



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 18 OF 2022

DATE ISSUED 20 MAY 2022

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

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DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE : 03 June 2022 at 16:00

NOTE : DALRRD requests applicants to apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department.

OTHER POSTS

POST 18/01 : **DEPUTY DIRECTOR: SUPPORT SERVICES REF NO: 3/2/1/2022/202**
Directorate: Grootfontein Agricultural Development Institute

SALARY : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Eastern Cape (Middelburg)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Public Administration/Public Management / Business Management. 3 years' experience at a Junior Management level in an administration environment. Job related knowledge: Knowledge of Supply Chain Management processes, Knowledge of government systems and structure, Public Service Regulations, Treasury Regulations, Public Finance Management Act (PFMA) and Preferential Procurement Policy Framework Act (PPPFA). Knowledge on Departmental transversal systems (Basic Accounting System (BAS), Personnel and Salary Administration (PERSAL), Logistical Information System (LOGIS)) Job related skills: Planning and organising skills, Analytical skills, Document management skills, Office management skills, Financial management skills, Interpersonal skills, Computer skills, Resource planning skills, Problem solving and decision-making skills and Time management skills. A valid driver's licence. Willingness to travel and / or work irregular hours. Ability to work under pressure.

DUTIES : Manage the delivery of support services to achieve planned outcomes of the institute. Manage the administrative support services of the institute, inclusive of registry, human resources, fleet management, skills development, occupational health and safety. Coordinate the information management services of the institute inclusive of Information and Communications Technology (ICT) and library. Coordinate financial services of the institute with

units responsible for financial administration, supply chain management and asset management. Manage and coordinate the provisioning of farm and facility management services. Manage and coordinate student accommodation services of the institute, inclusive of housing, catering and cleaning services. Apply legislation, departmental policies and procedures and develop internal standard operational procedures. Interpret legislation, prescripts and policies and coordinate implementation at institutional level. Issue education and awareness directives for implementation and monitor measures of compliance. Perform risk assessments. Identify gaps and develop internal standard operational procedures to mitigate risks. Supervise unit managers (Administration, Farm Services and Information Management Services) as first level supervisor to achieve planned outcomes. Oversee and provide leadership to the unit managers of Information Management Services, Administration and Farm Support Services. Establish standards of performance and by review determine that performance meets the standards. Develop and provide goal directed education and training to all personnel. Implement corrective measures including disciplinary measures. Manage financial and moveable assets of support service units. Manage budget and procurement planning for support units of the institute aligned with departmental prescripts. Perform cash-flow projections and ensure efficient expenditure control. Implement asset and inventory management procedures aligned with departmental rescripts.

- ENQUIRIES** : Mr. T Herselman Tel No: (049) 802 6605
- APPLICATIONS** : Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or Grootfontein College of Agriculture, Middelburg, Eastern Cape.
- NOTE** : African, Coloured and Indian males and African, Coloured and Indian females and Persons with disabilities are encouraged to apply.
- POST 18/02** : **DEPUTY DIRECTOR: RESTITUTION RESEARCH CONTROL REF NO: 3/2/1/2022/204**
Directorate: Restitution Research
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree in Economics / Social Sciences / Legal. 3 years' experience at a Junior Management level in social and legal research environment. Experience in providing legal advice and development of policies and processes. Job related knowledge: Basic knowledge of financial management and administration systems, Knowledge of Restitution and Land Reform mandates, Strategic planning, Knowledge and implementation of the Public Finance Management Act and Division of Revenue Act and Knowledge of the Restitution of Land Rights Act. Job related skills: Computer literacy, Communication skills, Interpersonal skills, Management skills, Supervisory skills and Skills in preparing budget. A valid driver's licence.
- DUTIES** : Manage, coordinate and advise on research methodology and processes. Coordinate and facilitate implementation of Restitution research. Compliance with the elements of Rule 3 and Rule 5 as provided by the Restitution Act. Support court processes on research. Advise the Regional Land Claims Commissioner towards finalising of research. Coordinate and advise on research methodology. Develop research policy and processes. Update research policies and standard operating procedures in line with relevant legislations. Ensure fair administrative processes. Ensure compliance to policies and procedures. Monitor Restitution research. Provide quality assurance and vetting services for all Rule 3 and Rule 5 reports, non-compliance memorandums and gazette notices. Follow court's precedents in the vetting of reports. Coordinate and provide research training and support. Provide training in respect of research policy, methodologies, procedures, best practice, etc. Render advice and support to all Land Restitution Support offices. Programme management support to research projects and service providers. Provide technical and strategic support on research to all Provinces.
- ENQUIRIES** : Ms C Van Der Merwe Tel No: (012) 407 4400

- APPLICATIONS** : Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
- NOTE** : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 18/03** : **PROJECT COORDINATOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2022/190**
Directorate: District Office
- SALARY CENTRE REQUIREMENTS** : R477 090 per annum (Level 10)
: Northern Cape (Namakwa)
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in the field of Humanities / Social Science or Law (LLB). 3 years' experience in a land reform related environment. Job related knowledge: Thorough knowledge of land tenure security matters, Transformation of Certain Rural Areas Act (TRANCRA) and Upgrading of Land Tenure Rights Act (ULTRA). Job related skills: Communication skills (excellent verbal and written communication skills), Negotiation and conflict resolution skills, Strategic management and leadership skills, Project Management skills, Networking skills, Team management skills, People management skills, Customer and client focus skills and Statistical forecasting skills. A valid driver's licence and willingness to travel.
- DUTIES** : Implement the Extension of Security of Tenure (ESTA) Programmes. Respond to all queries in ESTA accordingly. Liaise with Justice Ministry, Game Farmers, Department of Environmental Affairs, Conventional Farmers / Farm owners, Department of Labour, Farm Dwellers and Local Municipalities on ESTA / Labour Tenants Act (LTA). Develop a database for monitoring and evaluation of interventions processes of all cases. Conduct training workshops of staff and role players in the Land Reform. Assist staff in the District Office to incorporate changes in Land Reform Policy and procedures to their planning and implementation. Attend workshops and meetings on the implementation of relevant Act continually. Implement the Interim Protection of Land Rights Interventions. Respond to all queries related to Interim Protection of Informal Land Rights Act (IPILRA). Protect the rights of people living in a communal land. Conduct training workshops to role players. Implement Labour Tenants Programmes. Address LTA that have been lodged. Categorise LTA cases according to claimant's choice when required. Implement Transformation of Certain Rural Areas Act Programmes. Prepare transformation process. Facilitate the gazetting and notices process. Gather information. Facilitate the effected decision and approval. Compile executing report. Implement Land Title Adjustment Act Programmes. Conduct investigations. Prepare terms of reference. Compile reports. Implement Upgrading of Land Tenure Rights Act Programmes. Develop land profile. Consult stakeholders. Compile a report.
- ENQUIRIES APPLICATIONS** : Ms T Oliphant Tel No: (053) 830 4056
: Applications can be submitted by post to Private Bag X5007, Kimberley, 8302 or hand delivered to: 6th floor, New Public Building, Knight and Stead Street, Kimberley, 8302.
- NOTE** : Coloured, Indian, and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 18/04** : **PROJECT COORDINATOR: PRE-SETTLEMENT MANAGEMENT REF NO: 3/2/1/2022/192 (X2 POSTS)**
Directorate: Operational Management
- SALARY CENTRE REQUIREMENTS** : R477 090 per annum (Level 10)
: Northern Cape (Kimberley)
: Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Commerce / Agriculture / Development Studies / Social Science / Law / Economics. 3 – 5 years' experience in Restitution or Land Restitution environment. Job related knowledge: Development management including strategic management, Research methods and techniques. Community facilitation. Understanding and interpret business plan. Thorough knowledge in land reform and development related issues. Job related skills: Project management skills, Negotiation skills, Contract management skills, Leadership skills, Computer literacy skills, Communication skills, Ability to draft terms of reference for service providers and manage

		consultants. A valid driver's licence. Willingness to travel, to spend extended periods in the field and work irregular hours.
<u>DUTIES</u>	:	Coordinate the lodgement of land claims. Categorise claims per local municipality. Engage municipalities on claims to be settled. Validate land claims. Conduct oral and archival research. Conduct site inspection process (Mapping). Identify homestead. Partaking in analysis of aerial photographs reports. Facilitate where there are overlapping land claims. Facilitate separation of tenants, beneficial of occupation and registered land rights. Verify lodged claims. Conduct in loco inspection. Produce in loco inspection report. Assist in closing of commitment register. Coordinate clearance of suspense account. Manage payment of beneficiaries. Negotiate the settlement of claims. Conduct options exercise with claimants. Identify claims for historical and current valuation by the Office of the Valuer-General. Escalate historical valuation for offers. Package chosen options report and sign off. Settle the claims. Conduct verification process. Conduct analysis of family tree. Sign off completed name verification report. Draft Section 42D.
<u>ENQUIRIES</u>	:	Ms T Oliphant Tel No: (053) 830 4056
<u>APPLICATIONS</u>	:	Applications can be submitted by post to Private Bag X5007, Kimberley, 8302 or hand delivered to: 6th floor, New Public Building, Knight and Stead Street, Kimberley, 8302.
<u>NOTE</u>	:	Coloured and Indian males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 18/05</u>	:	<u>PROJECT COORDINATOR: PROPERTY HOLDINGS AND DISPOSAL REF NO: 3/2/1/2022/196</u> Directorate: Property Management
<u>SALARY</u>	:	R477 090 per annum (Level 10)
<u>CENTRE</u>	:	Eastern Cape (East London)
<u>REQUIREMENTS</u>	:	Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Real Estate / Property Management / Law (Property law). 3 years supervisory experience in property management or related field. Job related knowledge: Public Service Regulations. Treasury Regulations. Public Finance Management Act, 1999. Government Immovable Asset Management Act, 2007. Land Reform: Provision of Land and Assistance Act, 1993. State Land Disposal Act, 1961. Any other relevant law. Job related skills: Project management skills, Analytical skills, Computer literacy (Microsoft Word, Excel, PowerPoint, Project), Communication skills (verbal and written), Problem solving and decision making skills, Planning and organising skills, Facilitation and presentation skills and Report writing skills and interpersonal relations. A valid driver's licence and willingness to travel.
<u>DUTIES</u>	:	Manage and maintain immovable asset register and records. Maintain the land register. Confirm vesting in terms of item 28 (1). Identify items for disposal. Facilitate the transfer of disposable assets. Provide supporting documents for the disposal assets. Provide secretariat services to the Asset Disposal Committee. Manage investigations on state land use and maintenance. Conduct land use investigations. Provide Provincial State Land Vesting and Disposal Committee (PSLVDC) support to all state land custodians. Manage state land periodic verifications. Provide and coordinate state land verification (periodic inspection). Process servitudes and prospecting applications. Facilitate surveying of immovable assets. Coordinate surveying of DALRRD state land. Facilitate the transfer of state land.
<u>ENQUIRIES</u>	:	Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 701 8135
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: P.O.Box 1716, East London, 5201 or hand delivered to: Moors Street, Ocean Terrace, Block H Quigney 1 st Floor, East London, 5201
<u>NOTE</u>	:	Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 18/06</u>	:	<u>ASSISTANT DIRECTOR: FINANCE REF NO: 3/2/1/2022/194</u> Directorate: Quality Assurance and Administration
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Northern Cape (Kimberley)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree / National Diploma in Financial Management / Financial Accounting / Auditing. 3 years' experience in related environment with at least 1-year

supervisory experience. Job related knowledge: Thorough knowledge of Public Service Regulation, Public Finance Management ACT (PFMA), Basic Accounting System (BAS), Treasury Regulations, Generally accepted accounting Principles (GAAP), Knowledge of spread sheet, database and financial systems applications. Job related skills: Computer literacy. Communication skills, Management skills, Ability to produce reports, Supervisory skills, Skills in preparing budget, setting cash flows, forecasting and variance analysis, Numerical accuracy and attention to detail. A valid driver's licence.

