in, inter alia, General Medicine including management of HIV/AIDS and TB, General Surgery, Paediatrics and Obstetrics & Gynecology. Good communication and interpersonal skills. Knowledge of MDR-TB. Knowledge of all applicable legislation.

**DUTIES**:
- Clinical and administrative duties. Implement quality standards and practices and treatment protocols so as to ensure correct and effective management of patients. Examination, diagnosis and treatment of patients in OPD/casualty, maternity, paediatric and adult wards and clinics. Diagnosing and facilitating referrals to higher level of care. Perform certain emergency procedures including cesarean sections and administer anaesthesia. Facilitation of staff training and ongoing medical education. Manage patients in the MDR-TB unit.

**ENQUIRIES**:
- Dr. N. Sunderlall Tel No: (035) 474 8407/8/9

**APPLICATIONS**:
- All applications should be forwarded to: Catherine Booth Hospital: Private Bag x105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area, UMlalazi Municipality Ward15, Amatikulu, 3801

**NOTE**:
- Preference will be given to African Male The following documents must be submitted: Application for employment form (Z83), obtainable at any Public Service Department or from the website www.kznhealth.gov.za, Matric certificate, identity document, copy/copies of highest qualification(s), Proof of registration, Proof of citizenship if not RSA citizen (all certified copies must be not more than three months old), A comprehensive CV indicating three reference persons: Names and contact numbers. Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted.

**CLOSING DATE**: 31 July 2020
POST 17/108

PHARMACY SUPERVISOR REF NO: GJC 08/2020

SALARY
R821 205 per annum. Other Benefits: 13th cheque, 17% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE
GJ Crookes Hospital

REQUIREMENTS
Senior certificate (Grade 12) and Bachelor’s Degree in pharmacy Certificate of registration as a pharmacist with South African Pharmacist (SAPO). Current registration with the South African Pharmacy Council (SAPC). A minimum of 5 years appropriate working experience after registration with SAPC as Pharmacist. Knowledge: Sound understanding of relevant legislation, Acts, policies, procedures and delegation pertaining to pharmacy including essential Drugs Lists (EDL) and Standard Treatment Guidelines (STD), District Health System and IDEAL PHC & HOSPITAL standards. Knowledge of the principles of drug therapy and the function and operations of a Drugs and Therapeutics Committee. Conflict Management skills. Computer Rx stock management literacy. Sound interpersonal, communication, organizing, planning and decision making skills.

DUTIES
To provide efficient and effective delivery of pharmaceutical services in accordance with legislation and the provisions of the national drug policy. Assist the Pharmacy Manager with the responsibility for all the staff and all sections of the pharmacy department. Assist the Pharmacy Manager with the running and co-ordination of the institution pharmacy and therapeutics. Deputize in the absence of the Pharmacy Manager. Assist with Ideal Hospital & PHC Adherence. Training of pharmacy assistants, intern and community service pharmacists. Exercise control over expenditure by ensuring non-wastage of pharmaceuticals and other Resources

ENQUIRIES
Mrs N Pillay Tel No: (039) 978 7185

APPLICATIONS
Should be posted to: The Acting Human Resource Manager, GJ Crookes Hospital, Private Bag X5501, Scottburgh, 4180

FOR ATTENTION
Mr. JL Majola

NOTE
Application for Employment Form (form Z83), which is obtainable at any Government Department or from the website–www.kznhealth.gov.za. Certified copies of educational qualifications – not copies of certified copies, curriculum vitae, certified copy of Identity Document, certified copy of driving licence. The reference number must be indicated in the column provided on the Z83. The appointment is subject to the positive outcome obtained from the NIA to the following checks: (security checks, Credit records, qualification, citizenship and previous experience verifications). Please note that due to the large number of applications received, applications will not be acknowledged, however, please be informed that if no notification of appointment is made within three months of the closing date applicants should accept that their application was unsuccessful.

CLOSING DATE
31 July 2020 at 16h00

POST 17/109

OPERATIONAL MANAGER (PRIMARY HEALTHCARE) REF NO: GJC 09/2020

SALARY
R562 800 per annum. Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE
GJ Crookes Hospital – Dududu Clinic

REQUIREMENTS
Grade 12. Current SANC receipt (2020). Diploma/Degree in General nursing and midwifery plus 1 year post basic qualification in Primary Health Care. Current registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery of which at least 5 years must be appropriate /recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Valid Code 08 drivers licence. Proof of current and previous experience endorsed by Human Resources Knowledge: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Negotiating, Interpersonal skills, conflict
handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Basic Computer Skills.

**DUTIES**
Supervise and develop all practices and systems to deliver a comprehensive, integrated Primary Health Care for all sectors of the community. Ensure the development and review a community profile to ensure focused emphasis on the health promotion and prevention of diseases to provide community based activities for health promotion and disease prevention. Ensure the effective and efficient allocation of resources, including the development of staff, budgetary, procurement planning inputs and maintenance of the prescribed information management system(s). Undertake monitoring and evaluation functions at the clinic and catchment area, ensuring verified data returns, analysis of data for local use and if required plan and implement corrective actions. Undertake comprehensive supervision of staff. Provide accurate reports to the District office. Deal with disciplinary issues, grievances and other labour issues including monitoring and managing absenteeism.

**ENQUIRIES**
Ms NB Tibe Tel No: (039) 976 1670

**APPLICATIONS**
Should be posted to: The Acting Human Resource Manager, GJ Crookes Hospital, Private Bag X5501, Scottburgh, 4180.

**FOR ATTENTION**
Mr. JL Majola

**NOTE**
Application for Employment Form (form Z83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za. Certified copies of educational qualifications – not copies of certified copies, curriculum vitae, certified copy of Identity Document, certified copy of driving licence. The reference number must be indicated in the column provided on the Z83. The appointment is subject to the positive outcome obtained from the NIA to the following checks: (security checks, Credit records, qualification, citizenship and previous experience verifications). Please note that due to the large number of applications received, applications will not be acknowledged, however, please be informed that if no notification of appointment is made within three months of the closing date applicants should accept that their application was unsuccessful.

**CLOSING DATE**
31 July 2020 at 16h00

**POST 17/110**
CHIEF DIAGNOSTIC RADIOGRAPHER (SONOGRAPHER) REF NO: ITSH 13/2020

**SALARY**
R466 119 per annum, other benefit: 13 cheque, 17% rural allowance, home owners allowance (employee must meet prescribed requirements), Medical Aid (optional)

**CENTRE**
Itshelejuba Hospital

**REQUIREMENTS**
National Senior Certificates (Grade 12) 3 year Diploma or Degree in Diagnostic Radiographer. Certified copy of identity document. Certified copy of original registration with HPCSA as Diagnostic Radiographer. Certified copy of original registration with HPCSA for 2020/2021 as a Diagnostic Radiographer. Certificate of service to be attached as proof of experience. Experience: Minimum of three (3) years of experience after Registration with in a respect of South African qualified employees who performed Community Service. Minimum of 4 years relevant working experience after registration with HPCSA in respect of foreign qualified employees of who are not required to performed Community Service. Knowledge, Skills, Training and Competencies Required: Sound knowledge of obstetrics & Gynaecology, general, cardiac and vascular ultrasound procedures and equipment. Basic knowledge of musculoskeletal ultrasound. Knowledge of Public Service, Acts & Regulations including the PFMA, HRM policies etc. Knowledge of quality assessment procedure and methods. Knowledge of Legislation pertaining to Radiography (Radiation Control & Safety), Knowledge of Employee Performance Management Development System (EPMDS). Knowledge of Quality Assurance procedures and methods. Good leadership, negotiation, problem solving, communication and interpersonal skills.

**DUTIES**
Provide high quality radiography service while observing safe radiation protection standards. Participate in a 24 hour roster system which includes nights, weekend and public holidays and standby duties. Utilize and maintain equipment professional to ensure patient safety while adhering to professional prescripts. Working knowledge and experience on EPMDS and be responsible for the EPMDS of allocated staff members. Provide assistance, supervision and training to junior
staff. Preform reception and administrative duties as required. Participate in Quality Assurance and Quality improvement programs, policy making, in-service training and National Core Standards. Participate in institutional radiographic policy analysis, formulation and planning for service delivery to ensure that the service complies with radiation control legislation. Deal with grievances and labour relations issues in terms of laid down policies. Give factual information to patients and clients on Diagnostic Radiography. Promote Batho Pele principles in the execution of all duties for effective and efficient service delivery. Ensure health and safety rule and regulations are adhered to.

ENQUIRIES: All enquiries should be directed to Dr SF Simelane Tel No: (034) 4134000

APPLICATIONS: All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital.

NOTE: An application for Employment Form (z83) must be completed and forwarded. This is obtainable from any Public Department or from the website www.kznhealth.gov.za Certified copies of ID documents, Std10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations for the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the z83, e.g. ref ITSH 1/2018. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to pre-employment screening and verification process. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payments of S&T claims.

CLOSING DATE: 31 July 2020

POST 17/111: CLINICAL PROGRAMME COORDINATOR (QUALITY ASSURANCE) REF NO: UMZ03/2020 (X 1 POST)

SALARY: R444 276 per annum. Other Benefits: 13 Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet Prescribed requirement) plus 12% rural Allowance

CENTRE: Umzimkulu Psychiatric Hospital

REQUIREMENTS: Senior Certificate /Matric or equivalent qualification plus, Diploma/Degree in Nursing or Equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Current registration with South African Nursing Council (2020 SANC receipt). Provide proof of previous & current experience endorsed and stamped by Human Resources Component not Service Certificate Z-17. Knowledge, Skills, Training & Competencies required: High level of interpersonal relationship. Working knowledge of health policies & current Public related Legislation. High level of verbal and written communication. Presentation and facilitation skills. Ability to liaise with management. Assertiveness and diplomacy. Problem solving abilities

DUTIES: Ensure functionality of all Clinical Governance structures. Facilitate the assessments of PEC, National Core Standards, ideal Hospital (HRM) and waiting times. Facilitate the development of QIPs and monitor the implementation and process report. Ensure the effective and efficient utilization of resources. Plan, direct and co-ordinate quality assurance programs. Work as part of a multi-disciplinary team to ensure delivery of quality of good quality care by the nursing, medical, allied and non-clinical teams. Perform quality improvement audits and surveys monthly and report to senior management. Monitor and evaluate delivery of quality care at the hospital. Promote quality culture within the hospital. Manage patient safety incidents and complaints. Facilitate development of Standard Operating Procedures (SOPs). Recommendations: A valid driver’s license. Proof of computer literacy in Microsoft package (Word processing & Spreadsheet).

ENQUIRIES: Mr MK Mbewu Tel No: (039) 2590 310 EXT: 101
APPLICATIONS: All applications should be forwarded to The Human Resource Manager, Umzimkulu Hospital Private Bag X 514, Umzimkulu, 3297

FOR ATTENTION: Mr EN Bangani

NOTE: Directions to candidates: The following documents must be submitted: Application for employment form (Z83 fully completed), which is obtained at any government department or from the website: www.kznhealth.gov.za. Certified copies of identity documents, Grade 12 certificate or other required tertiary qualification certificate, a recent comprehensive Curriculum Vita, specifying all qualifications and experience must be attached, proof of previous and current experience endorsed & stamped by HR. NB: Certified copies should not be older than three months, not copies of certified copies & faxed, emailed applications will be accepted due to COVID-19 national disaster period & candidates will be expected to provide certified copies on the date of the interview. The reference number must be indicated in the column provided on the form Z83, e.g. UMZ 02/2018. Failure to comply with the above instruction will lead to disqualification of applicants. Please note that due to the large number of applications, we anticipate to receive applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T and resettlement claims will be considered for payment to candidates that are invited to interviews. Please note that pre-employment screening and verification process, including CIPC, criminal records verification will be undertaken. Applications in possession of 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. This department is an equal opportunity, affirmative action employer whose aim is to promote respectively in all levels of all occupational categories in the department. Please note that the target group in terms of Employment Equity Target for this post is an Indian Male/Female. People with disabilities are encouraged to apply.

CLOSING DATE: 31 July 2020

POST 17/112: CLINICAL PROGRAMME CO-ORDINATOR- (MNCW &H) (GRADE 1) REF NO: ILE 04/2020 (X1 POST)

Component: ILE: DIV: MCWH & PMTCT

SALARY: R444 276 per annum. Benefits 13th Cheque, home owner’s allowance, and Medical aid optional [Employee must meet prescribed conditions].

CENTRE: Ilembe Health District Office

REQUIREMENTS: Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), B. Degree or National Diploma in General nurse & midwifery/ Accoucheur, Current registration with SANC as General Nurse and midwifery/Accoucheur, a minimum of 7 years appropriate/recognizable nursing experience after registration as Professional Nurse. Valid Driver’s License: code 08. NB: Proof of previous and current work experience endorsed and stamped by HR Office must be attached. Recommendations: Supervision and management in a maternity setting. Advanced Midwifery qualification. Strong interpersonal and communication skills. Report writing. Knowledge on District Health Systems, knowledge of relevant regulation and policies. An understanding of challenges facing the Public Health sector. Ability to translate and transform objectives into practical plan. Leadership, organizational, decision making and problem solving abilities within the DHS framework. Information management skills. Ability to work under pressure. Ability to implement objectives as set for the service. Leadership skills. Organisational and decision-making abilities within the limits of the public sector and institutional policy. N.B. All successful candidates/applicants will be subject to driving competency assessment prior to appointment.

DUTIES: Develop, implement and monitor the MNCWH plan in line with the District Health Plan. Coordinate the implementation of PMTCT, MCWH and nutrition programmes in accordance with the Provincial and District policies. Monitor and evaluate the implementation of PMTCT, MCWH and nutrition in the district. Strengthen partnership and communication with internal and external stakeholders. Facilitate achievement of targets as set out in the annual performance agreement’s-ordinates and facilitate MNCWH in-service Training and Workshops. Ensure that clinical
audits are conducted. Ensure integration of MNCWH with other Health programs. Monitor indicators which measure the health practices. Provide support, guidance and mentoring to health facilities with an aim of improving quality of patient care. Manage all resources allocated to MNCWH. Ensure that an orientation and induction programme is in place for newly appointed midwives. Ensure Programme integration into Sukuma Sakhe Objectives. Facilitate, conduct and support mortality meetings. Compile monthly, quarterly and annual reports. Participate in district quality improvement activities. Participate in the district activities that are aimed at reducing the impact of COVID 19 pandemic on the MNCWH programme outcomes and on the community at large.

ENQUIRIES
: Ms. TM Banda: Deputy Manager Integrated Health service and development Tel No: (032)-4373524

APPLICATIONS
: Please Forward Applications To: The District Director, Ilembe Health District Office, Private Bag x10620, Kwa Dukuza 4450.