DUTIES : Manage allocated budget. Analyse and review allocated budget in terms of in-year management (IYM), Estimates of National Expenditure (ENE) and Medium-Term Expenditure Framework (MTEF) as per PFMA and relevant policies. Compile and submit Demand Management Plan and Procurement Plan in terms of need analysis of the Branch. Monitor expenditure and manage budget shifts using correct information in terms Standard Chart of Accounts (SCOA). Manage service providers payments in accordance Treasury Regulations. Monitor, in a broad scope, compliance with all policies and guidelines. Manage batch control process. Manage proper record keeping for all financial documents for reporting and audit purpose. Manage Restitution payments and expenditure. Compile and process land purchases, conveyancing and grant payments. Verify project payments list and perform reconciliation. Verify payments instructions using correct information of claimants, allocation and matching fields. Manage the Commitment Register of the Chief Directorate. Produce management reports e.g. spending plan, expenditure register, land parcels, Equity Capital Market (ECM) reports, court order and project analysis. Prepare expenditure and units reports for submission. Authorises BAS and Personnel and Salary Administration (PERSAL) payments. Compile and coordinate financial reports. Prepare and submit financial and performance reports on a quarterly, monthly and annually in compliance with all relevant policies and guidelines. Manage the suspense account. Manage reconciliation process. Identify incorrect allocations on the suspense account. Reconcile financial management system (FMS), BAS main account, BAS Standing Committee on Public Accounts (SCOPA) and SCOA.

ENQUIRIES : Ms T Oliphant Tel No: (053) 830 4056
APPLICATIONS : Applications can be submitted by post to Private Bag X5007, Kimberley, 8302 or hand delivered to: 6th floor, New Public Building, Knight and Stead Street, Kimberley, 8302.

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

POST 18/07 : **ASSISTANT DIRECTOR: SYSTEMS AND PAYMENTS REF NO: 3/2/1/2022/197**
 Directorate: Financial and Supply Chain Management Services

SALARY : R382 245 per annum (Level 09)
CENTRE : Eastern Cape (East London)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Financial Management / Accounting / Commerce. 3 years supervisory experience in the relevant field. Job related knowledge: Knowledge of the Public Service Policies and Regulations. Knowledge of Treasury Regulations and Public Finance Management Act (PFMA). Knowledge of Basic Accounting System (BAS), A Complete and Comprehensive Program for Accounting Control (ACCPAC) and Logistical Information System (LOGIS). Ability to monitor budget and Ability to liaise at different levels of management. Job related skills: Computer literacy, Communication skills (verbal and written), Organising skills, Supervisory skills and Liaison skills. A valid driver's licence.

DUTIES : Ensure that finance systems are regularly maintained. Consolidate monthly reports. Ensure that faulty systems are attended to. Manage accounts and financial control systems services. Manage payments on BAS, LOGIS and ACCPAC. Ensure payments of invoices within 30 days. Authorise payments on BAS, LOGIS and ACCPAC systems. Ensure that payments are compliant with PFMA, Treasury Regulations and Departmental policies and procedures. Manage Financial Audits and Risk Management recommendations. Manage lease payments on Proactive Land Acquisition Strategy (PLAS) farms. Provide management information, statistics and reports. Submit reports and portfolio of evidence for accruals and payables. Coordinate year-end closure for audit

purposes. Consolidate inputs for interim and annual financial statements. Manage data capturing services. Ensure that payment registers are kept. Ensure that all financial documents are captured and recorded.

ENQUIRIES : Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 701 8135
NOTE : Coloured, Indian and White males and African, Coloured and Indian females and Persons with disabilities are encouraged to apply.

APPLICATIONS : Applications can be submitted by post to: P.O.Box 1716, East London, 5201 or hand delivered to: Moors Street, Ocean Terrace, Block H Quigney 1st Floor, East London, 5201.

POST 18/08 : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT (CONTROL UNIT)**
REF NO: 3/2/1/2022/198
 Directorate: Restitution Finance and Supply Chain Management

SALARY : R382 245 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Accounting / Cost and Management Accounting / Financial Management. 3 - 5 years relevant experience in the financial management environment. Job related knowledge: Policies, procedures and prescripts, Financial systems including Basic Accounting System (BAS), Public Finance Management Act, Treasury Regulations, Budget and reporting procedures and Sound financial management knowledge. Job related skills: Financial management skills, Supervision skills, Communication skills (written and verbal) and Computer literacy. A valid driver's licence.

DUTIES : Manage the compilation of financial reports. Reconciliation of the suspense account and age analysis reports monthly in line with BAS reports. Reconciliation of the revenue account from the suspense account monthly. Submission of financial reports to departmental financial management i.e. monthly, quarterly. Prepare and submit inputs for the interim and annual financial statement. Updating of financial reporting spreadsheets accordingly. Manage the reconciliation process and allocation of ABSA refunds. Check reconciled lists received from ABSA for correctness i.e. Province, project names, list numbers and amounts. Submit correct allocations of refunds to national bookkeeping for suspense allocations. Reconcile the Restitution ABSA accounts accordingly. Attend to queries relating to the misallocations. Follow up on outstanding ABSA rejections / refunds. Control of the re-issue payments. Check and verify suspense and revenue re-issue payments in line with BAS reports. Authorise expenditure for suspense and revenue re-issues payments. Oversee the journals compiled for correctness. Attend to queries relating to the re-issue payments. Submit updated re-issue reports to Provincial Offices. Declaration of funds to revenue. Receive declarations and capture declarations registers. Review submissions for declaration of funds, reconcile projects, provide supporting information and route for approval. Update the declaration reports accordingly. Update Provincial Offices on the status of the declaration.

ENQUIRIES : Ms R Taole Tel No: (012) 407 4543
APPLICATIONS : Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria

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

POST 18/09 : **ASSISTANT DIRECTOR: BUDGET REF NO: 3/2/1/2022/207**
 Directorate: Financial and Supply Chain Management Services

SALARY : R382 245 per annum (Level 09)
CENTRE : Eastern Cape (East London)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Financial Management / Accounting / Commerce. 3 years' supervisory experience in the relevant field. Job related knowledge: Knowledge of Public Service Policies and Regulations. Knowledge of Treasury Regulations and Public Finance Management Act (PFMA). Knowledge of Basic Accounting System (BAS) and Logistical Information System (LOGIS). Ability to monitor budget. Ability to liaise at different level of management. Ability to perform supply chain management services. Job related skills: Computer

- literacy, Communication skills (verbal and written), Organising skills, Supervisory skills and Liaison skills. A valid driver's licence.
- DUTIES** : Confirm budgeting, programme and projects are effectively managed according to PFMA. Facilitate and submit monthly projections. Ensure expenditure is costed against relevant programs (shifts). Facilitate compilation of Medium-Term Expenditure Framework (MTEF), Adjustment Expenditure (AE), Estimates of National Expenditure (ENE), Virement, Rollovers, Annual Drawings and allocations. Ensure year-end / month end closures occur effectively in accordance to policy and procedures. Rectify incorrect expenses (Journals). Rectify commitments. Provide monthly reports. Prevent unauthorised expenditure and report irregular and wasteful expenditure. Control of debtors. Distribute statements (invoices). Allocate revenue collected to the relevant account. Reconcile payment with statements. Maintain the Departmental budget. Analyse and report on expenditure trends of the Departmental budget. Align Departmental budget with the Demand Management Plan. Ensure that quarterly alignment is done.
- ENQUIRIES** : Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 701 8135
- APPLICATIONS** : Applications can be submitted by post to: P.O.Box 1716, East London, 5201 or hand delivered to: Moors Street, Ocean Terrace, Block H Quigney 1st Floor, East London, 5201.
- NOTE** : Coloured, Indian and White males and African, Coloured and Indian females and Persons with disabilities are encouraged to apply.
- POST 18/10** : **LEGAL ADMINISTRATION OFFICER REF NO: 3/2/1/2022/201**
Directorate: Legal Support
- SALARY** : The salary will be between R201 387 - R926 193 per annum, based on the number of years' post qualification experience in accordance with the OSD requirements for legal personnel
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and a LLB or B Proc Degree. Admission as an Attorney or Advocate (member of General Council of the Bar of South Africa). At least 5 years appropriate post qualification legal experience. Job related knowledge: Thorough knowledge of Land Reform Law, especially Restitution of Land Rights Act 22 of 1994. Knowledge of budgeting processes. Basic Knowledge of financial and administration systems. Knowledge of Promotion of Access to Information Act (PAIA), Promotion of Administrative Justice Act (PAJA). Knowledge of expenditure reporting. Knowledge of monitoring and evaluation. Knowledge of supply chain management. Job related skills: Law interpretation skills, Ability to research law, Client relation skills, Contract drafting skills, Presentation skills, Computer literacy, Communication skills, Negotiation skills and Interpersonal skills. A valid driver's licence.
- DUTIES** : Assist in management of litigation and alternative dispute resolution processes in the Commission on Restitution of Land Rights. Receive, assess and distribute court process and correspondence to relevant Regional Land Claims Commissioner (RLCC) legal units. Where applicable, liaise with State Attorney, Advocates and other experts in respect of court process and correspondence received. Request litigation monitors from all RLCC legal unit and compile final monthly litigation monitor reports. Assist in the management of provision legal representation to indigent parties at the expense of the Commission. Draft or vet contracts and other legal documents. Draft and or vet various RLCC office memoranda routed for approval. Assist in the administration of enquiries made in terms of Promotion of Access to Information Act 2 of 2000 in the Commission. Provide legal support in the effective settlement of claims, and in effective expenditure management. Providing legal assistance to the office of the RLCC as well as the office of the Chief Land Claims Commissioner. Providing legal Opinions. Managing PAIA matters. Assist in the Administration of enquiries made in terms of Promotion of Access to Information Act 2 of 2000 in the commission.
- ENQUIRIES** : Mr S Phala Tel No: (012) 407 4452
- APPLICATIONS** : Applications can be submitted by post Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
- NOTE** : African, Coloured, Indian, and White males and Coloured, Indian, and White females and Persons with disabilities are encouraged to apply.

DEPARTMENT OF CIVILIAN SECRETARIAT FOR POLICE SERVICE

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

OTHER POSTS

<u>POST 18/11</u>	:	<u>DEPUTY DIRECTOR: INTERGOVERNMENTAL PARTNERSHIPS REF NO: CSP/09/2022</u>
<u>SALARY</u>	:	R882 042 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Social Science or relevant equivalent qualification. 5 years working experience in stakeholder relations/ partnerships of which 3 years must be at management/ supervisory level (Assistant Director Level). Knowledge of the Constitution of the Republic of South Africa, good governance and Batho Pele Principles, Public Service Regulations, Civilian Secretariat for Police Service Act, Intergovernmental Relations Framework Act, National Crime Prevention and Municipality System Act. Understanding of Stakeholder Management, Public Participation Framework, government policies and Community Safety Forums policy. Computer literacy, communication (verbal & written), project management and presentation skills. Planning and organizing, Team Leadership, problem solving and decision making skills. Report writing skill. Valid driver's license.
<u>DUTIES</u>	:	Manage the facilitation of Intergovernmental Partnerships. Develop and manage Intergovernmental Partnerships policies and procedure manuals. Enhance stakeholder Intergovernmental Partnerships, develop and update procedures, methods, policies, and guideline for Intergovernmental Partnerships. Develop, coordinate and maintain Intergovernmental Partnerships programmes. Facilitate the establishment of Community Safety Forums with Provincial Secretariat and Municipalities. Manage the Intergovernmental Partnerships stakeholders' engagements. Participate and contribute in Intergovernmental Partnerships, identify Intergovernmental Partnerships programmes, develop, manage and continuously update the database of stakeholders. Research and analyse crime prevention initiatives, present Community Safety Forums (CSF) Policy Stakeholder, organise Community Safety Forums CSF's facilitation with municipalities and Provincial Secretariats. Manage the implementation initiatives to support crime prevention. Manage and review Intergovernmental stakeholders. Develop and implement plans to evaluate Intergovernmental Partnerships crime prevention initiatives. Write and present reports recommended reports, manage and identify relevant initiatives to support crime prevention. Provide inputs on conducting needs analysis by means of appropriate tools. Manage database of relevant stakeholders. Manage the provision of the identification of relevant initiatives to support crime prevention. Provide inputs on conducting needs analysis by means of appropriate tools, update database of relevant stakeholders and identify Intergovernmental Partnerships initiatives for the Sub-Directorate. Management of physical, human and financial resources.
<u>ENQUIRIES</u>	:	Ms NM Sefiti / Mr BK Shiphamele Tel No: (012) 393 2500
<u>APPLICATIONS</u>	:	Applications can also be emailed to Gladman.Bida@csp.gov.za Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered or couriered to 258 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 2 nd floor, Pretoria at the Reception Desk. NB: Please ensure that your application reaches this office not later than 16h00 on week-days.
<u>NOTE</u>	:	Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. The Z.83 form should be accompanied by a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as copies of all qualifications, ID document and license (these copies need not be certified), only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from HR. Failure to submit the

requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates for posts will be subjected to a technical competency 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 the most suitable candidate. Short-listed candidates will be subjected to a security clearance. The Secretary for Police Service has the right not to fill the post. All posts are based in Pretoria. Preference will be given to youth, people with disability and women in accordance with our employment equity.

CLOSING DATE

: 03 June 2022

POST 18/12

**ASSISTANT DIRECTOR: INVESTIGATION: OFFICE OF THE DPCI JUDGE
REF NO: CSP/12/2022**

The Office of the Directorate for Priority Crimes Investigation Judge (DPCI Judge)

SALARY

: R477 090 per annum

CENTRE

: Cape Town

REQUIREMENTS

: National Diploma or Bachelor Degree in Law / Policing or equivalent qualification. 3-5 years' working experience in the management of criminal investigations. Knowledge and understanding of the Criminal Law, Criminal Procedure and Law of Evidence. Knowledge of the Constitution of the Republic of South Africa, good governance and Batho Pele Principles. Knowledge of the investigative system and procedures, Knowledge of Human Rights and government's broad transformation objectives and initiatives, Performance Management and Development System in the Public Service. Understanding the confidentiality of documents. Knowledge of Government prescripts. Public Finance Management Act. Computer literacy, communication (verbal & written) skills, presentation skills, planning and organizing skills. Analytical and decision making skills, problem solving skills, influential skills.

DUTIES

: Conduct investigations into complaints from the public into serious and unlawful infringement of rights by the Directorate for Priority Crime Investigation (DPCI), also known as the Hawks. Gather all relevant information pertaining to investigations. Analyse complaints and advice on complaints falling within the DPCI Judge's mandate. Interview witnesses, respondents and obtain affidavits. Collect and safeguard evidence, compile investigation reports on complaints for consideration by the Judge. Brief the Judge on the imminent action required. Receive, classify and acknowledge receipt of complaints and also send written acknowledgement letters to complainants. Register complaints and investigations. Allocate case numbers to complaints and investigations and also attend to the classification and registration of complaints on the DPCI database. Provide support to the Judge in engagements with departmental stakeholders and role-players. Draft routine submissions/reports and make notes and/or recommendations to the Judge. Collect, analyse and collate information requested by the Judge.

ENQUIRIES

: Ms NM Sefiti / Mr BK Shiphamele Tel No: (012) 393 2500

APPLICATIONS

: Applications can also be emailed to Sheerine.More@csp.gov.za Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered or couriered to 258 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 2nd floor, Pretoria at the Reception desk. NB: Please ensure that your application reaches this office before 17h00 on week days.

NOTE

: The Office of the Directorate for Priority Crimes Investigation Judge (DPCI Judge) is an Institution headed by a retired Judge (S17L(1) (a) and (4) of the SAPS Act, 68 of 1995) to exercise judicial oversight over the investigations conducted by members of the DPCI Police (also known as the Hawks) in circumstances in which members of the public lay complaints that their rights have been violated; and to prevent or address any undue political, or any other nature, interference or influence with the functioning of the Hawks. Note: Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. The Z.83 form should be accompanied by a recent updated

comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as copies of all qualifications, ID document and license (these copies need not be certified), only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from HR. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates for posts will be subjected to a technical competency 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 the most suitable candidate. Short-listed candidates will be subjected to a security clearance. Preference will be given to youth, people with disability and women in accordance with our employment equity. The Office of the Directorate for Priority Crimes Investigation Judge has the right not to fill the post. The Post of Assistant Director: Investigation is based in Cape Town.

CLOSING DATE

: 03 June 2022

POST 18/13

: **SENIOR ADMINISTRATION OFFICER REF NO: CSP/10/2022**

SALARY
CENTRE
REQUIREMENTS

: R321 543 per annum
: Pretoria
: National Diploma/ Degree in Public Administration or equivalent qualification. 2-3 years' experience in Secretarial/ Office Administration or Personal Assistant field. Knowledge of the Constitution of the Republic of South Africa, Public Service Regulations, Public Finance Management Act. Treasury Regulations, Supply Chain Management procedures and Personnel Performance Management Systems. Computer literacy, strong communication (verbal & written) skills. Presentation skills, planning and organizing skills. Ability to interact with all functions & levels including top management and facilitation skills. An analytical approach to problem solving, confidentiality, integrity and honesty. Ability to work under pressure and work long hours. Driver's License.

DUTIES

: Provide executive administrative support, ensure an effective flow of information and documents to and from the office of the Head of Department. Coordinate travel arrangements, schedule and manage appointments. Coordinate and administer leave register and telephone accounts for the Office of the Head of Department. Prepare briefing notes for the Head of Department, safekeeping of all documentation. Provide logistical support services, process and submit subsistence and travel claims. Handle queries from internal and external clients. Manage the budget of the office of the Head of Department, monitor expenditure and alert the Head of Department of possible over and under spending, keep a record of expenditure and other financial commitments. Check and verify financial reports, compilation of various submissions/ memoranda and responses in relation to the disbursement function. Oversee effective, efficient and economical utilisation of the funds.

ENQUIRIES
APPLICATIONS

: Ms NM Sefiti / Mr BK Shiphamele Tel No: (012) 393 2500
: Applications can also be emailed to Rembani.Ambani@csp.gov.za Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered or couriered to 258 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 2nd floor, Pretoria at the Reception Desk. NB: Please ensure that your application reaches this office not later than 16h00 on week-days.

NOTE

: Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. The Z.83 form should be accompanied by a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as copies of all qualifications, ID document and license (these copies need not be certified), only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from HR. Failure to submit the requested documents/information will result in your application not being

considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates for posts will be subjected to a technical competency 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 the most suitable candidate. Short-listed candidates will be subjected to a security clearance. The Secretary for Police Service has the right not to fill the post. All posts are based in Pretoria. Preference will be given to youth, people with disability and women in accordance with our employment equity.

CLOSING DATE

: 03 June 2022

POST 18/14

: **COMMUNICATION OFFICER REF NO: CSP/11/2022**
(Twelve Months Contract)

SALARY

: R261 372 per annum

CENTRE

: Pretoria

REQUIREMENTS

: Appropriate National Diploma or Bachelor's Degree in Communication or Journalism. 1 year relevant experience in a Communication field. Knowledge of graphic design. Adobe creative suite (InDesign, Photoshop, Illustrator, Premier Pro) in the production of communication products, Digital media, Photography. Knowledge of the relevant legislation/ policies/ prescripts, guidelines, standards, procedures and best practices. Knowledge of global, regional and local political, economic and social affairs impacting on the South Africa Police Services. Events management. Computer competency (MS Word, Excel, Outlook, PowerPoint and emails). Communication skills (Written and Verbal), facilitation skills and report writing skills. Planning and organising skills. Problem solving and decision making. Interpersonal relations, sound organizing skills, and project management skills. Communication and Information management, customer focus and responsiveness and ability to work long hours. Confidentiality and high level reliability, confident and independent. Integrity and honesty. Ability to work under pressure. Ability to act with tact and discretion. Drivers' license.

DUTIES

: Facilitate and enhance communication services. Design and implement brand awareness campaigns, Develop and implement communication campaigns and products, Design and roll out above-the-line communication campaigns and products in collaboration with relevant stakeholders (programmes, izimbizos and facilities. Render graphic design, photographic and video services. Design promotional displays, marketing brochures, packing products, animations, layout method, logos for products and services. Plan, analyse and design a visual answer to a communication problem, Review and check the design to avoid errors before the final printing, take photos and videos for department, edit photos and videos for publications, manage the departmental digital library (pictures and videos). Facilitate departmental media events and functions. Oversea departmental social media accounts (Facebook, twitter, you-tube, instagram), implement social media strategy in align with the departmental cooperate identity manual, conduct research on current social media standard trends and audience preferences. Edit, publish and share engaging content, monitor the department social media platforms and respond accordingly, stay up to date with the current technologies and trends in social media, design tools and system. Enhance department identity and brand. Develop branding initiatives, establish and maintain the image of the department, implement new features to develop brand awareness, promote departmental programmes in line with the CSPS calendar, write news diary of events to support internal publications, issue internal communication publication.

ENQUIRIES

: Mr BK Shiphamele / Ms NM Sefiti / Tel No: (012-393-4359/2500)

APPLICATIONS

: Applications can also be emailed to Gladman.Bida@csp.gov.za Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered or couriered to 258 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 2nd floor, Pretoria at the Reception Desk. NB: Please ensure that your application reaches this office not later than 16h00 on week-days.