FOR ATTENTION
: Human Resource Department

NOTE
: Directions to Candidates: The following documents must be submitted. Application for employment form (Z83), which is obtainable at any Government Department or form website www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ILE/01/2019.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post(s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE
: 31 July 2020

POST 17/113
: SONOGRAPHER GR1 REF NO: OTH CHC 12/2020 (X1 POST)

SALARY
: Grade 1: R395 703 per annum. Other benefits: 13th cheque, Medical Aid (Optional), Home owner’s allowance (employee must meet prescribed Requirements)

CENTRE
: Othobothini Community Health Centre (Jozini)

REQUIREMENTS
: Matric/Grade 12. Diploma/ Degree in Ultrasound Radiology. 4 years appropriate experience after registration with Health Professional Council of South Africa (HPCSA) as a Diagnostic Radiography. Registration certificate with HPCSA as an Ultrasound Radiology and current registration with HPCSA (2020).NB: kindly attach certificate of service/ proof of work experience endorsed by hr.knowledge, skills, training and competencies required: Sound knowledge of ultrasound procedures, Knowledge of relevant Health & Safety policies regulations and acts. Knowledge of quality assurance procedures and methods. Sound communication, interpersonal, problem solving, teaching and training skills.

DUTIES
: Provide high quality ultrasound services according to patient needs. To promote good health practices and ensure optimal patient care. Execute all ultrasound procedures competently to prevent complications. Perform general administrative duties as required. Provide guidance and supervision to junior staff and students. Participate in institutional radiographic policy making and planning for service delivery. Promote Batho Pele principles in the execution of all duties for effective service delivery. Give factual information to patients and clients on ultrasound examinations. Participate in departmental Quality Assurance, Quality improvement programmes and National core standards. Inspect and use equipment professionally to ensure that they comply with safety standards. Develop protocols
to ensure that sonographic services comply with the required prescripts. Participate in Ultrasound quality assurance programmes. Participate in continued professional development (CPD) Programmes.

ENQUIRIES
Dr. Z.V Myeni (Clinical Manager) Tel No: 066 383 0689

APPLICATIONS
Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X 12, JOZINI, 3969 OR hand deliver to Othobothini CHC HR Department.

NOTE
Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website www.kzhealth.gov.za. Certified copies of ID, Std 10 certificate, educational qualifications, and certificate of service / proof of experience signed by HR office must be submitted together with your CV. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.

CLOSING DATE
31 July 2020

POST 17/114
CLINICAL NURSE PRACTITIONER (HAVILAND CLINIC) REF NO: EST/07/2020
(X1 POST)
Directorate: Nursing

SALARY
R383 226 per annum

CENTRE
Estcourt District Hospital

REQUIREMENTS
Senior Certificate (Grade 12). Diploma/Degree in General Nurse and Midwifery. A Post Basic qualification with a duration of at least one year accredited with SANC in Primary Health Care. Current registration with SANC. 2020 SANC Annual practising certificate (2020 receipt). A minimum of 04 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. Proof of previous and current experience (Certificate of Service) and stamped by HR must be attached.

DUTIES
To execute duties and functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties/functions within the prescripts of all applicable legislation. To provide quality comprehensive primary health care. Maintain client satisfaction through quality service, innovation and professional nursing care by upholding the principles of Batho Pele and the standards set by the accreditation process. Ensure provision of educational services to clients. Ensure proper utilization of resources and exercise care of the Government Property. Plan and organize services to ensure cost effective use of resources. Assess staff requirements based on workload. Identify areas for improvement, problems etc. and communicate these to sister in charge. Compile and analyses monthly statistics and use the information for future planning. Provide nursing care that leads to improved service delivery. Maintain client’s satisfaction through quality services. Maintain clinical competence by ensuring that specific principles of nursing care are within the legal requirements.

ENQUIRIES
Mrs Z.E Mhlanga Tel No: (036) 342 7182

APPLICATIONS
Applications should be sending by courier, hand delivered to HR Department, No 1 old main road and posted to The Human Resource Department Estcourt Hospital P/Bag x 7058 Estcourt 3310, the HR Department, No 1 old main road, Estcourt.

NOTE
Applications must be submitted on Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za the completed documents and signed form should be accompanied by a recent updated CV as well as certified copies of all qualifications and ID documents (no copies of certified copies allowed. Certification should not be more than 3 months old). 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 please accept that your application was unsuccessful. NB People with Disabilities Are Encouraged Applying. Successful Candidates Will Be Subjected To Medical Assessment.

CLOSING DATE
31 July 2020
POST 17/115 : CLINICAL NURSE PRACTITIONER GRADE1/2 – PHC REF NO: NOMOS/KWAMB/02/2020 (2X POSTS)

SALARY : Grade 01: R383 226 – R444 276 per annum
Grade 02: R471 333 – R579 696 per annum
Other Benefits: Home Owner Allowance (conditions apply) 13th Cheque (conditions apply), Medical Aid (Optional) and once off annual uniform allowance ISRDS NODE Allowance/Rural allowance (12% of basic salary)

CENTRE : Mosvold District Hospital – Kwambuzi PHC

REQUIREMENTS :

Grade 01: Degree/Diploma 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 duration of at least 1year in ‘Curative Skills in Primary Health Care’ accredited with SANC. Registrations with SANC as Professional Nurse/ General Nurse A minimum 4 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing Proof of current registration with SANC (2020 APC receipt)/license to practice.

Grade 02: Degree/Diploma 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 duration of at least 1year in ‘Curative Skills in Primary Health Care’ accredited with SANC. A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post-basic qualification in the relevant specialty. Proof of current registration with SANC (2020 APC receipt)/license to practice. Recommendation(S); Midwifery qualification/registration certificate Please provide all your certificate of service from previous and current employer endorsed and stamped by HR Department Knowledge, Skills Training And Competencies Required: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles. Good interpersonal relationship skills and good listening skills and Good communication and problem solving skills. Co-ordination and planning skills and Ability to relieve in the service areas, Team building and supervisory skills. Ability to formulate patient care related policies. Sound knowledge of the health programmes run at the PHC level. Sound knowledge of the National core Standards and data management.

DUTIES : Demonstrate effective communication with patients, supervisory and other clinicians, including report writing and statistics. Assist the unit manager/Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Implement and advocate for preventive and promotive health initiatives for clients and the community served by the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Supervision of patients and provision of basic patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and the therapeutically environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package in accordance with set guidelines, monitor performance and outcomes against the set targets and act on deviations. Ensure that programme specific data collected is timeous and accurate. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of care. Refer patients promptly according to the set guidelines, protocols, policies. Ensure proper utilization and safe keeping of basic medical, surgical and pharmaceutical stock.

ENQUIRIES : Ms GP Mngomezulu Tel No: (035) 591 0122 EXT 123
APPLICATIONS : All applications to be forwarded to: The Assistant Director: HRM Mosvold District Hospital; Private Bag X 2211; Ingwavuma; 3968.
FOR ATTENTION : Mr VM Phewa
CLOSING DATE : 31 July 2020
POST 17/116 : PROFESSIONAL NURSING (SPECIALTY) EMPLOYEE WELLNESS REF NO: CTK 08/2020 (X1 POST)

SALARY : Grade I: R383 226 per annum
Grade 2: R471 333 per annum
Other Benefits: 13TH Cheque, 8% rural allowance, Medical aid (optional), Housing Allowance (employee to meet prescribed requirements)

CENTRE : Christ the King Hospital (IXOPO)

REQUIREMENTS : Senior Certificate/STD 10/ Grade12. Basic R425 qualification (diploma/ degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. 1 year post basic qualification in Occupational Health accredited with SANC.

Grade 1: A minimum of four (4) years appropriate/recognizable experience in nursing after registration with SANC as a professional nurse in general nursing plus post basic qualification of at least on (1) year accredited with SANC in Occupational Health.

Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a professional nursing general nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in Occupational Health after obtaining specialty in Occupational Health.

Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework, e.g. Nursing Act, Health Act, Occupational Health and Safety, etc. Good knowledge of Occupational Health and Safety and Compensation for Injuries and Diseases Act (COIDA). Ability to function as part of a multi-disciplinary team to ensure good nursing care. Good communication and problem solving skills. Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook). Ability to develop and implement policies.

DUTIES : Conduct medical surveillance and baseline surveys of all staff. Treat injuries and illnesses for employees including follow ups and referrals. Ensure that IOD’s are attended to and that relevant forms are submitted to the Department of Labour. Maintain accurate staff records. Implement procedures that maintain effective infection control and occupational health and safety measures in accordance with Occupational Health & Safety legislation. Promote quality of nursing care as directed by the professional scope of practice and standards. Assist in the development of nursing and improvement of standards of care through research. Maintain a professional and ethical practice as an enabling environment for ethical practice. Submit monthly statistics to Management and District Office. Audit clinical records by analyzing data. Administer treatment plan of common or minor conditions in accordance with prescribed norms, standards and guidelines.

ENQUIRIES : Mr N. Shude Tel No: (039) 834 7500

APPLICATIONS : Please forward applications quoting reference number to: The Chief Executive Officer, Christ The King Hospital Private Bag X542, Ixopo, 3276.

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

CLOSING DATE : 31 July 2020

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : Direct or hand deliver applications to the addresses as indicated below: - Head Office: Department of Social Development, Private Bag X9144, Pietermaritzburg
3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg 3200 For Attention: Ms PN Mkhize.

UMkhanyakude District: The District Director: Department of Social Development, P. O. Box 246; Mbazwana; 3974 or hand deliver to Ngwenya Properties; Sodwana Bay Road; Mbazwana; 3974. For Attention: Mr NH Siyaya.

UMzinyathi District: The District Director: Department of Social Development, Private Bag X2057 Dundee, 3000 or hand deliver to 50 Gray Street, Dundee, 3000. Attention: Mr CM Ndaba.

UMgungundlovu District: The District Director: Department of Social Development, Private Bag X1724, Pietermaritzburg: 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg 3201. For Attention: Mr PC Madonsela.

Harry Gwala District: The District Director: Department of Social Development, Private Bag X1724, Pietermaritzburg: 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg 3201. For Attention: Ms TW Gazu.

UGU District: The District Director: Department of Social Development, Private Bag X1724, Pietermaritzburg: 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg 3201. For Attention: Mr S Govender.

ILembe District: The District Director Department of Social Development, Private Bag X1503 Durban: 4000 or hand deliver to: 214 Dr Pixley KaSeme Street, 8th Floor Durban 4000. Attention: Ms R Singh.

UThukela District: The District Director: Department of Social Development; Private Bag X9917 Ladysmith; 3370 or hand deliver to 108 Rhohilhlahla Street; Peters; Ladysmith; 3370. For Attention: Mr PM Mpanza.

Amajuba District: The District Director: Department of Social Development, Private Bag X6680; Newcastle; 2940 or hand deliver to 941 Church Street, Charlestown; 2940. Attention: Mr TM Nguse.

Zululand District: The District Director Department of Social Development, Private Bag X13 ULUNDI, 3838 or hand deliver to King Dinuzulu Highway, Administration Building, 2nd Floor, Zone 3, Ulundi, 3838. Attention: Ms FN Ntombela.

King Cetshwayo District: The District Director: Department of Social Development, Private Bag X02 Empangeni Rail, 3910 or hand deliver to A1235 Thinasobabili Road, Ngwelezane3910. Attention: Mr MT Mngomezulu.

ETHekwini South District: The District Director Department of Social Development, Private Bag X1503 Durban: 4000 or hand deliver to: 214 Dr Pixley KaSeme Street, 8th Floor Durban 4000. Attention: Ms TN Ndlovu.

ETHekwini North District: The District Director Department of Social Development, Private Bag X1503 Durban: 4000 or hand deliver to: 214 Dr Pixley KaSeme Street, 8th Floor Durban 4000. Attention: Mr MG Nzama.

**CLOSING DATE**: 31 July 2020

**NOTE**: Applications must be submitted on form Z83 and should be accompanied by a CV and original certified copies of all educational qualifications, Identity document and A valid driver’s licence required by the post advertised. Applications must be forwarded to relevant address. Applicants must indicate the reference number of the post applied and the centre on Form Z83. Application forms Z83 (Application for Employment) should be fully completed and signed by the applicant. Under no circumstances will faxed or e-mailed applications be accepted. The Department is an Equal Opportunity Affirmative Action employer. The employment is subject to signing of the employment contract and annual performance agreement. The candidates will be required to undergo security clearance, competency based assessment, technical assessment, SMS Pre-entry course is a prerequisite for all SMS posts and to disclose financial interests in accordance with relevant prescripts. Failure to comply with any of the above instructions will result in immediate disqualification. If the applicant has not been contacted within three (3) months after the closing date must accept that his / her application was not successful. People with disabilities who meet the minimum appointment requirements will be given preference.
MANAGEMENT ECHELON

POST 17/117  
DEPUTY DIRECTOR-GENERAL: SOCIAL SERVICES  
REF NO: DSD01/03/2020HO  
(RE-advertisement)

SALARY  
R1 521 591 per annum (Level 15) (All-inclusive remuneration package)

CENTRE  
Head Office

REQUIREMENTS  
Qualifications: Honours Degree in Social Work (NQF Level 8); Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with the South African Council for Social Services Profession as a Social Worker. 8-10 years of experience at a Senior Managerial level. A valid driver’s licence. Knowledge: Constitution of the Republic of South Africa; Policy analysis; Public Service Regulations; Labour Relations Act and relevant Regulations; Public Service Act; Social Welfare Laws; Community Development; Administrative Law; Research Methodology; PFMA and Treasury Regulations; Provincial Growth and Development Plan; Organizational behaviour analysis; Employee Performance Management and Development Systems. Skills/ Core competencies: strategic capability and leadership; people management and empowerment; financial management; change management; service delivery innovation; programme and project management; team building/motivation; problem solving and analysis; policy analysis and development; computer literacy; communication, presentation and negotiation.

DUTIES  
Manage the provision of social services; Manage the provision of community development; Integrate, coordinate and manage service delivery at District Offices; Manage the provision of quality assurance services; Provide leadership and strategic direction to the Branch and inputs to the Department strategy; Manage resources of the branch.

ENQUIRIES  
Mrs NI Vilakazi Tel No: (033) 348 5518

POST 17/118  
DIRECTOR: ZULULAND DISTRICT  
REF NO: ZULULAND DISTRICT DSD02/03/2020ZUL

SALARY  
R1 057 326 per annum (Level 13) (all-inclusive remuneration package)

CENTRE  
Zululand District

REQUIREMENTS  
Qualifications: Bachelor’s Degree in Social Work (NQF Level 7); Registration with the South African Council for Social Service Professions as a Social Worker; Proof of current registration with South African Council for Social Service Professions as a Social Worker; A minimum of 5 years’ experience at a middle/senior managerial level; A valid Driver’s licence. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Fraud Prevention Strategies; Social Welfare Laws; Labour Relations Act; Non-Profit Organisations Act; Basic Conditions of Employment Act; Procurement Legislation; Public participation; Employee Performance Management and Development Systems; Community Outreach; Service Delivery Frameworks; Social dynamics of KwaZulu-Natal Communities; Provincial Growth and Development Plan. Skills/Core Competencies: strategic capability and leadership; people management and empowerment; financial management; change management; service delivery innovation; programme and project management; team building/motivation; problem solving and analysis; policy analysis and development; computer literacy; communication, presentation and negotiation.