NOTE

: Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and

Administration website or Recruitment Office within the Secretariat for Police Service. The Z.83 form should be accompanied by a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as copies of all qualifications, ID document and license (these copies need not be certified), only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from HR. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates for posts will be subjected to a technical competency 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 the most suitable candidate. Short-listed candidates will be subjected to a security clearance. The Secretary for Police Service has the right not to fill the post. All posts are based in Pretoria. Preference will be given to youth, people with disability and women in accordance with our employment equity.

CLOSING DATE

:

03 June 2022

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

<u>CLOSING DATE</u>	:	06 June 2022 at 16:00
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated comprehensive CV as well as copies of all qualification academic transcripts including Senior Certificate, ID-document and a Driver's license where applicable should accompany a fully completed initialled and signed new form Z83 (Section A, B, C and D compulsory and section E ignore if CV attached), Applicants must submit copies of qualifications, ID document and other relevant documents as indicated. Such copies need not be certified when applying for a post. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via email or fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/ . All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

MANAGEMENT ECHELON

<u>POST 18/15</u>	:	<u>DIRECTOR: LEGAL SERVICES REF NO: HR 5/1/2/3/59</u>
<u>SALARY</u>	:	R1 073 187 per annum, (all inclusive)
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF 7) in Law as recognised by SAQA. Pre-entry into the Senior Management Service programme certificate is required. 5 years' experience at middle / senior management in legal services. Knowledge: Compensation Fund Policies, procedures and processes. Human Resource Management principles. COIDA. Public Service Regulations. Customer Service principles (Batho Pele Principles). Technical Knowledge. Customer

Relationship Management. Fund Government and Risk Management. Budgeting and Financial Management. Labour Relations Act. Employment Equity Act. SDA & BCEA. Constitution Act 108 of 1996 (amended). Public Finance Management Act (PFMA). National Treasury Regulations. Preferential Procurement Policy Framework (PPPF). Promotion of Access to Information ACT (PAIA). Promotion of Administrative Justice Act. (PAJA). Minimum of Information Security Standard (MISS). Protection of Personal Information Act (POPIA). Governance and Corporate affairs. General Litigation. Legislative Requirements: Public Service Act. Skills: Technical Proficiency. Business Writing Skills. Communication (verbal and written). Problem solving and Decision making. People Management and Empowerment. Client Orientation and Customer Focus. Change management. Work Ethic and self-management. Environmental Awareness.

- DUTIES** : Manage the provision of legal advice and support to all directorates within the Fund. Manage the legislative processes within the Fund. Manage the provision of statutory support services. Manage Litigation in the Fund. Management of resources in the Directorate.
- ENQUIRIE APPLICATIONS** : Ms SBN Mhlungu Tel No: 060 663 7872
- FOR ATTENTION** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6th HRM.
- NOTE** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

OTHER POSTS

POST 18/16 : **DEPUTY DIRECTOR: BENEFICIARY SERVICES REF NO: HR4/4/4/04/03**

SALARY : R882 042 per annum, (all inclusive)

CENTRE : Gauteng Provincial Office

REQUIREMENTS : Three (3) years tertiary qualification in Operations Management/ Operations Research/ Public Management/ Business Administration/ Finance and / or equivalent qualification. Two (2) years management experience. Three (3) years functional experience in Operations. Knowledge: Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contribution Act (UICA), Public Finance Management Act (PFMA), Treasury Regulations, Batho Pele Principles, Basic Condition of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Regulations (PSR), Public Service Act (PSA), Operations System. Skills: Leadership, Management, Financial Management, Report writing (Advance), Computer Literacy, Team Building, Negotiation, Project Management, Analytical, Communication (both verbal & written), Innovative/ Creative.

DUTIES : Monitor the registration of employers and employees declaration. Manage the provision of assessment, validation and adjudication of claims. Manage the provision of general support in the Unit. Manage the provision of comprehensive financial administration services. Manage the resources in the Sub Directorate.

ENQUIRIES APPLICATIONS : Mr BJ Dingaen Tel No: (011) 853 0303

Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein

FOR ATTENTION : Sub-directorate: Human Resources Management, Provincial Office: Gauteng

POST 18/17 : **DEPUTY DIRECTOR: MEDICAL BILLING REF NO: HR 5/1/2/3/37**

SALARY : R744 255 per annum, (all inclusive)

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : A Three-year Qualification in Accounting/ Finance/ Business or (Administration)/ Operations Management/ Information Technology/ Clinical Qualification. 5 years' experience in health insurance/medical aid/medical claims processing environment of which 2 years on entry management level. Knowledge: Compensation Fund Policies, procedures and processes. Departmental and Public Service prescripts. Customer service principles (Batho Pele Principles). Technical Knowledge. Relevant Stakeholders. Fund Governance and Risk Management. Budgeting and Financial Management. COIDA procedures and processes. Biology and medical anatomy. Legislative requirements: COIDA. PFMA. National Treasury Regulations. Skills: Planning

		and Organising. Communication (verbal and written). People and performance management. Business Writing Skills. Problem solving and analysis. Decision making. Analytical Skills. Conflict Management. Team Leadership.
<u>DUTIES</u>	:	Manage the administration of medical billing. Monitor compliance with medical billing procedures. Maintain medical billing codes on Compensation Fund operational system. Management of resources in the sub-directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Dolly Nkabinde Tel No: 079 883 0842
<u>FOR ATTENTION</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6 th HRM.
<u>NOTE</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
		Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 18/18</u>	:	<u>DEPUTY DIRECTOR: CLINICAL CODING REF NO: HR 5/1/2/3/38</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255 per annum, (all inclusive) Compensation Fund, Pretoria
	:	A Three-year Tertiary qualification in Accounting/ Information Technology / Finance / Clinical Qualification. 5 years clinical coding experience in health insurance/ medical aid/ medical claims processing environment of which 2 years on entry management level. Knowledge: Compensation Fund Policies, procedures and processes. Departmental and Public Service prescripts. Customer service principles (Batho Pele Principles). Technical Knowledge. Relevant Stakeholders. Fund Governance and Risk Management. Budgeting and Financial Management. COIDA procedures and processes. Biology and medical anatomy. Legislative requirements: COIDA. PFMA. National Treasury Regulations. Skills: Planning and Organising. Communication (verbal and written). People and performance management. Business Writing Skills. Problem solving and analysis. Decision making. Analytical Skills. Conflict Management. Team Leadership.
<u>DUTIES</u>	:	Develop and implement clinical coding strategy and policies. Manage the coding program for the effective and timely coding of diagnoses and procedures for patient. Develop and implement quality assurance system for clinical coding. Management of resources in the sub- directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Dolly Nkabinde Tel No: (079) 883 0842
<u>FOR ATTENTION</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6 th HRM.
<u>NOTE</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
		Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 18/19</u>	:	<u>DEPUTY DIRECTOR: MEDICAL TARIFFS REF NO: HR 5/1/2/3/39</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255 per annum, (all inclusive) Compensation Fund, Pretoria
	:	Three-year tertiary qualification in Accounting/Finance/Internal Auditing/Information Technology/ Clinical qualification. 5 years' relevant experience in health insurance /medical aid/ medical claims environment of which 2 years at the entry management level. Data analytics experience will serve as added advantage. Knowledge: Compensation Fund Policies, procedures and processes. Departmental and Public Service prescripts. Customer service principles (Batho Pele Principles). Technical Knowledge. Relevant Stakeholders. Fund Governance and Risk Management. Budgeting and Financial Management. COIDA procedures and processes. Biology and medical anatomy. Legislative requirements: COIDA. PFMA. National Treasury Regulations. Skills: Planning and Organising. Communication (verbal and written). People and performance management. Business Writing. Problem solving and analysis. Decision making. Data Analytic. Conflict Management. Team Leadership. Financial management.
<u>DUTIES</u>	:	Manage the administrative of Medical tariffs. Manage and ensure Financial management and compliance to COID tariffs. Gazette and publish medical tariffs. Maintain medical tariffs on the operational system. Management of resources in the Sub-directorate.
<u>ENQUIRIES</u>	:	Dolly Nkabinde Tel No: (079) 883 0842

APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6th HRM.

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 18/20 : **DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: HR 5/1/2/3/40**

SALARY : R744 255 per annum, (all inclusive)

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : Three-year Qualification in Business Management /Business Administration/Sociology/Management Services. 5 years' experience in Monitoring and evaluation which 2 years at Assistant Director Level. Knowledge: Compensation Fund Policies, procedures and processes. Relevant Stakeholders. Technical Knowledge. Monitoring and Evaluation Framework. Financial and budgeting management. Fund Governance and Risk Management. COIDA. Legislative requirements: Public Financial Management Act. National Treasury Regulations. Public service regulations Act. Public Service Regulations (PSR). Skills: Communication Skills (verbal and written). Client orientation and customer focus. Programme and project management. Strong analytical skills. Conflict management. Planning and organising. Problem solving. Computer literacy.

DUTIES : Develop and review monitoring and evaluation framework within the Fund. Manage the organisational performance and evaluation of institutional performance. Manage on-going monitoring and evaluation activities within the fund. Manage of all resources in the Sub-Directorate.

ENQUIRIES : Mr MJ Ledwaba Tel No: (012) 406 5664

APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6th HRM.

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 18/21 : **IT PROJECT MANAGER REF NO: HR 5/1/2/3/41**

SALARY : R744 255 per annum, (all inclusive)

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : A three years' qualification in Information Technology / Computer Science / Informatics/ Business applications. Certificate in Project Management will be an added advantage. 5 years' Functional experience in IT project management environment of which 2 years is supervisory experience. Core Knowledge: Compensation Fund Policies, procedures and processes. Stakeholders and customers. Customer Service (Batho Pele Principles). Project Risk Management. Project and Programme budgeting. Project management best practice, theory and methodology. Portfolio management/reporting. E-Government enterprise IT programme/projects. Wireless area network and local area network. Legislative requirements: Project Management Standards. Corporate Governance of ICT. Core Technical. Skills: Business writing. Computer Proficiency. Telephone skills and etiquette. Project management. Research skills. Innovation problem solving. Communication (Verbal and Written). Planning and control. Strategic thinking. PMBOK and MS projects.

DUTIES : Initiate, Plan, Scope and Manage IT Projects. Manage project integration for quality purposes. Co-ordinate and manage IT projects according to the IT Project management framework. Manage project quality assurance. Management of resources in the sub-directorate.

ENQUIRIES : Metja Thongoane Tel No: (066) 481 6282

APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6th HRM.

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 18/22 : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: HR 4/4/6/99**

SALARY : R744 255 per annum, (all inclusive)
CENTRE : Provincial Office Limpopo
REQUIREMENTS : Three-year tertiary qualification in Risk Management / Auditing or Accounting or Economics, Two years Management experience, Three years' functional experience in Risk Management / Internal Audit Knowledge: Public Finance Management Act and Treasury Regulations, Fraud and Corruption Legislative Framework, Internal Auditing, Risk Management and Corporate Governance, Prevention of Organized Crime Act, Promotion of Access to Information Act, Basic Conditions of Employment Act, Protected Disclosure Act, Labour Relations Act, Public Service Act and Regulations Skills: Project Management, Analytical, Communication, Interpersonal, Problem solving, Report writing, Computer (Word, Excel, PowerPoint), Mentoring and coaching.