DUTIES  
Manage the provision of social welfare services; Manage the provision of services to children and families; Manage the provision of restorative services; Manage and facilitate the provision of community development; Manage the provision of quality assurance; Manage the provision of corporate services; Provide leadership and strategic direction to the District and input to the Department strategy; Manage resources of the District and provide inputs to the policies.

ENQUIRIES  
Mr RV Khoza Tel No: (035) 874 8502
OTHER POSTS

POST 17/119

SOCIAL WORK MANAGER: SOCIAL WELFARE SERVICES

REF NO: DSD03/03/2020UMZINY

(Re-advertisement)

SALARY: Grade 1 – 2: R794 889 - R1 100 325 per annum

CENTRE: uMzinyathi District

REQUIREMENTS:

Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with South African Council for Social Services Profession as a Social Worker; A valid driver's licence. A minimum of 10 years' experience in Social Work after registration as Social Worker with the SACSSP. Knowledge: Expert skills to challenge structural sources of poverty; inequality; oppression; discrimination and exclusion; Expert knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environment in order to promote social well-being; The understanding and ability to provide complex social work services towards protecting people who are vulnerable; at-risk and unable to protect themselves; The ability and competence to assist and empower individuals; families; groups; organization and communities to enhance their social functioning and their problem solving capacities; prevent and alleviate distress and use resources effectively in cases where expert knowledge is required Skills: Communication; Listening; Interpersonal; Computer; Research; Problem solving; Advance Report writing; Conflict management; Time management; Advanced welfare counselling; Analytical thinking; Presentation; Financial management; Leadership.

DUTIES: Provide a social work service of the highest; most advanced and specialized nature within (a) defined area(s) off specialization with regard to the care; support; protection and development of vulnerable individuals; groups; families and communities through the relevant programmes in partnership with stakeholders; Facilitate the development and planning of programmes and interventions to render a social work service through the efficient; economical and effective utilization of financial resources; Manage a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilization of human resources; Keep up to date with new developments in the community development field to enhance service delivery; Plan and ensure that social work research and development are undertaken; Perform and/or ensure that all the administrative functions required in the unit are performed; Manage resources of the District.

ENQUIRIES: Ms B Mchunu Tel No: (034) 299 7578

POST 17/120

SOCIAL WORKER: CHILDREN: GRADE 3 (X5 POSTS)

(Re-advertisement)

SALARY: R384 228 – R714 795 per annum. Grade 1- 4

CENTRE: UMgungundlovu District Ref No: DSD04/03/2020UMGU (X2 Post)

Harry Gwala District Ref No: DSD05/03/2020PMB

ILembe District Ref No: DSD06/03/2020ILEMB (X2 Posts)

REQUIREMENTS:

Qualifications: Bachelor’s Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with South African Council for Social Services Profession as a Social Worker; A minimum of 7 years’ appropriate experience in Social Work after registration as a Social Worker with SACSSP; A Valid driver’s licence. Knowledge: Public Service Act; Public service Regulations; Batho-Pele principles; Knowledge and understanding of human behaviour and social systems; The ability and competence to assist; develop; advocate for; and empower individuals; families; groups; organizations and communities to enhance their functioning and their problem solving capabilities; The ability to promote; restore; maintain; advocate for; and enhance the functioning of individuals; families; groups; and communities by enabling them to accomplish tasks; prevent and alleviate distress and use resources effectively; The understanding and ability to provide social services towards protecting people who are vulnerable; at risk and unable to protect...
themselves; The ability to mentor and coach Social Workers; Employee Performance Management and Development System. Skills: Communication (written and verbal); Listening; Interpersonal; Computer Literacy; Research; Problem solving; Report writing; Time management; Presentation; Facilitation; Counselling; Numeracy; Language and Driving.

**DUTIES:**
Render a social service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Keep up to date with new development in the social work and Social Welfare fields perform all the administrative functions require of the jobs.

**ENQUIRIES:**
Ms CD Zondi (UMgungundlovu District) Tel No: (033) 395 9600
Ms RM Ntombela (Harry Gwala District) Tel No: (039) 834 1176
Ms NW Dludla (ILembe District) Tel No: (031) 336 8818

**POST 17/121:**
SOCIAL WORKER: VEP AND PREVENTION OF GENDER BASED VIOLENCE (X30 POSTS)
Re-advertisement

**SALARY:**
R257 592 per annum

**CENTRE:**
Phoenix Service Office - Ref No: DSD08/03/2020PHOEN (EThekweni North District)
Durban Service Office - Ref No: DSD09/03/2020DBN (EThekweni North District)
Inanda Service Office - Ref No: DSD10/03/2020INAND (EThekweni North District)
KwaMashu service Office - Ref No: DSD11/03/2020KWAMASH (EThekweni North District)
Umlazi Service office - Ref No: DSD12//03/2020UMLAZI (EThekweni South District)
Chatsworth Service Office - Ref No: DSD13/03/2020CHATS (EThekweni South District)
Mpumalanga Service Office Ref No: DSD14/03/2020MPUM (EThekweni South District)
KwaDukuza Service office - Ref No: DSD15/03/2020KWADUK (ILembe District)
Mandeni Service Office - Ref No: DSD16/03/2020MAND (ILembe District)
Lower Umfolozi Service Office - Ref No: DSD17/03/2020LOWUMF (King Cetshwayo District) (02 post)
KwaMsane Service Office - Ref No: DSD18/03/2020KWAMS (UMkhanyakude District)
Ingwavuma Service Office - Ref No: DSD19/03/2020INGAVU (UMkhanyakude District)
Mahlabathini Service Office - Ref No: DSD20/03/2020MAHLA (Zululand District)
Vryheid Service Office - Ref No: DSD21/03/2020VRY (Zululand District)
Nongoma Service Office - Ref No: DSD22/03/2020NONG (Zululand District)
Ladysmith Service Office - Ref No: DSD23/03/2020LADY (UThukela District)
Ezakheni Service Office - Ref No: DSD24/03/2020EZAKH (UThukela District)
Dunede Service Office - Ref No: DSD25/03/2020DUN (UMzinyathi District)
Greytown Service Office - Ref No: DSD26/03/2020GREY (UMzinyathi District)
Msinga Service Office - Ref No: DSD27/03/2020MSING (UMzinyathi District)
Newcastle Service Office - Ref No: DSD28/03/2020NEWCAS (Amajuba District)
Osisiweni Service Office - Ref No: DSD29/03/2020OSIZW (Amajuba District)
Pietermaritzburg Service Office - Ref No: DSD30/03/2020PMB (UMgungundlovu District) (02 post)
Vulindlela Service Office - Ref No: DSD31/03/2020VULI, (UMgungundlovu District)
Port Shepstone Service - Office Ref No: DSD32/03/2020PORT (UGu District)
Kokstad Service Office - Ref No: DSD33/03/2020KOK (Harry Gwala District)
UMzumkhulu Service Office - Ref No: DSD34/03/2020 UMZ (Harry Gwala District)

**REQUIREMENTS:**
Bachelor’s Degree in Social Work; Registration with the South African Council for Social Service Professions as a Social Worker; A valid driver’s licence.; Proof of current registration with the South African Council for Social Services Profession as a Social Worker. Knowledge: Relevant Public Service Legislations; Proficient in at least three South African Languages; Understanding and ability to provide social
work services towards protecting people who are vulnerable, at risk and affected by social ills including crime and violence. Skills: Computer literacy, Planning and organizing, communication (written, verbal and liaison), Interpersonal, Business ethics and Analytical.

**DUTIES:**

Render a comprehensive, one-stop client social work service with regard to response, care, support, protection and development of vulnerable individuals and families in line with social development programmes, VEP (Gender Based Violence and Femicide), Children and Anti Substance Abuse; Attend to any other matters that could result in, or stem from, social instability in any form; This would include the following actions: Process in take and conduct assessments aimed at identifying conditions in individuals and families and identify relevant interventions; implement referral mechanisms that will include follow-up and escalation of cases, as well as provision of feedback to affected individuals; Provide psychosocial support including containment, counselling including trauma counselling, guidance and advice to the affected individuals, groups, families and communities; implement the various social work methods of intervention in line with client matter encountered; Monitor the effectiveness of the recommended interventions, report on progress and identify further amended interventions to address the identified conditions; inform the development of programmes aimed at addressing various social ills; Produce and maintain records of social work, processes and outcomes and statistics to analyse trends; keep up to date with new developments in the social work and social welfare field (Continuing Professional Development); Perform all the administrative functions required of the job.

**ENQUIRIES:**

Ms Y Pillay (Phoenix Service Office) Tel No: (031) 597 8827
Ms P Moodley (Durban Service Office) Tel No: (031) 360 5444
Ms PP Hadebe (Inanda Service Office) Tel No: (072) 102 8458
Ms MN Myeni (KwaMashu Service Office) Tel No: (031) 530 3110
Ms SP Tantsi (Umlazi Service Office) Tel No: (031) 918 8800
Ms NB Hoosen (Chatsworth Service Office) Tel No: (031) 408 0011
Mr RJ Mosoue (Mpumalanga Service Office Tel No: (031) 771 1341
Ms MP Mgadi (KwaDukuza Service Office) Tel No: (032) 550 5246
Ms HZ Diamini (Mandeni Service Office) Tel No: (082) 308 4513
Ms MN Memela (Lower Umfolozi Service Office) Tel No: (035) 787 6340
Ms CM Zondi (KwaMsane Service Office) Tel No: (072) 094 8461
Ms DN Mbonambi (Ngwavuma Service Office) Tel No: (035) 591 0160/1
Ms BT Mbuyazi (Mahlabathini Service Office) Tel No: (035) 873 8200
Ms SM Hlabisa (Vryheid Service Office) Tel No: (034) 980 7770
Ms HJ Mthembu (Nongoma Service Office) Tel No: (035) 831 3300
Ms KP Zwane (Ladysmith Service Office) Tel No: (036) 637 2211
Ms ZP Nkosi (Ezakheni Service Office) Tel No: (036) 834 8600
Ms AJ Madlabane (Dunde Service Office) Tel No 034 218 1336
Ms NE Ngubane (Greytown Service Office) Tel No: 033 417 1446
Mr TC Khanye (Msinga Service Office) Tel No: (033) 4930059
Ms SM Mhlongo (Newcastle Service Office) Tel No: (034) 312 1319
Ms RZ Lushaba (Osizweni Service Office) Tel No: (034) 366 0036
Mr JJ Pedlar (Pietermaritzburg Service Office) Tel No: (033) 392 8600/ 53
Ms CSN Nondabula (Vulindlela Service Office) Tel No: (033) 505 0087
Ms TS Sonjica (Port Shepston Service Office) Tel No: (039) 682 4486
Mr TS Mokoena (Kokstad Service Office) Tel No: (039) 727 3556
Mr MN Njomi (UMzimkhulu Service Office) Tel No: (039) 259 7027

**POST 17/122:**

**MONITORING OFFICER; REF NO: DSD07/03/2020HO (X2 POSTS)**

(Re-advertisement)

**SALARY:**

R257 508 per annum (Level 07)

**CENTRE:**

Head Office

**REQUIREMENTS:**

Qualifications: National Diploma/ Bachelor’s Degree in Social Science/Public Administration/ Public Management/ Monitoring and Evaluation; A valid driver’s licence; 1-year experience in monitoring and evaluation/ quality assurance/performance monitoring environment. Knowledge: Constitution of the Republic of South Africa; Public Service Act; Public Service Regulations; Public Finance Management Act; Treasury regulations; Service Delivery Frameworks.
Government-wide Monitoring and Evaluation System; Impact assessment; Provincial Growth and Development Plan; Skills: Analytical thinking; Organizing; Problem Solving communication; Computer literacy; Presentation; Interpersonal relations; Driving.

**DUTIES**
- Implement a monitoring and evaluation Framework with regard to monitoring in the department and NPOs;
- Conduct monthly verification sessions for District Offices;
- Conduct quarterly validations sessions for District Offices;
- Produce and disseminate information/ reports on Monitoring and Evaluation outcomes, techniques, processes and tools to relevant stakeholders;
- Co-ordinate the flow of performance information reporting.

**ENQUIRIES**
Mr RM Madlala Tel No: (033) 264 5419

**POST 17/123**
CHILD AND YOUTH CARE SUPERVISOR: KHANYANI CYCC REF NO: DSD 35/03/2020KHANY
(Re-advertisement)

**SALARY**
Grade 1-2: R199 188 - R265 320 per annum

**CENTRE**
Khanyani CYCC

**REQUIREMENTS**
Qualifications: National Diploma/ Bachelor’s Degree in Child and Youth Care Development; Registration with South African Council for Social Services Professions as a Child and Youth Care Worker; Proof of current Registration with the South African Council for Social Services Professions as Child Youth Care Worker. A minimum 10 years’ experience in child and youth care work after obtaining the required qualification. Knowledge: Public Service Act and Regulations; Child justice Act; The Children’s Act; Probation Service Act; Prevention and Treatment of drug Dependency Act; Children rights principles Employee Performance Management and Development System; Batho-Pele Principles; Administrative Procedures; New development and methodologies in Child and Youth Care Work. Skills: Communication; Interpersonal relations; Problem solving; Policy analysis; Organizing; Computer literacy; Counselling; Analytical; Presentation; Facilitation; Numeracy; Language.

**DUTIES**
Facilitate and supervise (secure) the caring for and life space interventions for children and young people. Provide supervision in relation to basic life space work to promote the development and care of children and youth. Supervise staff to ensure an effective care service. Keep up to date with new developments in the child and youth care field. Supervise and perform the administration functions.

**ENQUIRIES**
Mr TM Nguse (Khanyani CYCC) Tel No: (017) 735 3822

**POST 17/124**
CHILD AND YOUTH CARE TEAM LEADER RE NO: DSD36/03/2020ZAKH

**SALARY**
Grade 1-2: R157 245 – R217 659 per annum

**CENTRE**
Zakhe CYCC

**REQUIREMENTS**
Qualifications: National Diploma/ Bachelor’s Degree in Child and Youth Care Development; Registration with the South African Council for Social Services Professions as a Child and Youth Care Worker; Proof of Current Registration with the South African Council for Social Services Professions as a Child and Youth Care Worker; A minimum of 7 years’ experience in Child and Youth Care work after obtaining the required qualification. Knowledge: Public Service Act and Regulations; Batho-Pele Principles; The Children’s Act; Child Care Act; Children rights principles; Standard operation procedure on routine Programmes; Developmental approach to therapeutic work; Understanding the basic needs of children and youth; Developmental Programmes; Developmental assessment procedures; Lifespan development theories for application in child and youth care work; Rules and procedures of the child and Youth Care Centre. Skills: Communication; Problem Solving; Interpersonal relations; Organizing; Counselling; Computer literacy; Numeracy; Language.