DUTIES : Develop and ensure implementation of Risk Management and Anti-Fraud strategy. Develop plans for risk assessments and conduct awareness campaigns. Monitor and implement controls to combat fraud and corruption. Conduct risk research and analysis. Manage all resources within the Unit.

ENQUIRIES : Ms Lebogo SM Tel No: 015 290 1662
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane.
FOR ATTENTION : Sub-directorate: Human Resources Management, Polokwane

POST 18/23 : **ASSISTANT DIRECTOR: UI OPERATIONS REF NO: HR 4/4/4/04/04**

SALARY : R477 090 per annum
CENTRE : Gauteng Provincial Office
REQUIREMENTS : Three (3) years tertiary qualification in Administration/ Public Management/ equivalent qualifications. Two (2) years functional experience in UI Operations. Two (2) years supervisory experience. Knowledge: Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contribution Act (UICA), Public Finance Management Act (PFMA), Treasury Regulations, Batho Pele Principles, Basic Condition of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Regulations (PSR), Public Service Act (PSA), Operations System. Skills: Communication (both verbal & written) Management, Listening, People Management, Numeracy, Computer literacy, Time Management, Customer Relations, Analytical, Interpersonal, Report Writing, Planning and Organizing.

DUTIES : Manage employers' declarations & maintain the database. Monitor the provisioning of assessment, validation and adjudication of claims. Manage registry services for beneficiary services. Monitor and ensure that all appeals are processed effectively and efficiently in the province. Manage and ensure the provision of support and training services to the business unit. Manage resources (Human, Financial, Equipments/ Assets) in the section.

ENQUIRIES : Mr PP Godongwana Tel No: (011) 853 0300
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand deliver at 77 De Korte Street, Braamfontein.
FOR ATTENTION : Sub-directorate: Human Resources Management, Provincial Office: Gauteng

POST 18/24 : **ASSISTANT DIRECTOR: HR PLANNING AND EMPLOYMENT EQUITY REF NO: HR 5/1/2/3/42**

SALARY : R382 245 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year tertiary Qualification (NQF level 6) in Human Resource Management. 4 year's functional experience at senior practitioner level or equivalent level. Knowledge: DOEL and Compensation Fund business strategies and goals. Compensation Fund value chain. Human Resource Management methods, principles and processes. PFMA. Treasury Regulations. Customer Service (Batho Pele Principles). Legislative Requirements: Public Service Act. Public Service Regulation. Promotion of Access to Information Act. Skills (with related Knowledge): Strategic Leadership. Financial management. Change Management. Service Delivery Innovation (SDI). Planning and Organizing. Problem solving and Analysis. Decision making. People management and Empowerment (including developing others). Communication (written and verbal). Risk management. Computer literacy.

<u>DUTIES</u>	:	Coordinate and manage Human Resource Operations Planning and Controls. Coordinate Human Resource Audits and perform Human Resource Conciliation. Coordinate and facilitate collection of data for Employment Equity (EE). Coordinate and maintain PERSAL establishment within the fund. Management of HR Records. Manage resources in the sub-directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Violet Masemola Tel No: 012 406 5695
<u>FOR ATTENTION</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6 th HRM.
<u>NOTE</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 18/25</u>	:	<u>ASSISTANT DIRECTOR: PROJECTS REF NO: HR 5/1/2/3/43</u>
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary Qualification in Business Administration/ Project Management/Development Studies/ Information Technology. Project Management certificate will be an advantage. 4 years' functional experience in project co-ordinator and management of which 2 years should be supervisory experience. Knowledge: Compensation Fund business strategies and goals. Monitoring and evaluation Platform. Project management principles and methodologies e.g. PMBOK. Project management information technologies e.g MS projects etc. COIDA. Customer Service (Batho Pele Principles). Public policy and frameworks. Legislative Requirements: Public Finance Management Act (PFMA). Public service regulation Act. Treasury regulations. Occupational Health and safety Act (OHS). Promotion of Access to Information Act. PAJA. The Constitution of RSA. Labour relation Act. Employment Equity Act. Skills Development Act. Basic Condition of Employment Act. Skills: Programme and project management. Strong analytical skills. Project monitoring and evaluation. Communication Skills (verbal and written). Conflict management. Decision making. Budgeting and Financial Management. People and Performance management. Diversity management. Planning and organising. Risk Management. Change management.
<u>DUTIES</u>	:	Provide project/programme support in terms of planning project activities and deliverables. Track project budget and expenditure. Co-ordinate project/programme quality management. Assist in ensuring that best practice is implemented in all projects/programmes. Manage resources in the sub-directorates.
<u>ENQUIRIES APPLICATIONS</u>	:	Daniel Letsoalo Tel No: 071 323 6823
<u>FOR ATTENTION</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6 th HRM.
<u>NOTE</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 18/26</u>	:	<u>ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN & JOB EVALUATION REF NO: HR 5/1/2/3/44</u>
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary Qualification in Management Services/ Operations Management/ Production Management/ Industrial Psychology (Human Resource Management/ Public Management/ or (Administration) /Business Management or (Administration) should be supplemented by the certificate in either Applied Organisational Development Programme or Work-Study. Job Evaluation certificate is also required. 4 years' functional experience in organisational development environment, of which two (2) years as a Senior Practitioner or equivalent level. Knowledge: Compensation Fund regulations, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical Knowledge. Work study techniques, procedures and methods. Organisational design processes and techniques. Job Evaluation system, processes and techniques. White paper on transformation. Legislative Requirements: Public Service Regulations (PSR). PFMA and National Treasury Regulations. Public Service Act (PSA). Labour Relation Act.

- Whitepaper on Transformation. Skills: Problem solving. Root cause Identification. Presentation. Planning and Organizing. Strong Analytical Skill. Communication Skill (both Written and Verbal). Report Writing. Decision making. Budgeting and Financial Management. Continuous improvement. Performance Management.
- DUTIES** : Design and maintain the organisational structures and facilitate the reviews thereof. Facilitate and coordinate the development of Job Descriptions/ profiles for Compensation Fund. Facilitate the process of evaluating existing /new and redefined jobs within Compensation Fund. Management of resources.
- ENQUIRIES APPLICATIONS** : Z Makua Tel No: 0609654799
- FOR ATTENTION** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6th HRM.
Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
- POST 18/27** : **ASSISTANT DIRECTOR: ETHICS AND INTEGRITY REF NO: HR4/22/05/09HO (X2 POSTS)**
(One (1) year contract)
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum, plus 37% in lieu of benefits
: Head Office, Pretoria
: Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree(NQF7) in Public Management/ Risk Management/ Auditing and Human Resource Management. Four (4) years' experience in Ethics and Integrity Management of which two (2) years must be at supervisory level. Knowledge: Public service transformation and management issues, White Paper on transformation of Public Service, Public Service Act, Ability to convert policy into action, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele principles, Treasury Regulations, Minimum Information Security Standards, Public Finance Management Act, Skills development. Skills: Diplomacy, Project Management, Interpersonal relation, Communication, Conflict Management, Problem solving.
- DUTIES** : Coordinate and implement Ethics Strategy, Policies and Programmes in the Department. Coordinate implementation report on ethics policies. Implement financial disclosure in the Department. Organise awareness programme regarding integrity matters within the Department. Conduct Ethics investigations in the Department.
- ENQUIRIES APPLICATIONS** : Adv MT Ntleki Tel No: 012 309 4264
- FOR ATTENTION** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
Sub-directorate: Human Resources Operations, Head Office
- POST 18/28** : **ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT & EMPLOYMENT RELATIONS REF NO: HR 4/4/10/46**
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum
: Provincial Office: Mmabatho
: Three (3) year relevant tertiary qualification in Human Resource Management. Valid driver's license. Two (2) years supervisory experience. Two (2) years functional experience doing Human Resource and Employment Relations Services. Knowledge: Public service transformation and management issues. White paper on transformation of Public service. Ability to convert policy into action. Human Resources Systems and Procedures. Public Service Act and Resolution. Recruitment and Selection. Departmental Policies and Procedures. Batho Pele Principles. Minimum Information Security Standards. Skills: Administration and Financial management, Project Management. Interpersonal. Communication (Verbal and Written). Computer Literacy. Analytical. Problem Solving. Conflict management. People Management.
- DUTIES** : Coordinate and monitor the implementation of human resources management policies in the Province (Daily). Monitor and provide advice on the implementation of Employment Relations policies and prescripts (Weekly). Coordinate and manage the implementation of programmes of Employment Equity. Monitor the administration of service benefits.
- ENQUIRIES** : Ms G Setzin Tel No: (018) 387 8100

APPLICATIONS : Acting Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho

POST 18/29 : **EMPLOYER AUDIT OFFICER REF NO: HR 4/4/8/637**

SALARY : R261 372 per annum
CENTRE : Provincial Office: Free State
REQUIREMENTS : Three (3) years tertiary qualification in Financial Accounting/ BCOM Accounting/ Accounting/ BCOM Law/ BCOM in Commerce/ LLB/ Auditing. A valid Drivers licence. Zero experience. Knowledge: Departmental Policies and Procedures, Batho Pele Principles. Public Financial Management Act, Skills Development Act and Employment Equity. Skills: Facilitations, Planning and Organising, Computer Literacy, Interpersonal, Problem Solving, Interviewing, Communication Written and Verbal, Innovative, Analytical Research and Project Management.

DUTIES : Perform monitor the implementation of UIA and COIDA Programmes. Analyse the systems that provide expert advice on sector specific UIA & COIDA matters. Co-ordinate the process that monitors and evaluates impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI & COIDA regular and when there are amendments.

ENQUIRIES : Mr M Luxande Tel No: (051) 505 6325
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Free State

POST 18/30 : **CHIEF SECURITY OFFICER REF NO: HR 4/4/8/40**

SALARY : R261 372 per annum
CENTRE : Provincial Office: Northern Cape
REQUIREMENTS : Three (3) years relevant tertiary qualification in Security/ Risk Management. One (1) year functional experience in the Security Services. Knowledge: Promotion of Access to Information Act, Access to Public Premises and Vehicle Act, Knowledge of Physical security, Personnel and Document security, Communication security, IT Security, Security investigation. Skills: Leadership Skills, Good written and verbal communication skills, Conflict management skills, Interpersonal relations skills, Investigative analysis skills.

DUTIES : Monitor access control within designated buildings, Implement Physical Security Plan. Implement Information and Personnel Security plan. Manage contingency plan. Supervise security staff.

ENQUIRIES : Mr TD Mhlophe Tel No: 053 838 1501
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road

FOR ATTENTION : Human Resources Operations, Provincial Office Kimberley

POST 18/31 : **CLIENT SERVICE OFFICER (X2 POSTS)**

SALARY : R211 713 per annum
CENTRE : Labour Centre: Temba Ref No: HR 4/4/10/27 (X1 Post)
Labour Centre: Vryburg Ref No: HR 4/4/10/47 (X1 Post)
REQUIREMENTS : Matriculation/Grade 12/Senior Certificate. Zero Experience. Knowledge: All Labour Legislations and Regulations. Private Employment Agency regulations and related ILO conventions. Public Service Regulations. Public Service Act. Knowledge of all Departmental Policies, Procedures & Guidelines. Batho Pele Principles. Skills: Interpersonal. Telephone etiquette. Interviewing. Computer literacy. Communication. Ability to interpret legislation. Problem Solving.

DUTIES : Render services at help desk as the first point of entry within the Registration Services. Render Employment Services to all the Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits and Employer declarations. Receive application forms in terms of Compensation for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.

ENQUIRIES : Ms G Malungana Tel No: (012) 127 1437
Ms N Litheko Tel No: (018) 387 8100
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein.

APPLICATIONS : Acting Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.

GRADUATE INTERNSHIP PROGRAMME FOR 2022/2023 TO 2024 FINANCIAL YEAR
The Department of Employment and Labour, Free State Provincial Office would like to invite qualifying applicants to apply for Graduate Internship programme for the Financial year 2022/2023 to 2024. The Graduate Programme is meant to provide work exposure to graduates in their fields of studies. The applicants must be unemployed at the Public Service, never participated in any Internship programme and must be between the age of 18-35.

OTHER POST

POST 18/32 : **STATUTORY SERVICES: INTERN REF NO: HR 4/4/8/661**

SALARY : R6083.33 per month
CENTRE : Provincial Office: Free State
REQUIREMENTS : BCOM Law/ LLB/ Labour Relations/ Paralegal. No Experience required.
DUTIES : Administration duties.
ENQUIRIES : Mr N Luxande Tel No: (051) 505 6235
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300
Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Free State

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

- APPLICATIONS** : Must be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
- FOR ATTENTION NOTE** : marked for the attention: Human Resources Management
- : Applications must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available through the NSG under the name "Certificate for entry into SMS" (full details are available at: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>). Shortlisted candidates must provide proof of successful completion of the course. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract. The department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 18/33** : **CHIEF DIRECTOR: CORPORATE LEGAL SUPPORT & LITIGATION REF NO: RSCM04/2022**
- SALARY** : R1 269 951 per annum, (all-inclusive salary package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
- CENTRE REQUIREMENTS** : Pretoria
- : An undergraduate qualification in Law or relevant qualification on NQF 7 within the related field as recognized by SAQA plus 5 years of experience at a senior managerial level within the relevant field. Extensive experience in Legal Administration/Law. Knowledge of strategic coordination and planning. Strategic capability and leadership; people management and empowerment. Understanding of risk management and audit procedures. Knowledge of policy development and business process management. Understanding of change management and financial management. Programme and Project Management skills. Ability to lead a multidisciplinary team. Knowledge of research methodologies and research presentation. Sound organising, planning and excellent communication skills, analytical, innovative, problem solving, and interpersonal skills. Ability to work under pressure and long hours. Proof of completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).

DUTIES : Provide overall leadership by ensuring the strategic management and co-ordination as well as the successful functioning of the Chief Directorate. Ensure the management of corporate legal support services. Manage litigation, alternative dispute resolutions, losses, and damages to the Department. Ensure provision of corporate legal support and litigation services to minimize the legal risk for the Department. Provide legal opinions on the implementation of relevant legislation and general legal matters. Provide litigation support and ensure PAIA and POPIA compliance. Ensure provision of support for the drafting and vetting of contracts and policies.

ENQUIRIES : Ms Vanessa Bendeman Tel No: 012 399 9337

CLOSING DATE : 20 June 2022

POST 18/34 : **DIRECTOR: CORPORATE COMMUNICATION REF NO: CMS07/2022**

SALARY : R1 073 187 per annum, all-inclusive annual remuneration package. The remuneration package includes a basic salary (70% of package), state's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.

CENTRE : Pretoria

REQUIREMENTS : An appropriate recognised Bachelor's Degree / Advanced Diploma in Journalism/Communications (NQF7) or relevant related qualification as recognized by SAQA. A minimum of 5 years' experience at a middle/ senior management level in a relevant field; Excellent communications skills (verbal and written); Experience in project management; Clear understanding and/or exposure to the government communications system; Good interpersonal, stakeholder liaison and financial management skills; Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations; Good managerial, organisational, administration, analytical and interpersonal skills; The ability to work efficiently in a team and under pressure; Candidate must be willing to travel and work over extended hours. Successful completion of Senior Management Pre-entry programme as endorsed by National School of Government (NSG).

DUTIES : Manage the development and implementation of the department's editorial and publications strategy/programme. Oversee editorial content and production timelines for a broad portfolio of publications. Manage media-buying portfolio in the department. Lead the development and creation of advertising, advertorial, awareness-raising products for various campaigns across multiple channels. Manage department wide graphics standards and brand consistency for internal and external visibility. Manage the corporate identity, branding and exhibition portfolio of the department. Manage the development and implementation of electronic communication (social media, website and intranet) plans that allow the department to take advantage of the various digital platforms.

ENQUIRIES : Mr A Modise Tel No: (012) 399 9943

CLOSING DATE : 06 June 2022

OTHER POSTS

POST 18/35 : **SENIOR MANAGER: COLLECTION AND TRANSPORT – GENERAL WASTE REF NO: WB01/2022**
(2 year contract)

SALARY : R1 104 588 per annum, (Total cost to company)

CENTRE : Pretoria

REQUIREMENTS : An appropriate recognised Bachelor's Degree in Environmental Management/ Engineering / Economics / Natural Science / Logistics (NQF Level 07) or equivalent relevant qualification. A minimum of five years' experience at middle management level. Plus extensive experience in environmental management and waste management as well as the associated legal framework. Strong logistics planning and project management skills. Understanding of the work of Government and the various stakeholders. Service orientated. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to interpret and implement policies, strategies and legislation. Good communication, analytical, innovative, problem solving, and interpersonal skills. Knowledge of the Public Finance Management Act (PFMA)

- and Treasury Regulations. Ability to work under pressure and long hours. In possession of a valid driver's licence.
- DUTIES** : Design and implement an efficient waste tyre management network (collection, transportation, storage, pre-processing and processing facilities) across the country. Provide specialist input to equitable incentive programmes for the different stakeholders groups within the waste tyre management value chain. Support all relevant stakeholders along the value chain in complying with all relevant legislation. Evaluate and monitor allocation of waste tyres to prospective pre-processors and processors. Review and implement an equitable and financially sustainable operational model for all stakeholder groups. Ensure that demand forecasts as well as the associated reports are submitted by both transporters and processors to enable efficient demand planning. Offer hands on support to all stakeholder groups in their respective regions.
- ENQUIRIES** : Mr T Moremi Tel No: (012) 399 9661
- NOTE** : Preference will be given to qualifying female candidates and people living with disability.
- CLOSING DATE** : 03 June 2022
- POST 18/36** : **SENIOR FINANCIAL MANAGEMENT SPECIALIST REF NO: WB02/2022**
(2 year contract)
- SALARY** : R758 776 per annum, (Total cost to company)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognised Bachelor's Degree in Accounting/ Financial Management or equivalent qualification (NQF Level 7). A minimum of three years' experience in the finance field. Knowledge of Generally Recognize Accounting Practices (GRAP). Good organizational, communication, interpersonal and administrative skills. Experience in or an advanced knowledge of the provisions of the PFMA and Treasury Regulations and associated provisions, regulations and norms and standards. Ability to develop, interpret and apply policies, strategies and legislation. Good stakeholder coordination and engagement, Sound research, knowledge management, change management, problem solving and analysis, people management and empowerment as well as programme and project management skills.
- DUTIES** : Budget planning and monitoring. Ensure compliance control and manage bank account. Ensure timely compilation and submission of various financial reports. Compile working papers for the Annual Financial Statements. Ensure administration and maintenance of financial accounts and records. Ensure certification of compliance to the financial management performance indicators in accordance with the Public Finance Management Act (PFMA). Process payments for service providers. Manage audit intervention and implementation of audit recommendation. Provide effective financial management reports. Manage organisational expenditure reporting and control of cash flow.
- ENQUIRIES** : Mr Obed Baloyi Tel No: (012) 399 9843
- CLOSING DATE** : 03 June 2022
- POST 18/37** : **SUPPLY CHAIN MANAGEMENT SPECIALIST REF NO: WB03/2022**
(2 year contract)
- SALARY** : R758 776 per annum, (Total cost to company)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognised Bachelor's Degree in Supply Chain Management (SCM) or Public Administration/Management or equivalent relevant qualification (NQF Level 7). A minimum of three years' experience in the SCM field. Knowledge and experience of senior managerial supply chain management function. Experience in or an advanced knowledge of the provisions of the Public Finance Management Act (PFMA) and Treasury Regulations and associated provisions, regulations and norms and standards. Ability to develop, interpret and apply policies, strategies and legislation. Good stakeholder coordination and engagement, Sound research, knowledge management, change management, strategic capability and leadership, problem solving and analysis, people management and empowerment as well as programme and project management skills.
- DUTIES** : Manage contract administration and receipt of Service Level Agreements. Interpret, understand and implement Supply Chain Management as contained

in relevant legislation and regulations. Advise on sound contract management principles. Manage the asset register and ensure verification of asset on an annual basis. Control assets (including disposal management). Implement relevant policies and procedures with respect to Supply Chain and Asset Management. Develop and implement internal control procedures to ensure the management of risk. Monitor procurement risk arising from contracts and asset disposals. Provide advisory services in determining the Bid evaluation criteria, compilation of bid documents, evaluation of Bids and recommendations. Provide a support service to the Senior Manager: Supply Chain Management. Liaise with relevant role-players in the environment regarding specific and transversal procurement matters. Ensure effective financial and human resources management.

ENQUIRIES : Mr Obed Baloyi Tel No: (012) 399 9843
CLOSING DATE : 03 June 2022

POST 18/38 : **DEPOT OPERATIONS SPECIALISTS REF NO: WB04/2022**
 (2 year contract)

SALARY : R680 141 per annum, (Total cost to company)
CENTRE : Pretoria
REQUIREMENTS : An appropriate three-year Bachelor's degree/National Diploma (NQF6) in Environmental Management/ Sciences or Engineering or Natural Sciences. Experience in environmental management. Thorough knowledge of environmental legislation. Ability to manage and plan for activities, including projects and policy matters. Sound organising and planning skills, Analytical thinking. Expert level of computer literacy- skilled and confident user in office applications such as MS Word, Excel, PowerPoint, Publisher. Good interpersonal skills, communication skills (spoken and written), excellent project management skills, conflict management. The incumbent must have the ability to work independently and efficiently under pressure. In possession of a valid driver's licence.

DUTIES : Ensure that there are sufficient storage facilities to respond to existing production rates and patterns. Support the depots in complying with all relevant legislations. Manage the allocation of waste tyres to depots (Capacity and suitability management of depots). Ensure that the depots are provided with all relevant resources (equipment and financial) to enable a financially sustainable operation. Ensure that invoices as well as accompanying supporting documentation is collected from the transporters in order to facilitate payments as well as planning.