**DUTIES**
Perform team leader duties; Undertake inspections and report on incidents and problems identified; Perform administrative work relevant to the job; Provide care as the need arises.

**ENQUIRIES**
Ms EN Phakathi (Zakhe CYCC) Tel No: (031) 711 9950
SOUTH AFRICAN POLICE SERVICE

APPLICATIONS: The Provincial Head Personnel Management, Recruitment Office: Appointments, P.O. Box 1965, Durban, 4000 (Attention Lt Col SN Zondo) or email to Zondsns@saps.gov.za or MethMellisa@saps.gov.za

CLOSING DATE: 31 July 2020 at 16:00 (Applications received after the closing date and faxed copies will not be considered.)

NOTE: Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS recruitment offices and/or Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Copies of an applicant’s ID, all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver’s license (if applicable). Qualifications and driver’s licences submitted will be subjected to verification checking with the relevant institutions. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children’s Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31st of January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof.

OTHER POST

POST 17/125: GENERAL WORKERS

SALARY: R102 534 per annum (Level 02) - Public Service Act, 1994 (Act 103 of 1994)

CENTRE: South African Police Service, KwaZulu-Natal

SAPS Amanzimtoti: Ref No: KZN GW 01/03/2020
SAPS Ekomo: Ref No: KZN GW 02/03/2020
SAPS Ezingoleni: Ref No: KZN GW 03/03/2020
SAPS ECS Ladymith: Ref No: KZN GW 04/03/2020
SAPS HRD Pietermaritzburg: Ref No: KZN GW 05/03/2020
SAPS Ingwavuma: Ref No: KZN GW 06/03/2020
SAPS K9 Glencoe: Ref No: KZN GW 07/03/2020
SAPS K9 Shongweni: Ref No: KZN GW 08/03/2020
SAPS K9 Vryheid: Ref No: KZN GW 09/03/2020
SAPS Kokstad: Ref No: KZN GW 10/03/2020
SAPS KwaMakhutha: Ref No: KZN GW 11/03/2020
SAPS KwaNdengezi: Ref No: KZN GW 12/03/2020
SAPS Mahlabathini: Ref No: KZN GW 13/03/2020
SAPS Malvern: Ref No: KZN GW 14/03/2020
SAPS Mondlo: Ref No: KZN GW 15/03/2020
SAPS Nkanda: Ref No: KZN GW 16/03/2020
SAPS PM (Durban Trial Unit): Ref No: KZN GW 17/03/2020
SAPS Provincial Commissioner Office: Ref No: KZN GW 18/03/2020
SAPS Richardbay: Ref No: KZN GW 19/03/2020
SAPS Stock Theft Unit: Greytown: Ref No: KZN GW 20/03/2020
SAPS Stock Theft Unit: Melmoth: Ref No: KZN GW 21/03/2020
SAPS Umkomaas: Ref No: KZN GW 22/03/2020
SAPS VSS Alexandra Road: Ref No: KZN GW 23/03/2020
SAPS VSS Isipingo: Ref No: KZN GW 24/03/2020
SAPS Royal Protection Unit: Ref No: KZN GW 25/03/2020 (X2 Posts)
SAPS Hlobane: Ref No: KZN GW 26/03/2020
SAPS Dannhauser: Ref No: KZN GW 27/03/2020
SAPS K9 Durban Central: Ref No: KZN GW 28/03/2020
SAPS K9 Kokstad: Ref No: KZN GW 29/03/2020
SAPS K9 Ladysmith: Ref No: KZN GW 30/03/2020
SAPS Marianhill: Ref No: KZN GW 31/03/2020
SAPS High flats: Ref No: KZN GW 32/03/2020
SAPS Himeville: Ref No: KZN GW 33/03/2020
SAPS Pinetown: Ref No: KZN GW 34/03/2020

REQUIREMENTS

Applicants must display competency in the post-specific functions of the post; Be a South African Citizen A Grade 10 qualification will serve as an advantage. Basic literacy, numeracy and communication skills. Be able to read and write. Willing to work extended hours when necessary. Fluency in at least two official languages, of which one must be English. Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Be willing to work irregular hours.

DUTIES

Maintaining a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters. Performing tasks of a routine nature, such as dust working the environment Polish furniture and floors Vacuum carpets and mopping of tile floors. Remove refuse Perform maintenance tasks in and around the assigned premises. Clean bathrooms and kitchens. Safekeeping and handling of a variety of Aids in the cleaning of the premises. Loading and unloading of goods. Garden maintenance services Washing and cleaning of state vehicles, kitchenware and utensils.

ENQUIRIES

Lt Col SN Zondo/Capt M Chazi /W/O Machaie Tel No: (031) 325 4808/6404/4957

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 Applications.DOT@Kzntransport.gov.za. Applications may alternatively be hand-delivered to the Office of the Department of Transport, Inkosi Mhlubunzima Maphumulo House, 172 Burger Street, Pietermaritzburg.

CLOSING DATE
31 July 2020 (at 16h00). Applications received after the closing date and time will not be considered.

NOTE
Applications must be submitted on the prescribed application form Z83 obtainable from all Government Departments or can be downloaded from 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 licence (where a driver’s licence is a requirement). Kindly note that certified documents are not required with your application. 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 or e-mailed 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. 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).

OTHER POST

POST 17/126: DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: P 03/2020

SALARY: R733 257 per annum (all-inclusive remuneration package)
CENTRE: Regional Office: Empangeni
REQUIREMENTS: A recognised Bachelor’s Degree/ National Diploma in Finance / Accounting (NQF level 6); plus, A minimum of 3 years junior management experience in a finance or accounting environment; plus, A valid driver’s licence (Minimum Code B).
DUTIES: Establish and maintain appropriate systems (analytical tools, information systems and models or projection of cost behaviour) and policies to ensure effective and efficient management of resources. Advise Regional Directors in the execution of their functions in terms of the Public Finance Management Act, 1999 and the Treasury Regulations. Formulate creative solutions to enhance cost effectiveness and efficiency in the delivery of the services and the administration of the regions. Facilitate the implementation of national and provincial norms and standards where applicable to the region. Advise the Regional Directors pertaining to matters that have financial implications. Liaise with the relevant role-players in the financial environment regarding transversal financial matters. Ensure effective and efficient financial management/ administration by collaborating in the development of
training programmes by providing direct training in financial matters to officials of the Region. Provide assistance to the Regional Director in the management of the financial and provisioning administration functions of the Region. Assist Regional Directors and Chief Financial Officer to compile Monthly Management Reports and investigate major variances. Provide assistance to Regional Chief Director and Chief Financial Officer to carry out and implement ad hoc projects and investigations.

**ENQUIRIES**
Mr LXK Mtambo Tel No: (035) 787 1442/5/7

**FOR ATTENTION**
Mr C McDougall

**NOTE**
It is the intention of this Department to consider equity targets when filling this position.
ANNEXURE L

PROVINCIAL ADMINISTRATION: LIMPOPO
OFFICE OF THE PREMIER

APPLICATIONS: The Director General, Office of the Premier, Private Bag X 9483, Polokwane, 0600 or Hand delivered to the Office of the Premier, No 40 Hans Van Rensburg Street, Mowaneng Building, Office No.A013, General Records (Registry), Ground Floor.

FOR ATTENTION: Ms. Suzan Mahlase / Mr. Junior Maboya.

CLOSING DATE: 03 August 2020

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. 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, faxed and emailed 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates will be appointed on a probation period of 12 months. The successful candidate will be subjected to a security clearance. The successful candidate must be willing to sign an oath of secrecy with the Department. All shortlisted candidates for these 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 Office of the Premier. The successful candidate will be expected to enter into a performance agreement with the Executive Authority and sign a five (5) year contract of employment upon assumption of duty with the Premier. The candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts. Following the interview and technical exercise, the selection panel will recommend a candidate 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. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government with effect from 01 April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme.

MANAGEMENT ECHELON

POST 17/127: HEAD AND ACCOUNTING OFFICER FOR DEPARTMENT OF EDUCATION REF NO: OTP/41/20/02
(5) Years fixed term contract
Re-advert

SALARY: R1 978 533 per annum (SMS Grade D, salary Level 16). Non-pensionable HoD allowance: 10% of the payable inclusive remuneration package

CENTRE: Polokwane: Head Office

REQUIREMENTS: An undergraduate qualification NQF level 7 and a post graduate qualification NQF level 8 as recognised by SAQA; At least 8 -10 years’ experience at a senior managerial level(3 years of which must be with an organ of State as defined in the Constitution, Act 108 of 1996).A post graduated qualification in Business Management/ Administration/Education and Curriculum Development will be an added advantage; valid driver’s licence (with the exemption of applicants with
disabilities); Core and Process Competencies- Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication. Personal Attributes: Assertiveness, Self-driven, team player, innovative, cultural understanding, conflict resolution. Public Service Knowledge; Negotiation skills; Policy Formulation; Ability to interact at both strategic and operation levels.

**DUTIES**

The successful candidate will be the Head of Department and Accounting Officer responsible for:- Establish strategic direction of the department to ensure alignment with mandates by: Providing Departmental Management and Planning; Providing financial management and corporate services in the department; Providing Executive authority and management support; Provide strategic direction on the development and implementation of curriculum, institutional management, governance and support, organizational risk management, policies, guidelines and procedure manuals. Ensure the provision of strategic guidance and support in the delivery of integrated and comprehensive curriculum and education development programmes in the province. Ensure the establishment, implementation and maintenance of appropriate systems (Analytical Tools, and models or projections of expenditure/cost behaviour) and policies to ensure effective and efficient management of resources (financial, human and physical); Coordinate the provision of Institutional Management, Governance and Support services. Coordinate Organizational Risk Management services. Promote inter and intra-governmental relations and participate and represent the department in various forums.

**ENQUIRIES**

Ms. Suzan Mahlase Tel No: (015) 287 6030 or Mr. Junior Maboya Tel No: (015) 287 6290

**POST 17/128**

HEAD AND ACCOUNTING OFFICER FOR DEPARTMENT OF SOCIAL DEVELOPMENT REF NO: OTP/41/20/01

(Five (5) years fixed term contract).

**SALARY**

R1 521 591 per annum (Level 15), (SMS Grade D) Non-pensionable Head of Department allowance: 10% of the payable inclusive remuneration package.

**CENTRE**

Polokwane-(Head Office)

**REQUIREMENTS**

An undergraduate qualification NQF 7 and a post graduate qualification NQF level 8 as recognised by SAQA. At least eight to ten (8-10) years of experience at a senior management level (3 years of which must be with an organ of State as defined in the Constitution, Act 108 of 1996). Post graduate qualification in Social Science/Public Administration/Financial Management/ Business Management will be an added advantage. Valid driver’s licence (with the exception of applicants with disabilities). Core and Process Competencies-Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication.

**DUTIES**

The successful candidate will be the Head of Department and Accounting Officer responsible for: Provide strategic direction to ensure efficient, effective and developmental support oriented system in the following: Provide strategic leadership and high-level direction in the effective and efficient management and administration of the Department by giving direction toward the achievement of the Department’s vision, mission, strategy, goals and objectives. Manage and ensure that resources are utilized effectively, efficiently, economically and in a transparent manner, which inter-alia include: Promotion of sound labour relations through management and maintenance of discipline. Efficient performance management system by ensuring the evaluation and monitoring of the performance of employees, thereby enhancing and maintaining employee motivation and cultivate a culture of performance management. Ensure that budget spending is maximized in line with strategic objective. Monitor and oversee memorandum of understanding, service level agreements and expenditure review. Formulate and direct the implementation of communication and media strategy for the Department within the broad framework of the provincial government communication policy. Ensure continuous improvements in internal control systems through risk management,
corruption and fraud prevention strategies. Manage the provision of integrated developmental social services to the poor and the vulnerable in partnership with civil society organisations through: Care and support to Older Persons People with disabilities in residential facilities and accessing protective workshops Institutional HIV and AIDS services provided Individuals benefiting from Social relief of distress program. Provide comprehensive child and family care and support services to communities in partnership with stakeholders and civil society organizations in rendering the following: Care and Services to Families, Child Care and Protection, ECD and Partial Care. Render administrative and technical advisory support to the Executing Authority. Promote inter and intra-government relations and represent the department in various fora.

**ENQUIRIES**

Ms. Suzan Mahlase Tel No: (015) 287 6030 OR Mr. Junior Maboya Tel No: (015) 287 6290

**SOUTH AFRICAN POLICE SERVICE**

*The South African Police Service is an equal opportunity affirmative action employer and it is its intention to promote representatively in the Public Sector through the filling to this post. Persons whose transfer / promotion / appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications.*

**APPLICATIONS**

Please forward your application, quoting the relevant reference number and the name of this publication to The Provincial Head, Personnel Management, South African Police Service, Private Bag X9428, Polokwane, 0700. Applications can also be hand delivered to the Provincial Office 44 Schoeman Street Polokwane, Land Bank Building or email to kobeT2@saps.gov.za, Mphelamc@saps.gov.za

**CLOSING DATE**

31 July 2020 at 15:00

**NOTE**

Only the official application form (available on the SAPS website and at SAPS recruitment offices) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application forms must be adhered to, failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Copies of an applicant's ID document, Senior Certificate, all educational qualifications obtained and service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post. In view of coronavirus (Covid 19) Pandemic and DPSA instruction, the certification are not compulsory. Qualifications submitted will be subjected to verifications checking with relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointment will be made in terms of Public service Act, 103 of 1994 as applicable to the post environment. The closing date for all applications is: 2020-07-31. Short-listed candidate will undergo a personal interview, practical assessment, will be subjected to fingerprint screening, will be vetted in terms of the Criminal Law (Sexual Offence and Related Matters) Amendment Act, 2007 (Act no 32 of 2007) and the Children’s Act 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified. The criminal law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointment in the South African Police Service as from 31st of January 2015 provide a buccal (Inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after advertisement thereof.
OTHER POST

POST 17/129 : GENERAL WORKER (X29 POSTS)

SALARY CENTRE : R102 534 per annum
SAPS Marble Hall - Ref No: LIM: /3/20(X2 Posts)
SAPS Northam - Ref No: LIM: 4/3/20(X1 Post)
SAPS Polokwane - Ref No: LIM: 5/3/20 (X1 Post)
SAPS Prov - JOC - Ref No: LIM: 6/3/20 (X2 Posts)
SAPS Provincial POP - Ref No: LIM7/3/20(X1 Post)
SAPS Saselmani - Ref No: LIM: 8/3/20(X1 Post)
SAPS Seshego – Ref No: LIM: 9/3/20 (X1 Post)
SAPS Siloam – Ref No: LIM: 10/3/20 (X1 Post)
SAPS Thohoyandou – VCIU - Ref No: LIM: 11/3/20 (X2 Posts)
SAPS Zaaiplaas - Ref No: LIM: 12/3/20 (X2 Posts)
SAPS Prov - SCM - Ref No: LIM: 13/3/20 (X2 Posts)
SAPS Musina - VCIU - Ref No: LIM: 14/3/20 (X1 Post)
SAPS Marble Hall - STU - Ref No: LIM: 15/3/20 (X2 Posts)
SAPS Lebowakgomo – STU - Ref No: LIM16/3/20 (X2 Posts)
SAPS Makhado - STU - Ref No: LIM: 17/3/20 (X2 Posts)
SAPS Modimolle District - Ref No: LIM: 18/3/20 (X2 Posts)
SAPS Witpoort - Ref No: LIM: 19/3/20 (X2 Posts)
SAPS Hlogotlou - Ref No: LIM: 20/3/20 (X2 Posts)

REQUIREMENTS : A Grade 10 qualification will serve as an advantage. Basic literacy, numeracy and Communication skills. Be able to read and write. Willing to work extended hours when necessary Fluency in at least two official languages, of which one must be English. Be willing to work irregular hours.