ENQUIRIES : Mr B Taenzana Tel No: (012) 399 8567
CLOSING DATE : 03 June 2022

POST 18/39 : **REGIONAL COORDINATOR REF NO: WB05/2022**
 (2 year contract)

SALARY : R562 234 per annum, (Total cost to company)
CENTRE : Cape Town
REQUIREMENTS : An appropriate 3 year Bachelor's degree/National Diploma in Environmental Management or Environmental Science. Extensive experience in project management. Experience in environmental management. Thorough knowledge of environmental legislation. Sound organising and planning skills, Analytical thinking. Expert level of computer literacy- skilled and confident user in office applications such as MS Word, Excel, PowerPoint, Publisher. Excellent communication, interpersonal and writing skills. Ability to work individually and in a team. Ability to work effectively with stakeholders at various levels. Ability to work under extreme pressure. Proactive approach to meeting deadlines and delivering results with limited supervision. Articulate, Multi-tasking, Creativity, Innovation, Maturity and professionalism. Ability to work independently with limited supervision. In possession of a valid driver's licence.

DUTIES : Support dealers, micro collectors, transporters, micro depots, depots and processors in their regions with daily operations relating to waste tyres collections and deliveries. Undertake routine checks to verify data submitted (in relation to performance against set targets). Undertake routine audits to verify information submitted for payments. Undertake routine checks to ensure compliance to contractual obligations and the relevant legislation. Conduct the level of compliance on the depot.

ENQUIRIES : Mr Blessing Taenzana Tel No: (012) 399 8567
CLOSING DATE : 03 June 2022

POST 18/40 : **ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: CMS08/2022**

SALARY : R382 245 per annum
CENTRE : Pretoria
REQUIREMENTS : A Bachelor's Degree/ National Diploma (NQF6) in Occupational Health and Safety or relevant qualification in the related field. Registration with one of the OHS related professional associations. In possession of SAMTRAC certificate or equivalent qualification. A minimum of 3years' experience in the related field at Supervisory level. Knowledge of OHS Legislation, COIDA and Public Services Regulations and procedures. Understanding of financial, contract and project management. Ability to gather and analyse information. Ability to interpret and apply policies, directives and prescripts. The incumbent must be energetic, reliable, and honest. Good interpersonal relations skills, Communication skills (verbal and writing), organising and planning skills. Tack and diplomacy. Ability to work individually and in a team. Ability to work with difficult persons and to resolve conflict. Must have a valid driver's license. Willingness to travel extensively, work long hours under pressure.

DUTIES : Provide compliance to Occupational Health and Safety requirements. Monitor the OHS implementation plan based on the risk assessment and recommendations with reference to the OHS structure. Identify OHS hazards and intervene to address compliance shortcomings. Facilitate the health and safety committee meetings on quarterly basis. Facilitate OHS awareness campaigns. Displays health and safety information on notice boards for awareness. Prepare a presentation on OHS matters for departmental workshops, inductions and branch meetings. Facilitate the appointment of a national OHS Programme Manager, OHS Programme Coordinator, OHS Representatives and a Health and Safety Committee; and any other OHS legal appointments that are required to effectively implement an OHS Programme. Carry out building inspections to enforce healthy and safety regulations within DEA work environment. Ensure that inspections are conducted. Monitor compliance on inspections conducted by OHS structures. Investigation of identified Occupational health and safety hazards at head office and regional offices. Develop the work incident reporting tool, update and monitor to ensure compliance with OHS Act within the department. Update and monitor the reported incidents, including near misses. Providing an analysis of these to health and safety committee meetings on a monthly basis. Develop, implement, review and update OHS policy statements, and policy guidelines in line with the OHS Act. Participate at all OHS Departmental forums. Communicate the draft policy through various structures for input. Communicate the approved policy to all employees. Supervision of staff.

ENQUIRIES : Mr B Mtshali Tel No: 012 399 9099
CLOSING DATE : 13 June 2022

POST 18/41 : **ASSISTANT DIRECTOR: LOGISTICS MANAGEMENT REF NO: CFO12/2022**

SALARY : R382 245 per annum
CENTRE : Pretoria
REQUIREMENTS : A Bachelor's Degree/National Diploma (NQF 6) in Logistics Management or equivalent qualification in the related field plus a minimum of 3 years of experience in Logistics management at Supervisory level. Knowledge of Logistics management and business practices. Ability to implement logistics management systems and controls. The incumbent must have in-depth understanding of Supply Chain Management processes. Candidate should portray the following competencies: good communication skills, people management, policy analysis and development, risk and compliance management, stakeholder management and communication, good interpersonal relations and should be prepared to work under pressure. Knowledge and understanding of leadership, delegation and empowerment and report writing. The incumbent must have the knowledge of the following: Public Service Regulation, PFMA, Treasury Regulation, and Treasury Prescripts i.e. Circulars, Practice Notes and computer software packages is essential: MS Package (i.e. Word, Excel, and PowerPoint), Microsoft Outlook.

Logis System Controller Certificate and Driver's licence will be captured as added advantage.

DUTIES : Facilitate procurement of goods and services, Verify compliance of requisition form. Authorization and issuing of orders on LOGIS system and Procurement integration and manual orders. Check and verify supplier documentation for correctness, and ensure that supplier's details, descriptions of items, banking details, budget allocations, amounts and quantities are correct. Monitor Logistical Information System (LOGIS), maintenance and functionality of the system. Ensure that technical errors on LOGIS are logged timeously with Logik Helpdesk. Monitor LOGIS generated reports and ensure that they are analysed and provide reports on time, Facilitate the processing and expediting of invoices and ensure that supporting documents are attached to the order document. Monitor the Invoice Tracking System, Verify the payment and BEE report, Ensure the correctness and completeness for partial payment reconciliations, and accuracy of the management reports. Supervision of staff.

ENQUIRIES : Mr W Sekgatja Tel No: (012) 399 9075

CLOSING DATE : 13 June 2022

POST 18/42 : **SENIOR HR PRACTITIONER: SERVICE CONDITIONS REF NO: CMS09/2022**

SALARY : R321 543 per annum, (Total package of R478 352 per annum/ conditions apply)

CENTRE : Pretoria

REQUIREMENTS : A Degree/National Diploma (NQF6) in Human Resources / Development or equivalent qualification. A minimum of 3 years' experience within the relevant field. Knowledge of Public Service prescripts and procedures, Public Finance Management Act and Treasury Regulations. Understanding of Human Resource Management legislation and regulatory framework and HR practice & procedures. Understanding of project management. Skills required: Good communication (verbal and written), sound organising and planning, research and analytical skills. Must be able to work on PERSAL. Ability to work under extreme pressure.

DUTIES : Monitor the implementation of service benefits such as leave, allowances, medical assistance, long service recognition and injury on duty. Check compliance with the relevant policy and directives, verify payment advice for acting allowance and approve PERSAL transactions. Monitor the implementation of housing allowance and application for state guarantee. Submission on service benefits and conditions. Check compliance with the relevant prescripts. Maintain database and draw relevant reports in relation to the management of service benefits and conditions. Compile reports on termination, ORW, payment of acting allowances and PILIR. Implementation of the incapacity leave an ill-health retirement (PILIR) process. Implementation and monitoring of the resettlement process. Provide advice on resettlement benefits.

ENQUIRIES : Mr Philemon Mpati Tel No: 012 339 8653

CLOSING DATE : 13 June 2022

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

**CLOSING DATE**

: 03 June 2022 before 12h00 noon. No late applications will be considered.

NOTE

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

OTHER POSTS

<u>POST 18/43</u>	:	<u>PROJECT MANAGER: PROJECT MANAGEMENT OFFICE REF NO: PM/PMO/2022/05-2PRA</u> (Permanent) (Management Support)
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	Recognized three-year Bachelor's Degree/National Diploma or equivalent three year qualification (at least 360 credits, NQF 6) in Project Management or related field. Six (6) year's appropriate proven experience in Project Management of which three (3) years was in a managerial role. Exposure and experience gained within ICT project management will receive preference. Exposure to Business Analysis and Business Process Optimization/Management will serve as an advantage. Project Management certification will be an added advantage. Advanced knowledge of PMO and Public Service Legislative Framework. Advanced Knowledge of Business Analysis and Business Process Optimization/Management. Knowledge of Programme Administration and Management. Knowledge of Customer Service Principles. Knowledge of Law and Associated Mechanisms. Knowledge of Relevant Legal Requirements particularly BCEA and GPAA policies and procedures including Public Service Act. High level communication skills. Programme Management skills. Strategic decision making skills. Leadership skills. Team collaboration. Ability to delegate. Initiative. Emotional intelligence. Ethics and Integrity. Ability to see the Big Picture. Demonstrable commitment. Customer Service orientation. Structured approach. Computer literacy.
<u>DUTIES</u>	:	The successful incumbent will facilitate and manage project planning within GPAA, which includes the following but not limited to: Provide advisory capacity to management: Advise management on the appropriate application of relevant project requirements on any existing or new projects. Take full accountability for the project within the PMO space. Leverages detailed knowledge and understanding of projects including industry governance structures affecting GPAA. Demonstrate project management expertise through management of medium to large projects of varying complexity. Set context, assign, monitor work and drive GPAA projects. Develop project scope, define deliverables, obtain consensus and manage stakeholder expectations. Manage change requests and control scope through effective execution of plan. Effectively deploy physical, financial and human resources. Ensure project deliverable creation, review, approval and distribution. Resolve complex issues and conflicts; escalate appropriately as required. Ensure project outcomes are accepted; measure and analyse stakeholder perceptions; facilitate validation of business benefit assessment. Formally close project and release team resources. Manage discipline and absenteeism in accordance with organizational codes and procedures. Manage compliance with agreed Project budgets in consultation with the Senior Manager, ensuring that costs are contained. Compile reports and action project findings: Review project reports and prepare review notes. Record outstanding project issues in a closed out report. Ensure that outstanding project issues are resolved after closed out. Conduct quality assurance reviews across project teams to ensure that all work conducted is up to established project management standards. Formulate compliance reports' recommendations to management in order to raise the awareness of project risks and breakdowns in the internal control environment. Compile accurate, concise reports as requested meeting agreed deadlines. Provide governance oversight of project management ensuring it is within expressed risk tolerances aligned to strategic, business and financial objectives. Track all project activities against the plan, providing regular and accurate reports to stakeholders, as appropriate and manages stakeholder expectations. Stakeholder management and communication: Central access point to key project documents, presentations, and assessments. Develop and implement plans for use of collaborative team communication solutions. Serves as a central point of contact between GPAA and various internal and external stakeholders. Represent the GPAA within various PMO forums and participate in reviews and presentation to management. Work directly with key stakeholders to analyse requests and constructively provide feedback that meets requirements while leveraging communications core competencies. Understand the technical aspects of corporate stakeholder relations and best

practices. Report and identify areas that need guidance in order to resolve moderately simple stakeholder relations issues. Act as the first point of contact, for all stakeholder relations enquiries. Build and maintain key relationships with stakeholders, to ensure establishment of a culture of engagement while creating and adding value. Networking across the different government departments with key stakeholders to stay abreast of latest stakeholder trends. Provide input to the strategic management of the section: Compile comprehensive operational plans, quarterly and annual reports. 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 areas. Facilitate project management life cycle planning and ensure GPAA maintains long-term development focus. Manage all resources of the unit: Manage the performance of direct and indirect reports in accordance with the GPAA performance management policy and procedure. Identify training and development needs, implementing plans to address requirements, as appropriate. Facilitate communication through appropriate structures and systems. Participate in management forums within GPAA, contributing expertise to enable sound decision making. Provide detailed, accurate information for internal and external audit purposes and action audit issues identified. Implement controls within the business unit, which minimize potential risk to stakeholders.