DUTIES : Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters Performing tasks of a routine nature, such as dusting the environment Polish furniture and floors Vacuum carpets and mopping of tile floors Remove refuse Perform maintenance tasks in and around the assigned premises Clean bathrooms and kitchens Safekeeping and handling of a variety of Aids in the cleaning of the premises Loading and unloading of goods Garden maintenance services Washing and cleaning of state vehicles, kitchenware and utensils.

ENQUIRIES : Capt. Kobe Tel No: (015) 290 6131 PPO Ṉemaguvhuni Tel No: (015) 290 6026 PO Manoko Tel No: (015) 290 6024
CLOSING DATE : 31 July 2020

NOTE : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver’s license where necessary. 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. 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. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver’s license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

POST 17/130 : DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: 11/20/NC

SALARY : R733 257 – R863 748 per annum. (All inclusive remuneration package) The Successful Candidate will be required to sign a Performance Agreement.

CENTRE : Regional Office Northern Cape

REQUIREMENTS : A bachelor Degree/(3) year National Diploma in Public Administration/Management or equivalent qualification 3 – 5 Supervisory experience at Assistant Director Level Minimum of 3 years’ experience in either Building Management/Maintenance or Project Management; 3 years Practical experience in Facilities Planning and Management including space audit; Practical experience in managing external service providers; Knowledge and understanding of Fixed Asset Management, PFMA and GIAMA; Knowledge and understanding of Government procurement process relating to procurement of fixed assets; A valid driver’s license. Skills And Competencies: Project management; good Financial Management Skills; Managerial Skills; communication skills (including writing) with the ability to motivate and direct people; Strategic and conceptual orientation; Team oriented and results driven; Interpersonal relations and customer orientation; Creative and analytical skills; Problem solving and conflict management skills; Continual learning and information search; computer literate.

DUTIES : Strategic Leadership to provide guidance on management of facilities/properties occupied by DoJ&CD; Project Management in terms new building constructions, renovations or upgrading; Oversight in terms of compliance to payment of Municipal Accounts for services; Oversight in ensuring the finalisation of lease agreements for leased buildings; Conduct assessment/audits of facilities to identified needs for space, upgrading or new construction; Monitor and report on all Major projects undertaken in the region; Conduct space audits to determine needs for additional space requirements; Conduct assessment to ensure continued building maintenance at all facilities in the region; Compilation of various maintenance specifications at all facilities in the region; Management of staff in the section; Compile reports and attend various meetings; Extensive travelling in the region; Supervise the IT needs in the region and advise on procurement; Supervise Auxiliary support services in terms of cleaning, gardening, switchboard, registry and messenger services Compliance on records management prescripts Prepare
and make submissions in respect of budget requirements (day to day maintenance services and upgrading of infrastructure); Ensure monitoring of utilization of funds related to day to day maintenance services. Ensure continued liaison with DPWI on projects related to the region; Understanding the implementation of Capital, Planned and Unplanned Maintenance.

ENQUIRIES : Ms. S Segopa Tel No: (053) 8021300
APPLICATIONS : Please direct your applications to the Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Faxed or e-mailed applications will not be considered.

POST 17/131 : DEPUTY DIRECTOR LANGUAGE POLICY & INTERPRETING SERVICES REF NO: 04/20/NC

SALARY : R733 257 – R863 748 per annum. (All inclusive remuneration package) The Successful Candidate will be required to sign a Performance Agreement.
CENTRE : Regional Office Northern Cape
REQUIREMENTS : Bachelor’s Degree in Administration/Management or equivalent qualification; Post graduate qualification will be an added advantage (Administration/Management); Three (3) years should be at managerial level; Knowledge of the usage of the Language Prescripts, Knowledge of the Constitution of the Republic Of South Africa Skills and Competencies; Computer Literate; Knowledge of Policies; Research and Analytical Skills; Communication Skills (written and verbal); Service Delivery Innovation and Problem Solving Key Performance Areas; Manage the implementation of Court Interpreting and Language Services; Manage the Court Interpreting and Language Services stakeholders relations; Capacitate and develop language and court interpreting services; Manage operations efficiently and effectively of language services in the Northern Cape Region; General management functions/skills. Skills And Competencies: Computer Literate (MS Word, PowerPoint, Outlook, Excel etc.); Research and analytical Skills; Strong Leadership with strategic capabilities; Policy development; Monitoring and evaluation and Report Writing skills; Full command of Languages; Planning and Organizing; Cultural Diversity; Financial Management; Terminology Development; Accuracy and Attention to detail; Communication written and verbal skills; Communication skills; Listening skills; interpersonal skills; Time management; Analytical thinking.

DUTIES : Develop functional and organizational structures in the Department; Develop norms and standards in accordance with best practice methodology and application thereof; Design, redesign and improve business processes and procedures as well as Departmental forms; Job analysis and job evaluation of posts in the Department.

ENQUIRIES : Ms S Segopa Tel No: (053) 8021300
APPLICATIONS : Quoting the relevant reference number, direct your application to the Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Faxed or e-mailed applications will not be considered.

POST 17/132 : ASSISTANT DIRECTOR: SECURITY AND RISK MANAGEMENT REF NO: 09/20/NC

SALARY : R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE : Regional Office Northern Cape
REQUIREMENTS : B Degree or National Diploma Security Management/Risk Management or relevant equivalent qualification; PSIRA Grade B; At least 3 years supervisory experience in security management; NIA Security Managers’ Course will be an added advantage; A code EB driver’s (code 8) licence; Knowledge of PFMA and OHSA Act will be an added advantage; Thorough knowledge of the MISS 1998; Control of Access to Public premises and Vehicle Act, 1985 (Act No.53 of 1985) The successful candidate will be required to travel extensively Skills And Competencies: Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Project management skills; Presentation skills; Ability to
DUTIES: Perform a variety of duties related to the core functions of the security and risk management unit: Ensure and monitor adherence to departmental security systems and policies; Manage security at sub-offices in the region including resources, security personnel, contract security and physical security infrastructure; Ensure implementation of security measures at courts in consultation with the court managers; (Physical, Personnel, document and Information security) Promote and facilitate security awareness and education programmes; Conduct security threats and risk audits; Ensure compliance with MISS and departmental security policy; Roll out of contingency plan and OHSA compliance at sub-offices within the region; Ensure the safety of all persons in the court environment.

ENQUIRIES: Mr T Hurst Tel No: (053) 8021300
APPLICATIONS: Quoting the relevant reference number, direct your application to the Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. Or hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Faxed or e-mailed applications will not be considered.

POST 17/133: ASSISTANT DIRECTOR: FINANCE REF NO: 05/20/NC

SALARY: R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Regional Office Northern Cape

REQUIREMENTS: A 3 Year Degree/National Diploma in Commerce, Accounting or relevant equivalent qualification; At least 3 years demonstrable, relevant financial management experience of which at least 2 years should be at supervisory level; Budget and Expenditure Control experience; Current working experience on BAS and PERSAL; Sound knowledge of the Public Finance Management Act, Treasury Regulations, and SCOA; A valid driver’s license. Skills and Competencies: Advanced computer literacy (MS Office Excel, Word and Power Point; Good Communication (verbal and written) skills; Time management and organization skills; People management skills.

DUTIES: Reporting to the Deputy Director: Finance; Liaise and provide guidance to all Regional Office and Sub-Office personnel on the implementation of financial policies, prescripts and procedures ensuring compliance as stipulated in the PFMA, Treasury Regulations and DFI; Overseeing the Salary division and managing the payroll functions performed by the Regional Office; Debt Management.

ENQUIRIES: Ms R De Klerk Tel No: (053) 8021300
APPLICATIONS: Quoting the relevant reference number, direct your application to the Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. Or hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Faxed or e-mailed applications will not be considered.

POST 17/134: ADMINISTRATIVE OFFICER REF NO: 13/20/NC

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

CENTRE: Magistrate’s Office: Garies

REQUIREMENTS: A three (3) year National Diploma/Degree in Public Administration/Management or relevant equivalent qualification; Two (2) years relevant experience in Office and District Administration, Departmental Financial and Case flow Management systems; Experience in Vote and Trust Account will be an added advantage; Valid driver’s license. Skills And Competencies: Supervisory skills; Computer literacy (MS Office, MS Excel); Excellent communication skills (written and verbal); Good interpersonal relations; Accuracy and attention to detail; Ability to work under pressure.

DUTIES: Control documents; Draft correspondence with members of the public, other organizations and other state departments; Render advice/assistance on a wide spectrum of matters within occupational class context, e.g. the interpreting of
statutes/provisions, budgeting, maintenance, legal advice, planning actions and special projects; Facilitate training and development of clerical personnel; Custody of reserve stock.

ENQUIRIES:
Mr R Muller
Tel No: (053) 8021300

APPLICATIONS:
Quoting the relevant reference number, direct your application to the Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. Or hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Faxed or e-mailed applications will not be considered.

POST 17/135:
LABOUR RELATIONS OFFICER REF NO: 12/20/NC

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

CENTRE:
Regional Office Northern Cape

REQUIREMENTS:
Three years Bachelor Degree / National Diploma in Labour Relations/ Public Administration/ Management/Human Resource qualification; At least two to five years’ experience in Labour Relations environment; a valid driver’s license; Ability to work under pressure; Practical experience in Conciliation and Arbitration cases will serve as an added advantage; Skills and Competencies: Computer Literate MS Office: Word, Excel and Power Point; Proven managerial experience, verbal and written Communication skills as well as ability to maintain good interpersonal relations; Problem solving skills and analytic thinking.

DUTIES:
Promote sound labour relations in the Department; Supervise the activities of subordinates entrusted with inter alia, the co-ordination and administration of Grievances; Disciplinary Hearings and Labour Relations Circulars; Define and introduce Labour Relations Procedures according to the provisions of the Labour Relations Act, most particularly, its application in the Public Service in terms of Grievances and Disciplinary hearings; Handle dispute resolutions for the GPSSBC, PSCBC, CCMA, 25; Conciliation, Arbitration and Dismissal Disputes; Consult with the State Attorney on more complex matters; Play an active role in the management of strikes; Handle correspondence and memoranda of a more complex nature and compile reports for management; Provide training on Labour Related Matters; Investigation and analytical skills.

ENQUIRIES:
Mr W Kumalo
Tel No: (053) 8021331

APPLICATIONS:
Quoting the relevant reference number, direct your application to the Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. Or hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Faxed or e-mailed applications will not be considered.

POST 17/136:
COURT INTERMEDIARY REF NO: 42/19/NC

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

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

CENTRE:
Magistrate’s Office: Galeshewe

REQUIREMENTS:
Must be competent to be appointed as an Intermediary as prescribed in the Determination under section 170A (4)(a) of the Criminal Procedure Act, 1977, as amended by the Sexual Offences and Related Matters Act 32 of 2007; The candidate must be registered in one of the following: Medical Practitioners who are registered as such under the Medical, Dental and Supplementary Health Service Professions Act, 1974 (Act No. 56 of 1974) and against whose names the speciality paediatrics is also registered. Medical Practitioners who are registered as such under the Medical, Dental and Supplementary Health Service Professions Act, 1974, and against whose names the speciality psychiatry is also registered. Family counsellors who are appointed as such under section 3 of the Mediation in Certain Divorce Matters Act, 1987 (Act No. 24 of 1987), and who were registered as social workers under section 17 of the Social Work Act, 1978 (Act 110 of 1978), or who are or were classified as teachers in qualification category C to G, as determined by the Department of National Education, or who are or were registered as clinical, educational or counselling psychologists under the Medical, Dental and
Supplementary Health Service Professions Act, 1974. Child care workers who have successfully completed a two-year course in child and youth care approved by the National Association of Child Care Workers and who have four years’ experience in child care. Social workers who are registered as such under section 17 of the Social Work Act, 1978, and who have two years’ experience in social work. Teachers who are classified in qualification category C to G, as determined by the Department of National Education, and who have four years’ experience in teaching and who have not at any stage, for whatever reason, been suspended or dismissed from service in teaching. Psychologists who are registered as clinical, educational or counselling psychologists under the Medical, Dental and Supplementary Health Service Professions Act, 1974. A valid driver’s license, and willing to travel extensively within the province and beyond. Language requirements: a combination of the following will be considered. Fluency in English, Afrikaans And Setswana. Skills And Competencies: The ability to work with children/ disabled persons in a highly stressful and under traumatic circumstances; Understanding of and respect for the rights and dignity of the witness requiring assistance; Ability to treat the witness and his/her family with respect and empathy; Ability to provide emotional support and assistance to the witness and his/her family; Understanding of the ethical implications of working with children and court processes; Reliable, dedicated and hardworking.

**DUTIES**

Act as Intermediary by facilitating court proceedings where children are involved. Act as intermediary in all matters wherein, despite their biological age, witnesses have a mental age of under 18; Manage the efficient flow of all cases involving children and disabled persons; Facilitate the allocation of dates by utilizing the central diary to schedule matters; Maintain the Intermediary room and the resources therein; Ensure that the correct equipment is available to assist the child or disabled person in giving their evidence; Maintain a data base of all service providers that may provide assistance to the witness and his/her family and make all necessary information available to them.

**ENQUIRIES**

Ms M Phiri Tel No: (053) 8021331

**APPLICATIONS**

Quoting the relevant reference number, direct your application to the Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Faxed or e-mailed applications will not be considered.

**POST 17/137**

**FAMILY LAW ASSISTANT REF NO: 16/20/NC**

**SALARY**

R257 258 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

Family Advocate’s Office Upington

**REQUIREMENTS**

A 3 year qualification in a Legal field and/or equivalent legal qualification; 3 years’ experience in administration; knowledge in the functions of the office of the Family Advocate; A valid driver’s license, and willing to travel extensively within the province and beyond. Skills And Competencies: Computer literacy (Ms Office); Excellent communication skills (verbal and written); Conduct legal research; Good interpersonal relations.

**DUTIES**

Conduct screening interviews and parental rights/ responsibilities information sessions; Assist members of the public with form completion and queries; Assist the Family Advocate in conducting customer satisfaction surveys and community outreach projects; Support the Family Advocate with regards to matters on the court roll; Receive and screen correspondence and draft response on behalf of the Family Advocate; Conduct mediations in disputes regarding parental responsibilities and rights.

**ENQUIRIES**

Ms M Molokwane Tel No: (053) 8384567

**APPLICATIONS**

Quoting the relevant reference number, direct your application to the Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Faxed or e-mailed applications will not be considered.
POST 17/138: REGISTRAR REF NO: 10/20/NC
Re-advertisement; candidates who previously applied are encouraged to re-apply

SALARY: R198 411 – R480 921 per annum. (Salary will be determined in accordance with OSD determination). The successful candidate will be required to sign a performance agreement

CENTRE: Magistrate’s Office Kimberley

REQUIREMENTS: LLB degree or a four year recognized legal qualification; Valid driver’s license. Skills and Competencies: Knowledge of Magistrate’s Court Act, Skills and Competencies; Legal research and Drafting; Dispute resolution; Case Flow Management, Numerical, Office Management, Planning and organization, Communication (written & verbal) Computer literacy (MS Office); Ability to interpret acts and regulations.

DUTIES: Co-ordinate Case Flow Management Support Services to the Judiciary; Manage civil and criminal sections including divorce cases; Issue court orders and analyse statistics; Assist the public with court procedures; Management of case records as well as the record room and deal with the files in terms of the Archives Codes/Act, Tax legal bills of costs and attend to the review which may follow from such taxation; Provide training of Court Clerks and Assistant Registrars in the lower courts.

ENQUIRIES: Ms L Mtshaulana Tel No: (053) 8070600
APPLICATIONS: Quoting the relevant reference number, direct your application to the Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Faxed or e-mailed applications will not be considered.

POST 17/139: MAINTENANCE OFFICERS (MR-1 – MR-3) (X2 POSTS)

SALARY: R198 411 – R332 823 per annum. (Salary will be in accordance with OSD determination) The successful candidate will be required to sign a performance agreement.

CENTRE: Springbok Magistrates Court Ref No 47/19/NC (This post is a re-advertisement; candidates who previously applied are encouraged to re-apply)
Kimberley Magistrate’s Office Ref No: 14/20/NC

REQUIREMENTS: An appropriate four year recognized legal qualification (BProc or LLB); Extensive knowledge of the maintenance system; Proficiency in at least two official languages; Understanding of all services and procedures in the area of maintenance and other areas of family law; A valid driver’s license, and willing to travel extensively within the province and beyond. Skills And Competencies: Computer literacy (MS Office); Excellent Communication skills (written and verbal); Numeric skills; Communications skills; Facilitation and mediation skills; Supervisory skills; Litigation skills; Ability to: Work with public in a professional and empathetic manner; Explain legal terminology and processes in simple language; Manage time effectively and develop good facilitation skills; Think innovatively and work in pressurized environment; Institute proceedings in the Maintenance Act Give effect to the provisions of the Maintenance Act and other relevant legislation concerning the enforcement of court orders, and the recover of arrear maintenance.

DUTIES: Perform duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders.

ENQUIRIES: Ms M Phiri Tel No: (053) 802 13000
APPLICATIONS: Quoting the relevant reference number, direct your application to the Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Faxed or e-mailed applications will not be considered.
SOUTH AFRICAN POLICE SERVICE

APPLICATIONS: The Provincial Head Human Resource Management, Recruitment Office: Appointments, Private Bag X5001, Kimberley, 8300. Hand delivery address: 19 George Street (locked silver container at entrance), Kimberley 8301 E-mail addresses: SyfersRC@saps.gov.za; nc.pers.vehiclefleet@saps.gov.za or MoorcroftT@saps.gov.za

CLOSING DATE: 31 July 2020 at 16:00 (Applications received after the closing date will not be considered)

NOTE: Only the official application form (available on the SAPS website and at SAPS recruitment offices and/or Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Copies of an applicant’s ID and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children’s Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31st of January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof.

OTHER POST

POST 17/140: GENERAL WORKERS
Re-Advert

SALARY: R102 534 per annum (Level 02)
CENTRE: South African Police Service, Northern Cape
Aggeneys SAPS – Ref No: NC01/07/2020
Augrabies SAPS – Ref No: NC02/07/2020
Belmont SAPS – Ref No: NC03/07/2020
Boetsap SAPS – Ref No: NC04/07/2020
Britstown SAPS – Ref No: NC05/07/2020
Carnarvon SAPS – Ref No: NC06/07/2020
Fraserburg SAPS – Ref No: NC07/07/2020
Hanover SAPS – Ref No: NC08/07/2020
Heuningvlei SAPS – Ref No: NC09/07/2020
Mothibistad SAPS – Ref No: NC10/07/2020
Noupoort SAPS – Ref No: NC11/07/2020 (X2 Posts)
Onseepkans SAPS – Ref No: NC12/07/2020
Pabalello SAPS – Ref No: NC13/07/2020
Pella SAPS – Ref No: NC14/07/2020
Rietfontein SAPS – Ref No: NC15/07/2020
Springbok SAPS – Ref No: NC16/07/2020
Tsineng SAPS – Ref No: NC17/07/2020
Upington SAPS – Ref No: NC18/07/2020
Van Wyksvlei SAPS – Ref No: NC19/07/2020
Vioolsdrift SAPS – Ref No: NC20/07/2020
Vosburg SAPS – Ref No: NC21/07/2020
Warrenton SAPS – Ref No: NC22/07/2020
Provincial Finance and Administration – Ref No: NC23/07/2020
Pixley ka Seme Cluster – Ref No: NC24/07/2020
ZF Mgcawu Cluster – Ref No: NC25/07/2020
JTG Cluster – Ref No: NC27/07/2020

REQUIREMENTS : Applicants must display competency in the post-specific functions of the post; Be a South African Citizen. A Grade 10 qualification will serve as an advantage. Basic literacy, numeracy and communication skills. Be able to read and write. Willing to work extended hours when necessary. Fluency in at least two official languages, of which one must be English. Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Be willing to work irregular hours.

DUTIES : Maintaining a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters. Performing tasks of a routine nature, such as dust working the environment, polishing furniture and floors, vacuuming carpets and mopping of tile floors. Remove refuse. Perform maintenance tasks in and around the assigned premises. Clean bathrooms and kitchens. Safekeeping and handling of a variety of Aids in the cleaning of the premises. Loading and unloading of goods. Garden maintenance services. Washing and cleaning of state vehicles, kitchenware, and utensils.

ENQUIRIES : Lieutenant Colonel Shivuri/Warrant Officer Botha/CAC Stonga/Personnel Officers Syfers/Moorcroft Tel No: (053) 839 3776/3724/2813/2511/2510
ANNEXURE N

PROVINCIAL ADMINISTRATION: NORTH WEST
SOUTH AFRICAN POLICE SERVICE

APPLICATIONS: The Provincial Head Personnel Management, Recruitment Office: Appointments, Private Bag X801, Potchefstroom, 2520. Hand delivery address: 123 Peter Mokaba Street, Potchefstroom. Due to restriction of movement as a result of COVID-19, applications may also be emailed to: MpelaS@saps.gov.za or DikaneK@saps.gov.za or appiekm@saps.gov.za

CLOSING DATE: 31 July 2020 at 16:00 (Applications received after the closing date and faxed copies will not be considered.)

NOTE: Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS recruitment offices and/or Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. An applicant’s ID, all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver’s license (if applicable). Qualifications and driver’s licences submitted will be subjected to verification checking with the relevant institutions. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children’s Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31st of January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof.

OTHER POST

POST 17/141: GENERAL WORKERS

SALARY: R102 534 per annum (Level 02) - Public Service Act, 1994 (Act 103 of 1994)

CENTRE: South African Police Service, North West
Boons SAPS – Ref No: NW01/03/2020 (X2 Posts)
Coligny SAPS – Ref No: NW02/03/2020
Zeerust SAPS – Ref No: NW03/03/2020 (X2 Posts)
Hebron SAPS – Ref No: NW04/03/2020
Madibogo SAPS – Ref No: NW05/03/2020
Markina SAPS – Ref No: NW06/03/2020
Mooinooi SAPS – Ref No: NW07/03/2020
Stella SAPS – Ref No: NW08/03/2020
Tlhabane SAPS – Ref No: NW09/03/2020
Vorstershoop SAPS – Ref No: NW10/03/2020
Mahikeng Stock Theft Unit – Ref No: NW11/03/2020 (X2 Posts)
Lichtenburg K9 Unit – Ref No: NW12/03/2020
Zeerust K9 Unit – Ref No: NW13/03/2020
Hartbeespoortdam K9 Unit – Ref No: NW14/03/2020
Itoseng SAPS – Ref No: NW15/03/2020
Ikageng SAPS – Ref No: NW16/03/2020
Mmabatho SAPS – Ref No: NW17/03/2020
Piet Plessis SAPS – Ref No: NW18/03/2020
Boitekong SAPS – Ref No: NW19/03/2020
Makgobistad SAPS – Ref No: NC20/03/2020

**REQUIREMENTS**

Applicants must display competency in the post-specific functions of the post; Be a South African Citizen A Grade 10 qualification will serve as an advantage. Basic literacy, numeracy and communication skills. Be able to read and write. Willing to work extended hours when necessary. Fluency in at least two official languages, of which one must be English. Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Be willing to work irregular hours.

**DUTIES**

Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters. Performing tasks of a routine nature, such as dust working the environment Polish furniture and floors Vacuum carpets and mopping of tile floors. Remove refuse Perform maintenance tasks in and around the assigned premises. Clean bathrooms and kitchens Safekeeping and handling of a variety of Aids in the cleaning of the premises. Loading and unloading of goods. Garden maintenance services. Washing and cleaning of state vehicles, kitchenware and utensils.

**ENQUIRIES**

Captain Mpela/Personnel Officers Appie/Dikane Tel No: (018) 299 7320 /7139/7608 / 7732
ANNEXURE O

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

CLOSING DATE: 10 August 2020
NOTE: Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. 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. The nominated candidate will also be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of 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/smspre-entryprogramme/. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

MANAGEMENT ECHELON

POST 17/142: CHIEF DIRECTOR: DEVELOPMENT PLANNING REF NO: EADP 20/2020

SALARY: R1 251 183 per annum (Level 14). (All-inclusive salary package) Note: The remuneration package consists of a basic salary (70%) and the employer’s contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE: Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS: Honours degree or 4-year Bachelor’s degree (NQF level 8) as recognised by SAQA. A qualification in the Physical, Natural or Environmental Sciences, or City/Town and Regional Planning, Spatial Planning or Development Planning fields would be preferable. Professional Registration required, either with the South African Council for Planners (SACPLAN) or Environmental Assessment Practitioners Association of South Africa (EAPASA). At least 5 Years’ experience at a senior managerial level. Competencies: Knowledge of the following: Current national and provincial environmental management governance frameworks (statutory and strategic); National and provincial land use management and spatial planning governance frameworks (statutory and strategic); Latest international, national, provincial and local trends and developments in respect of environmental legislation, policies and strategies; Latest international, national, provincial and local trends and developments in respect of land use management legislation, policies and strategies; Theory and practice of environmental impact management; Theory and practice of land use management and spatial planning. Proven track record of good governance and administration skills; Strong conceptual, interpretive and formulation skills; Strong leadership, team building and interpersonal skills; Exceptional planning, organizing and people management skills; The ability to multi-task, deal with multiple projects/processes concurrently and manage change in an ever-changing environment and under pressurized circumstances.

DUTIES: Strategic management, guidance and advice in respect of the provisioning of Development Planning Services. This includes the following functions: Ensure the provision of development facilitation services to Provincial and Municipal
stakeholders; Guide and direct the provision of WCG Municipal IDP and LGMTEC support; Strategic management of the WCG Regional Socio-Economic Programme Project Office; Direct the management of regional integrated environmental management regulatory services; Ensure the provision of specialist integrated land use management services on a regional basis; Ensure the provision of land use regulatory support services to the Municipalities; Guide and direct the promotion and provision of sustainable spatial planning on a Provincial and regional basis; Guide and direct the provision of development planning intelligence management and research services; Evaluate the performance of the Chief Directorate on a continuous basis against predetermined key measurable outcomes and standards; and Ensure that sound people and financial management practices are adhered to in the Chief Directorate.

ENQUIRIES: Mr Ayub Mohamed Tel No: (+27 21 483 3722) (Cell: +27 72 400 0550)

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

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.

CLOSING DATE: 31 July 2020

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 17/143: ASSISTANT MANAGER NURSING (SPECIALTY AREA: TRAUMA AND EMERGENCY)

SALARY: R614 991 per annum (PN-B4)

CENTRE: Tygerberg Hospital, Parow Valley

REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration as Professional Nurse with the South African Nursing Council (SANC). A post basic nursing qualification in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or General with duration of at least 1 year accredited with the South African Nursing Council in the specialty referred to above. Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Computer literacy in Word and Excel. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of quality assurance and National Core Standards. Knowledge of relevant legislation and policy related to this nursing specialty. Nursing Management qualification / skills. Good organisational skills and the ability to function in a team and under pressure. Strong leadership and good interpersonal communication skills.

DUTIES: Effective management and utilisation of Human and Financial Resources to ensure optimal clinical and operational function in the area. Manage training, orientation, learning, professional growth and development and participation in research within the clinical environment. Responsible for management, supervision and coordination of clinical nursing care in the Trauma Unit and the Emergency Component. Support / deputise for the Head of Nursing and support the Nursing department and the institution.
ENQUIRIES: Ms FCG Marthinus Tel No: (021) 938-4055
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE: No payment of any kind is required when applying for this post.

POST 17/144: OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)
Central Karoo District
SALARY: R562 800 per annum (PN-B3)
CENTRE: Kwa-Mandlenkosi Community Clinic
REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with the SANC. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid Code (B/EB) drivers licence. Competencies (knowledge/skills): Good interpersonal and leadership skills. Strong sense of responsibility. Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel). Knowledge of Human resource and financial policies.

DUTIES: Collect, verify and submit accurate statistics timeously. Ensure that all personnel undergo training according their Individual Development and Performance Plan. Manage implementation of Ideal Clinic measures to achieve expected Ideal Clinic status. Manage planning to practice a holistic health service on a short-/medium-/long term basis. Manage, control and act in facet of Health, Support, Security, Cleaning-Infection control and Ground services. Organise a cost-effective service on a daily basis. Participate in community involvement. Personnel matters including supervision and performance management, finances and procuring as well as implanting of policies, prescripts and protocols regarding the mentioned facets.

ENQUIRIES: Mr W J Erasmus Tel No: (023) 414-8200
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE: No payment of any kind is required when applying for this post.

POST 17/145: CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PRIMARY HEALTH CARE)
Central Karoo District
SALARY: Grade 1: R383 226 (PN-B1) per annum
Grade 2: R471 333 (PN-B2) per annum
CENTRE: Zoar Amalien Steyn Community Clinic
REQUIREMENTS: Minimum educational qualification: 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 qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited (R48) with South African Nursing Council (SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate recognizable experience after obtaining the 1-year post basic qualification in the relevant specialty. Inherent requirement of the job: A valid (Code B/EB) drivers licence and willing to drive
mobile clinic. Willingness to work overtime when necessary and willingness to work at other clinics in the Sub-District. Competencies (knowledge/skills): Communication skills in at least two of the three official languages of the Western Cape. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook.

**DUTIES**
Manage and provide clinical comprehensive PHC service. Support the school health nurse with logistical arrangements. Assist with Wellness programmed in the district and ad-hoc at PHC facilities. Plan and implement Health Promotion and Prevention activities. Link with the community structures and NPOs. Collect data and submit reports. Provide PHC services to the surrounding farming communities. Manage human resources.

**ENQUIRIES**
Ms S Labuschagne Tel No: (028) 551-1342

**APPLICATIONS**
Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

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

**POST 17/146**
PROFESSIONAL NURSE: GRADE 1 OR 2 (SPECIALTY: COMMUNITY MENTAL HEALTH) (X2 POSTS)
Central Karoo District

**SALARY**
Grade 1: R383 266 per annum (PN-B1)
Grade 2: R471 333 per annum (PN-B2)
(Plus a non-pensionable rural allowance of 12% of basic annual salary)

**CENTRE**
Beaufort West PHC (Stationed at Central Karoo District Office)

**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 Psychiatric Nursing Science. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Valid (code B/EB) drivers’ licence. Willingness to travel in the district as well as in the province. Competencies (knowledge/skills): Must have good psychosocial, health assessment, interpersonal, planning, organisational and training skills. Knowledge of Mental Health Legislation and psychopharmacology, as well as of relevant legislation and policies of the Western Cape. Good verbal and written communication skills in at least 2 of the 3 official languages of the Western Cape. Computer Literacy.

**DUTIES**
Actively participate as a specialist nurse in the monitoring and provision of acute and chronic mental health care to patients/clients of all age groups at Health Facilities in the Central Karoo District. Design and implement treatment plans and critically evaluate outcomes. Promote and maintain mental health and manage the effects of mental illness through education, counselling and psycho-social rehabilitation. Participate in the training and clinical supervision of other health care providers Responsible for clinical governance evaluation (clinical audits) relating to mental health services in the district Data Management.

**ENQUIRIES**
Ms A Jooste Tel No: (023) 414-3590

**APPLICATIONS**
Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

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NOTE: No payment of any kind is required when applying for this post. A practical test will form part of the selection process. “Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. “Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).”

POST 17/147: PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)

Chief Directorate: Metro Health Services

SALARY:
Grade 1: R383 226 per annum (PN-B1)
Grade 2: R471 333 per annum PN-B2)

CENTRE: District Six CDC

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 duration of at least one year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the one-year post-basic qualification in Advanced Psychiatry. Inherent requirement of the job: Valid (Code B/EB) drivers licence as an added advantage. Competencies (knowledge/skills): Good interpersonal and communication skills Computer literate (Microsoft Office). Knowledge of and insight into relevant legislation and policies related to mental illness. Effective written and verbal communication in at least two of the three official languages of the Western Cape.

DUTIES: Actively participate in the clinical management and nursing care to patients with Mental Health problems within the Sub-district. Provide support and capacity development to PHC personnel for Sub-district level services and students and peers. Promote community development and participation in mental health care delivery. Liaise with other role players. Conduct research related to mental health and service delivery.

ENQUIRIES: Ms A Neethling Tel No: (021) 421 0288 / 0212020883

APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

NOTE: No payment of any kind is required when applying for this post “Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. “Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”
POST 17/148 : ASSISTANT DIRECTOR: FINANCE
West Coast District

SALARY : R376 596 per annum
CENTRE : West Coast District Office, Malmesbury

DUTIES : Monitor, control and report on expenditure, income and budget of finance, supply chain management and performance information. Manage the Human Resource Management functions of personnel in the division. Manage budget allocation of the District and monitor expenditure and revenue. Manage processes to ensure compliance to finance policies, the PFMA and regulations as well as Treasury Instructions to achieve quality Corporate Governance. Control and analyse monthly AFS Disclosure Reporting.

ENQUIRIES : Mr RH Layman Tel No: (022) 487-9212
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a practical test and undergo competency assessment.
CLOSING DATE : 31 July 2020

POST 17/149 : ADMINISTRATIVE MANAGER: (CORPORATE SERVICES)
West Coast District

SALARY : R376 596 per annum
CENTRE : Radie Kotze Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year national diploma or degree. Experience: Appropriate experience and knowledge of the management of support services with reference to people management, finance and supply chain management and facility management and supervision. Inherent requirements of the job: Valid (code B/EB) drivers licence. Willingness to work extra hours and be on standby. Competencies (knowledge/skills): Advanced computer literacy (MS Word, Excel). Good written and communication skills in at least two of the three official languages of the Western Cape. Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills.

DUTIES : Efficient and effective strategic planning of the corporate services in the Bergriver Sub-district (Radie Kotze Hospital, Lapa Munnik Hospital with support to PHC Services). Management of personnel administration, human resource development and training, disciplinary procedures, labour relations, recruitment and selection processes and staff performance assessment. Finance and supply chain management. Management of hospital fees, admissions and medical records. Effectively manages all facility-based support services and oversees maintenance requirements. Support to Medical Manager and management team.

ENQUIRIES : Dr C Prins Tel No: (022) 487-9201
APPLICATION : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE : No payment of any kind is required when applying for this post.

POST 17/150 : FOOD SERVICES SUPERVISOR

SALARY : R145 281 per annum
CENTRE : Tygerberg Hospital, Parow Valley
**REQUIREMENTS**

Minimum educational qualification: General education and Training Certificate (GETC) Grade 9 (Std 7). Experience: Appropriate experience in food service environment. Appropriate supervisory experience. Inherent requirements of the job: Ability to do physical tasks. Be able to work shifts, weekends and public holidays. Ability to work in large scale freezers and cold rooms. The incumbent must be strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Literacy with sound numerical skills. Ability to work according to the rules or standards and to meet deadlines. Sound interpersonal communication skills. Knowledge and ability to handle industrial equipment. Knowledge of applicable legislation and policies or nutrition and different diets or large-scale food preparation according to standard recipes.

**DUTIES**

Support the principal food services supervisors and food service manager or senior in the execution of their tasks. Responsible for hygiene. Supervise and administer physical resources. Assist with meal bookings, meal cards and coding. Implement standard menu, production planning and correct procedures for receipt, storage, preparation, portioning and distribution of meals. Supervise food hygiene guidelines. Allocate tasks and co-ordinate work schedules. Maintain security of kitchen unit and all physical resources and supplies. Supervise and administer activities regarding the meal plan (patients and private patients).

**ENQUIRIES**

Ms R Keyser Tel No: (021) 938-4135

**APPLICATIONS**

The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

**FOR ATTENTION**

Mr R McKenzie

**NOTE**

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

**POST 17/151**

**FOOD SERVICES AID**

**SALARY**

R102 534 per annum

**CENTRE**

Tygerberg Hospital, Parow Valley

**REQUIREMENTS**

Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a large-scale Industrial Food Service Unit. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays. Ability to work in large scale freezers and cold rooms. Physically strong to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Ability to function in a group and to work under pressure. Ability to prepare food according to standardised recipes. Knowledge of National Food Service Guidelines. Knowledge of basic cleaning and maintenance of equipment. Ability to read, speak and write in at least two of the three official languages of the Western Cape.

**DUTIES**

Prepare, dish up and serve food for normal and special diets. Assist with the receipt, storage and stock control of food supplies. Follow and maintain hygiene and safety directives including the use of apparatus and equipment, washing of crockery and cooking utensils. Assist with the informal in-service training of new employees. Attend prescribed training courses.

**ENQUIRIES**

Ms R Keyser Tel No: (021) 938-4135

**APPLICATION**

The Chief Executive Officer: Tygerberg Hospitals, Private Bag X3, Tygerberg, 7505.

**FOR ATTENTION**

Ms VG De Jager

**NOTE**

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

**DEPARTMENT OF SOCIAL DEVELOPMENT**

**CLOSING DATE**

31 July 2020

**NOTE**

Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. 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. The nominated candidate will also be required to complete the Senior Management Pre-Entry
Programme before they may be appointed into this post. The purpose of 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/

Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

MANAGEMENT ECHELON

POST 17/152 : CHIEF DIRECTOR: SERVICE DELIVERY MANAGEMENT AND COORDINATION REF NO: DSD 50/2020

SALARY : R1 251 183 per annum (Level 14). (All-inclusive salary package) Note: The remuneration package consists of a basic salary (70%) and the employer’s contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years’ relevant senior managerial level experience in a Social Welfare environment. Recommendations: A valid driving licence; High level in-house advisor experience. Competencies: Advanced knowledge of modern systems of governance and administration; Knowledge of the following: Modern trends and future developments in the Social Sector; How to manage the implementation and quality of developmental social welfare and community development interventions within regions; Providing a mechanism for members of the public to provide feedback and complaints regarding the departments service delivery and other related matters; Intergovernmental and international relations; People Management processes and practices; Employee Relations; Financial Management; Project Management; Strategic capability and visionary leadership skills; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Sound Financial management skills; Change Management skills; Programme and Project Management skills; Service Delivery Innovation.

DUTIES : Ensure the effective and efficient implementation of the Programmes for children and families within the regions; Ensure the effective and efficient implementation of Special Programmes (i.e. Substance abuse, prevention and rehabilitation, services, care and support services to the older persons and Services to persons with disabilities) within the regions; Oversee the implementation and management of the following services within the regions; Ensure the effective and efficient management of the implementation of Social Crime Prevention Programmes and Community Development programmes within the regions; Ensure business planning, information and stakeholder management within the regions; Strategic Management; People Management; Financial Management.

ENQUIRIES : Dr R Macdonald at Tel No: (021) 483 3083

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 17/153 : CHIEF DIRECTOR: SOCIAL WELFARE AND RESTORATIVE SERVICES REF NO: DSD 53/2020

SALARY : R1 251 183 per annum (Level 14). (All-inclusive salary package) Note: The remuneration package consists of a basic salary (70%) and the employer’s contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years’ relevant senior managerial level experience in a Children and Families Service environment; A valid driving licence. Recommendations: High level in-house advisor experience. Competencies: Knowledge of modern trends and future development in the Social Sector; Advance knowledge of the following: Formulating and managing facilities and quality assurance programme; Formulating and managing the restorative and special programmes; Modern systems of governance and administration; Knowledge of the following: Assessment systems; Management principles; Public Service procedures; People Management processes; Employee relations; Financial Management; Project Management; Interpret and apply relevant policies and procedures; Strong conceptual and formulation skills; Strong Leadership skills with specific reference to the ability to display thought leadership in complex applications; Sound Budgeting skills; Excellent communication (including report writing, facilitation and presentation skills); Strong organisational skills; Strategic thinking and planning skills.

DUTIES: Formulate and manage the restorative programme, namely victim empowerment, crime prevention and support and substance abuse programmes; Formulate and manage special programmes, namely disability, and older people’s programmes; Manage, quality assure and monitor all facilities across various programmes, outsourced child and youth care centres; Strategic Management; People Management; Financial Management.

ENQUIRIES: Dr R Macdonald at Tel No: (021) 483 3083

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 17/154: DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DSD 51/2020

SALARY: R1 057 326 per annum (Level 13). (All-inclusive salary package) Note: The remuneration package consists of a basic salary (70%) and the employer’s contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years’ relevant middle-managerial level experience in a SCM environment; A valid driving licence. Competencies: Knowledge of the following: Assessment Systems; Management principles; Public Service procedures; Employee relations; Financial management; People Management and Empowerment; Programme and Project Management; Change Management; Knowledge Management; Interpret and apply relevant policies and procedures; Strong conceptual and formulation skills; Strong Leadership skills with specific reference to the ability to display thought leadership in complex applications; Sound Budgeting skills; Excellent communication (including report writing, facilitation and presentation skills); Strong organisational skills; Strategic thinking and planning skills; Proven computer literacy (tech savvy); Team building and strong interpersonal skills.

DUTIES: Ensure the development and implementation of the SCM strategies, policies, systems, practices and procedures for Governance, Demand, Training and Development, Risks and Performance Management Services; Oversee the rendering of a service with regard to acquisition, contract and logistics management; Oversee the management of departmental assets; Strategic Management including change management; People Management; Financial Management.

ENQUIRIES: Mr JO Smith at Tel No: (021) 483 8679

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
POST 17/155 : REGIONAL MANAGER: WEST COAST REGION REF NO: DSD 52/2020

SALARY : R1 057 326 per annum (Level 13). (All-inclusive salary package) Note: The remuneration package consists of a basic salary (70%) and the employer’s contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years’ relevant middle-managerial level experience in a in the SCM environment; A valid driving licence. Recommendation: An appropriate Masters Degree. Competencies: Knowledge of the following: How to manage the implementation of developmental social welfare and community development interventions in the region; Providing a mechanism for members of the public to provide feedback and complaints regarding the regions service delivery and other related matters; Advanced knowledge of modern systems of government and administration; Extensive knowledge of the applicable or relevant policies and procedures; people management processes and practices; Intergovernmental and international relations; Employee relations; Financial management; Project Management; Sound Budgeting skills; Communication and facilitation skills (including report writing and presentation skills); Strong organisational skills; Strategic thinking and planning; Change management; Knowledge management; Service delivery innovation; Problem solving and analysis.

DUTIES : Coordinate and support the implementation of programmes within the Region (Local Offices and Service Delivery Units (SDU’s)); Oversee the management of the following: Implementation of Families and Children Programmes within the region; Special programmes within the region; Social Crime Prevention Programmes within the region; Implementation of Community Development Programmes within the region; Business planning, information management and stakeholder management within the region (Local Offices and Service Delivery Units (SDU’s)); Strategic Management; People Management; Financial Management.

ENQUIRIES : Dr R Macdonald at Tel No: (021) 483 3083

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE : 31 July 2020

NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 17/156 : PRINCIPAL PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT REF NO: TPW 65/2020

SALARY : R316 791 per annum (Level 08)

CENTRE : Posts Available At Various Locations: Vredenburg, Vredendal, Caledon, Knysna, Mossel Bay, George, Oudtshoorn, Beaufort West, Laingsburg And Worcester),

REQUIREMENTS : Grade 12 (or equivalent qualification); A minimum of 6 years working experience in the field of Traffic Law Enforcement Operations; Must be in possession of a Basic Traffic Diploma from a training institution accredited by the RTMC; Valid driving licences (A and EC); No criminal record. Recommendations: Tertiary level
qualification; Supervisory experience in Traffic Law Enforcement; Extensive experience in Road Traffic and Public Transport policies and Regulations; Vehicle Inspections and impoundment experience; Registered as an Examiner of driving licence and Examiner of vehicles; Labour relations, leadership, conflict management and resolution; Organising, planning, co-ordinating and decision-making skills.

Competencies: Knowledge of the following: National Road Traffic Act (NRTA) 93/96; National Land Traffic Act (NLTA) 5/2009; National Road Traffic Regulations (NRTR) 2000; Criminal procedures Act (CPA) 51/77; Average speed over distance (ASOD); Firearm and Ammunition Control Act 60/2000; Human Resource Management, Performance Management and Financial Management skills; Proven computer literacy and meeting skills; Ability to work under pressure and resolve conflict; Communication (written and verbal) and report writing skills in at least two of the official languages of the Western Cape; Operational planning and deployment skills.

**DUTIES:**
Supervise, co-ordinate and execute various planned traffic law enforcement activities and relevant auxiliary services based on changing driver and other road users behaviour on public roads; Create an enabling environment in respect of legal compliance and road safety initiatives; Compilation and timeous submission of accurate and verified operational information; Responsible for the effective maintenance of law enforcement operational equipment and patrol vehicle fleet as part of Asset Management; Coordinate, manage and report on financial expenditure with regards to official patrol vehicle fleet, individual and subordinates financial claims and all other assets. Mentor and coach Senior Provincial and Provincial Inspectors.

**ENQUIRIES:**
Mr N Arendse Tel No: (021) 483 0533

**APPLICATIONS:**
Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

**POST 17/157:**
**ADMINISTRATIVE OFFICER: TRAFFIC LAW ENFORCEMENT – HEAD OFFICE**

**REF NO:** TPW 66/2020

**SALARY:**
R257 508 per annum (Level 07)

**CENTRE:**
Transport and Public Works, Western Cape Government

**REQUIREMENTS:**
Senior Certificate/Grade 12 (or higher qualification); A minimum of 6 years' experience in an information and data management or similar environment and/or Experience in Administration and Finance. Competencies: Knowledge of the following: Public Financial Management Act, GG Policies as well as various procurement processes; Office policies, practises and procedures; Basic project administration; Communication (written and verbal) skills; Administrative and financial planning; Proven computer literacy (MS Word, Excel, PowerPoint); Basic numeracy skills; Report writing; Research and analytical skills; Planning and organizing skills; Presentation and facilitation skills. Experience working in an environment that relies extensively on extracting information from electronic systems. Ability to work under pressure and willingness to work irregular hours.

**DUTIES:**
Coordination of information and knowledge management functions of the Directorate to provide reliable and meaningful information through disseminating and manipulation of law enforcement data and information; Provide a professional information support service; Assist in the coordination of processes necessary in the optimal use and management of hardware and software utilised to obtain law enforcement information and data; Perform specific data management functions; General Administration, Leave Administration, processing of statistics, loss, asset control and fleet management; Supervision of subordinates; Assist Manager with Budgets, Expenditure and income reports at centre and statistical audit reports; Identify and document training needs that will enhance existing and new procedures and systems.

**ENQUIRIES:**
Ms A.C Fennie at Tel No: (021) 483 0839

**APPLICATIONS:**
Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
POST 17/158  :  PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT  REF No: TPW 62/2020

SALARY  :  R208 584 per annum (Level 06)
CENTRE  :  Posts Available At Various Locations: Caledon, Swellendam, Mossel Bay, George, Knysna, Vredenburg And Vredendal)

REQUIREMENTS  :  Grade 12 (or equivalent qualification); A minimum of 1-year practical experience in the field of Traffic Law Enforcement Operations; Must be in possession of a Basic Traffic Diploma from a training institution accredited by the RTMC; A valid Code 8 manual driving licence; No criminal record. Recommendations: Conflict management and Leadership skills. Competencies: Knowledge of the following: National Road Traffic Act (NRTA) 93/96; National Land Traffic Act (NLTA) 5/2009; National Road Traffic Regulations (NRTR) 2000; Criminal procedures Act (CPA) 51/77; Average speed over distance (ASOD); Excellent communication (written and verbal) and report writing skills in at least two of the official languages of the Western Cape; Defensive driving skills; Ability to work under pressure and deal with conflict.

DUTIES  :  Enforce and ensure Road Traffic Law Enforcement, Public Passenger and Transport legislation; Implement planned and approved traffic law enforcement activities/operations; Coordinate and safe-guard accident scenes and ensure the free flow of traffic through point duty and traffic control; Escort abnormal vehicles and loads to ensure safe movement thereof. Execute high visibility policing and ensure crime prevention activities; Execute overload screening and control at weighbridges; Perform of all administrative activities and related duties.

ENQUIRIES  :  Ms VS Chetty Tel No: (021) 483 8257
APPLICATIONS  :  Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 17/159  :  PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT  REF No: TPW 61/2020

SALARY  :  R208 584 per annum (Level 06)
CENTRE  :  Posts Available At Various Locations: Beaufort West, Oudtshoorn, Laingsburg, Worcester, Somerset West And Brackenfell)

REQUIREMENTS  :  Grade 12 (or equivalent qualification); A minimum of 1-year practical experience in the field of Traffic Law Enforcement Operations; Must be in possession of a Basic Traffic Diploma from a training institution accredited by the RTMC; A valid Code 8 manual driving licence; No criminal record. Recommendations: Conflict management and Leadership skills. Competencies: Knowledge of the following: National Road Traffic Act (NRTA) 93/96; National Land Traffic Act (NLTA) 5/2009; National Road Traffic Regulations (NRTR) 2000; Criminal procedures Act (CPA) 51/77; Average speed over distance (ASOD); Excellent communication (written and verbal) and report writing skills in at least two of the official languages of the Western Cape; Defensive driving skills; Ability to work under pressure and deal with conflict.

DUTIES  :  Enforce and ensure Road Traffic Law Enforcement, Public Passenger and Transport legislation; Implement planned and approved traffic law enforcement activities/operations; Coordinate and safe-guard accident scenes and ensure the free flow of traffic through point duty and traffic control; Escort abnormal vehicles and loads to ensure safe movement thereof. Execute high visibility policing and ensure crime prevention activities; Execute overload screening and control at weighbridges; Perform of all administrative activities and related duties.

ENQUIRIES  :  Mr N Arendse Tel No: (021) 483 0533
APPLICATIONS  :  Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
POST 17/160 : ADMINISTRATION CLERK: TRAFFIC LAW ENFORCEMENT – HEAD OFFICE
REF NO: TPW 67/2020

SALARY : R173 703 per annum (Level 05)
CENTRE : Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendations: Administrative experience in an information and data management or similar environment. Competencies: Good understanding of the following: Departmental prescripts and policies; General administrative functions; Basic report writing skills; Proven computer literacy in MS Word, Excel, PowerPoint; Communication (written and verbal) skills; Planning and organisation skills; Basic numeracy skills. Willingness to work irregular hours.

DUTIES : Asset/Inventory Control; Data management by collecting, capturing and collating of traffic law enforcement information and data to ensure data integrity and quality control standards are met; Registry functions and record keeping; General administrative function, processing of statistics and loss/asset control; Provide a professional information support service; Assist with the management of hardware and software utilised to obtain law enforcement information and data.

ENQUIRIES : Ms A.C Fennie at Tel No: (021) 483 0839
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

APPLICATIONS : Applications must be submitted by using the following URL https://wcedonline.westerncape.gov.za/home/, via Google Chrome or Mozilla Firefox.
CLOSING DATE : 31 July 2020
NOTE : The applicants are advised to read the foreword available on the WCED website before applying for the post/s. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

POST 17/161 : DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: 144
Branch: Financial Accounting

SALARY : R733 257 per annum plus benefits (Level 11)
CENTRE : Cape Town
REQUIREMENTS : A B. Degree or equivalent qualification in Accounting with at least 5 years' experience in a Financial Accounting environment, inclusive of a minimum 3 years management/supervisor experience. A valid driver’s license. Proven Knowledge of GRAP/IFRS/MCS, Sound knowledge of financial management and accounting processes; Sound knowledge of modern systems of governance and administration; knowledge on Risk Management and Auditing; Sound Knowledge of financial information systems; Sound knowledge of Supply chain management; Financial Delegations; Cash flow; Project Management. Project Management and organisational skills; Report writing; MS Office applications; Ability to interpret regulations; Problem resolution experience requiring strong analytical skills, sound judgement.
DUTIES: Monitor compliance with all applicable prescripts and regulations. Develop and implement policies and procedures dictating financial reporting and recording requirements. Provide input into longer-term objective setting, financial planning sequences and directing and executing accounting procedures and processes. Manage the quarterly and annual financial statements (IFS and AFS) and related audit and review processes. Oversee and facilitate the monthly late payment report. Oversee the monthly and year-end financial book closure. Effective management of financial batches. Manage the effective detection and recovery of losses. Ensure adherence and compliance regarding the management of unauthorised, irregular and fruitless and wasteful expenditure. Management and maintenance of the BAS system and other financial systems within WCED. Provide an accounting service to the Department, including, inter alia performing bookkeeping and accounting control functions (month and yearend closing procedures, all interfacing subsystems and related accounting procedures). Liaise with the Auditor-General and Internal Audit on the audit of the Department and respond to audit queries for the Department. Manage the relevant sub-directorate in line with the strategic objectives of the Department. Identify staff capacity needs and ensure training interventions and provide financial training of all relevant personnel.

ENQUIRES: Mr Z Mpisi Tel No: (021) 467 2511

POST 17/162: DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: 156 Branch: Education District Office Metro North

SALARY: R733 257 per annum plus benefits (Level 11)
CENTRE: Parow
REQUIREMENTS: National Diploma (NQF 6) or Degree Financial/ Management plus 5 years relevant management experience. Valid Code EB driver’s licence. Knowledge of the Departmental Policies and Procedures; Knowledge of the Promotion of Administrative Justice Act; Knowledge of the OHS Act; Knowledge of Promotion of Access to Information Act (PAIA); Knowledge of Archives and Records Service Act; Knowledge of SCM processes and procedures; Knowledge of COIDA (Compensation of Injury on Duty Act); Knowledge of Facilities Management or Logistical Service. Communication skills; Language skills; Computer skills; Planning and Organising skills; Presentation skills; Report Writing skills (Specifications, Submissions and Audit Reports); Interpretation and Analysis skills; Interpersonal skills.

DUTIES: Promote and ensure sound and effective financial accounting services, financial management practises, asset management and implementation of SCM practises. Monitor financial compliance of public ordinary and public special schools and hostels. Monitor the evaluation of approved budgets, financial statements and expenditure statements for public ordinary and public special schools and hostels. Monitor the management, co-ordination and administration of pre-forensic Investigations. Provide a logistical support service (GG and Public Transport, Registry, Facilities Management). Participate in the recruitment and selection of Staff. Motivate, train and guide staff. Manage the performance, evaluation and rewarding of staff. Monitor information capacity building. Promote sound labour relations. Maintain discipline. Give direction to and manage policy issues with regard to the functions of the component.

ENQUIRES: Ms W Horn Tel No: (021) 938 3133


SALARY: R376 596 per annum (Level 09)
CENTRE: Cape Town
REQUIREMENTS: National Diploma (NQF 6) or degree in Project Management plus 3 years administrative experience. Expert knowledge of strategic management processes. Expert knowledge of government planning processes and cycles. Sound knowledge and understanding of departmental operations. Knowledge of the policies of the government of the day, with specific reference to the HCDS. Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Knowledge of

**DUTIES**
Facilitate the departmental strategic and operational planning processes. Compile strategy documents and reports. Ensure alignment of departmental policies, strategic planning and budget processes. Ensure the efficacy of the strategic review processes. Facilitate the drafting and publication of departmental annual report. Investigate and implement alternative service delivery options.

**ENQUIRIES**
Ms W Conrad Tel No: (021)-467 2053

**POST 17/164**
**E-LEARNING PROJECTS FACILITATOR REF NO: 152**
Branch: Education District Office Metro East

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

**CENTRE**
Kuilsriver

**REQUIREMENTS**

**DUTIES**
 Assist in the process of confirming the list of priority schools for new and technology refresh. Conduct audits of technology at schools to inform decisions (collaborated with CeI for technical evaluation). Manage the retrieval and redistribution of technology. Coordinate and manage the implementation of all e-Learning projects deliverables such as project plans, site visits, installations. Ensure that schools with subject-specific needs (e.g. CAT/IT/EGD) are adequately ICT resourced in collaboration with other stakeholders (Head Office, District Subject Adviser and CeI) according to approved plans. Check and report on the schedule of needs and project plans for technology provisioning in priority schools/district. Submit project plans for approval and signature of the Manager Curriculum Support (MCS) and Director Education District. Coordinate and project manage all technology provisioning at schools for e-Learning and e-Administration. Develop and implement plans, processes and systems to effectively implement e-Learning and technology provision projects and report on all projects. Liaise with head office (eLearning) with respect to provisioning of technology and relevant research and evaluation innovation projects. Implementation and support of new technology and refresh of technology at Public Ordinary and Special Schools. Ensure support and maintenance as per SLA from CeI, ICT helpdesk, outside service providers: e-Learning and e-Administration equipment including connectivity. Collaborate and liaise with the different units at head office and districts i.e. e-Learning HO, FET/GET Curriculum, IMG, ICT Committee and CeI with respect to relevant e-Learning projects. Ensure first line administrative technical support to schools and School Network Administrator (SNA) with respect to error detection including connectivity, software and hardware. Provide relevant information to inform the eLearning database. Develop, manage, and maintain an updated database/records of the implementation of e-Learning projects including financial aspects in line with project management principles. Update and maintain a project register. (e.g. WCED Projects, District Initiated and Donor funded). Report regularly to relevant stakeholders on e-Learning projects, technology provisioning, and connectivity.

**ENQUIRIES**
Mr B Schereka Tel No: (021) 900 7000

**POST 17/165**
**ASSISTANT DIRECTOR: FINANCE & SUPPLY CHAIN MANAGEMENT REF NO: 153**
Branch: Education District Office Metro East

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

**CENTRE**
Kuilsriver

DUTIES: Perform all the managerial tasks with regard to the component Finance & SCM at the district level. Manage policy issues with regard to the functions of the components under his/her command. Communicate on managerial level with regard to the functions of the component. Perform and manage staff who perform the following functions: procurement of furniture and equipment. Payment of leases. Administer Sourcelink, Stocktake. Payment of advances. Payment of municipal accounts. Payment of S & T claims. Payment of all district own services.

ENQUIRIES: Mr B Schereka Tel No: (021)-900 7000

POST 17/166: ASSISTANT DIRECTOR: COMPLIANCE REF NO: 154
Branch: Education District Office Metro East


DUTIES: Manage and coordinate the evaluation of the Approved Budget for Public Ordinary Schools and hostels. Manage and coordinate the evaluation of the Annual Financial Statements of the Public Ordinary Schools within the Education District. Manage the evaluation of the Bi-Annual Financial Statements (WCED 043) of the Public Ordinary and Public Special Schools within the Education District. Manage, coordinate and administer pre-forensic investigations. People Management functions.

ENQUIRIES: Mr B Schereka Tel No: (021) 900 7000