- ENQUIRIES** : Nthabiseng Mosimanyana on Tel No: 012 319 1324
Application Enquiries: URS Response Handling Tel No: 012 811 1900
- APPLICATIONS** : #Disclaimer: It is mandatory to email your application (comprehensive CV and new Z83 signed) to gpaa25@ursonline.co.za quoting the reference number in the subject heading of the email
- NOTE** : Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. The purpose of the roles is to facilitate and manage project planning within GPAA Various permanent Project Manager Positions are currently available at the Government Pensions Administration Agency: Management Support - Project Management Office based at Head Office Pretoria.
- POST 18/44** : **SENIOR STATE ACCOUNTANT REF NO:SSA/PRO2.1/2022/05-1P**
(Permanent)
(Programme 2.1: Financial Accounting)
- SALARY** : R321 543 per annum (Level 08), (basic salary)
CENTRE : Pretoria Head Office
REQUIREMENTS : An appropriate three year National Diploma/ Degree in Financial Management or Financial Accounting (at least 360 credits) coupled with 3 years' relevant experience in Financial Management Accounting of which one (1) year should be in a supervisory role/level. Proficient computer literacy in Microsoft Office especially Excel. Working knowledge of BAS will serve as an advantage. 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. Communication and interpersonal skills. Problem solving skills. Ability to work in a team and independently. Time management skills. Honesty and integrity. Hard working. Attention to detail. Openness to change.
- 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, Service 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
APPLICATIONS

: Nthabiseng Mosimanyana on Tel No: 012 319 1324
: # Disclaimer: It is mandatory to email your application (comprehensive CV and new Z83 signed) to Recruit4@gpaa.gov.za quoting the reference number in the subject heading of the email.

NOTE

: Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. The purpose of the position is to coordinate, review and undertake the implementation of financial accounting systems and procedures for the National Treasury Funds. A permanent position of Senior State Accountant is currently available at GPAA: Head Office for Programme 2.1 – Financial Accounting.

GOVERNMENT PRINTING WORKS

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

- APPLICATIONS** : All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria, 0001
- FOR ATTENTION** : Ms. L Pale / Ms. V Maja, Human Resources, Tel no: 012 764 3976 / 012 764 3912
- CLOSING DATE** : 06 June 2022 (16:00 noon)
- NOTE** : Applications must be submitted on the prescribed form Z83 (NB. The new application for employment form can be downloaded at www.dpsa.gov.za/vacancies, the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed (failure to do so will result in your application not being considered), and clear indication of the reference number on the Z83. A recent comprehensive CV specifying all qualifications and experience with respective dates, Copies of qualifications, ID and a valid driver's license (where required), should be attached. Such copies need not to be certified when applying for a post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA), The Government Printing Works reserves the right to fill or not fill its advertised posts. General information: Shortlisted candidates must be available for interviews, which might be virtual at a date and time determined by the Government Printing Works. Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours. Shortlisted candidates for SMS posts will be subjected to a technical exercise, which might be virtual that intends to test relevant technical elements of the jobs by the Government Printing Works. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic management 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. Personnel suitability checks will also be administered as a part of the selection process. Successful candidates will be required to enter in an employment contract and performance agreement (as relevant), 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.

MANAGEMENT ECHELON

- POST 18/45** : **DIRECTOR: LEGAL SERVICES REF NO: GPW 22/13**
Office of the Chief Executive Officer
(Re-Advertisement Candidates who previously applied for this post need to re-apply)
- SALARY** : R1 073 187 per annum, (an all-inclusive remuneration package). The package includes a basic salary (70 % of package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of specific guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's degree (NQF level 7) as recognised by SAQA in Law/ LLB or equivalent qualification. 5 years middle / senior management experience within the legal environment, Admission as an Attorney/Advocate and extensive

- practical experience acquired from appearances in courts and other statutory tribunals, Extensive experience in providing professional, credible, accessible and quality-assured legal services, Knowledge of South African legal system, legal practices and related spheres Competency in drafting of legislation, contracts and litigation processes, Thorough knowledge of Constitutional, Administrative and Labour Law, Public Service Laws, Regulations and Policies Knowledge of PFMA and Regulations. Competencies and skills: Problem solving, Analytical thinking, Good verbal and written communication skills, Interpretation and Implementation skills, willingness to work long hours.
- DUTIES** : Provide legal advice or opinions to GPW Execute instructions regarding legal matters, Drafting and amending of Legislations and Regulations, Drafting of contracts Memorandum of Understanding and Service Level Agreements, Manage legal liabilities and investigation of losses, Conducting, coordinating and monitoring progress in respect of all matters pertaining to general litigation, Liaising with State Attorneys and State Law Advisors on legal matters, Advise the organisation, the Chief Executive Officer (CEO) and Management on labour law and related legal matters, Strategic management of legal services in the organisation including capacity building, Ensure legal compliance, Manage litigation and support on matters affecting the organisation.
- ENQUIRIES** : Mr. CA Dreyer Tel No: (012) 748 6265
- POST 18/46** : **DIRECTOR: EXECUTIVE SUPPORT SERVICES REF NO: GPW 22/14**
Office of the Chief Executive Officer
Re-Advertisement, (Candidates who previously applied for this post need to re-apply)
- SALARY** : R1 073 187 per annum, (an all-inclusive remuneration package). The package includes a basic salary (70 % of package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of specific guidelines
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's Degree or equivalent qualification (NQF level 7 as recognized by SAQA) in Public Administration/ Business Administration, 5 years' experience at middle / senior management in an executive support environment, Understanding of the manufacturing, production and printing sector. Knowledge of South African laws and policies and implementation thereof. The successful candidate is expected to work long hours and travel as and when required. Competencies and skills: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Customer Service/Orientation. Problem-solving. Knowledge management.
- DUTIES** : Provide policy and advisory services to the Chief Executive Officer; Execute research, analyse information and compile complex documents for the Chief Executive Officer; source information and compile comprehensive documents for the Chief Executive Officer with regard to issues emanating from meetings, etc. Compile memoranda as required and scrutinize submissions/reports, make notes and recommendations to present to the Chief Executive Officer. Draft responses for submission to internal and external stakeholders. Coordinate, follow up and compile reports of a transverse nature for the Chief Executive Officer and advise/sensitize the Chief Executive Officer on reports to be submitted. Compile presentations and speeches for the Chief Executive Officer. Coordinate external strategic alliance between the office of the Chief Executive Officer and other stakeholders: Liaise with stakeholders to ensure integration of programmes. Scrutinize documents to determine actions/information/documents required. Collect and compile information for the Chief Executive Officer in preparation of meetings and other engagements. Record minutes/resolutions and communicate/ disseminate to relevant role players, follow up on decisions taken and progress made, prepare briefing notes as well as other documentation. Compile agenda of meetings chaired by the Chief Executive Officer and ensure circulation of accompanying memoranda and; co- ordinate high level meetings including overseeing the logistics, transport arrangements and take charge of invitations and RSVP functions etc. Manage general support services in the office of the Chief Executive Officer: Set up and maintain systems in the Office of the Chief Executive Officer that will ensure efficiency in the office. Establish, implement and maintain effective processes/procedures for information and documents flow to and from the office. Ensure safekeeping of all documentation in the

Office. Manage the engagements of the Chief Executive Officer. Manage the resources in the office of the Chief Executive Officer: Determine and collate information with regards to the budget needs of the Office. Keep record of expenditure commitments, monitor expenditure and alert the Chief Executive Officer with regard to possible over and under spending. Responsibility manager for the component and; identify the need to move funds between items and compile submissions for this purpose. Monitor and evaluate the performance of staff in the office. Manage the human resource aspects related to the staff in the Office of the Chief Executive Officer. Oversee responses drafted by the Executive Assistant and other support personnel on enquiries received from internal and external stakeholders.

ENQUIRIES

: Mr. CA Dreyer Tel No: (012) 748 6265

OTHER POST

POST 18/47

: **DEPUTY DIRECTOR: OFFICE OF THE CHIEF EXECUTIVE OFFICER REF NO: GPW 22/15**

Office of the Chief Executive Officer

Re-Advertisement, (Candidates who previously applied for this post need to re-apply)

SALARY CENTRE

: R744 255 per annum (Level 11), (an all-inclusive remuneration package)
: Pretoria

REQUIREMENTS

: Three-year Bachelor's degree or a three-year National Diploma in Office Administration/Business Administration or equivalent/related qualification (NQF 7) as recognized by SAQA. 3 to 5 years' experience in a related field of which 2 years has been at a middle management level. A valid driver's license. Experience in supporting office of the executive. The successful candidate is expected to work long hours and travel as and when required. Generic Competencies: Planning and organizing. Coordination. Problem solving & decision making. Project management. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: Office management and administration. Secretariat support to the executive. Government systems and procedures. Microsoft office suite.

DUTIES

: The successful candidate will perform the following duties: Manage the electronic diary of the Chief Executive Officer including the scheduling of meetings (daily, weekly, monthly quarterly and annually). Co-ordinate all the correspondence in the Office of the Chief Executive Officer and liaise with the relevant stakeholder and act as the point of contact between the Chief Executive Officer, Office of the Minister, Spheres of Government, the department and external clients. Manage and provide the logistical services for the Chief Executive Officer. Provide secretarial and administrative tasks/support services to the Chief Executive Officer and undertake any other duties as may be reasonable allocated using project management principles to undertake such tasks in the Office of the Chief Executive Officer. Develop, manage and maintain the document management system to ensure the proper flow and management of key documents for the Chief Executive Officer.

ENQUIRIES

: Mr. CA Dreyer Tel No: (012) 748 6265

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

OTHER POSTS

- POST 18/48** : **DEPUTY DIRECTOR: NATIONAL NORMS AND STANDARDS REF NO: DHET01/05/2022**
 Branch: Technical and Vocational Education and Training
 Directorate: TVET Institutional Funding
 Re-advertised and candidates who had previously applied may re-apply
- SALARY CENTRE REQUIREMENTS** : R882 042 per annum (Level 12), (all-inclusive remuneration package)
 : Pretoria
 : An appropriate bachelor's degree/advanced diploma in Bachelor of Commerce or equivalent qualification in Economics/Accounting and/or Financial Management. A minimum of five (5) to ten (10) years, preferably in funding frameworks and policies with at least three (3) to five (5) years of work experience at the Junior Management level. Extensive knowledge and insight into the education policies and legislations for public colleges. Experience in financial management in a government environment will be an added advantage. Policy analysis, development, and implementation skills. Knowledge of the policies or legislative framework in Technical and Vocational Education and Training Colleges, Public Finance Management Act. Good financial analysis and research skills. Good communication (oral and written) and interpersonal skills. Ability to work in a team and to work under pressure. Meet tight deadlines and be target driven. Computer literacy; with extensive knowledge of MS Word and Excel skills. A postgraduate degree or Diploma in Economics or Finance will be an added advantage. Willingness to travel and a valid driver's license.
- DUTIES** : Plan the equitable distribution of funding in support of policies for education and training delivery in the Technical and Vocational Educational and Training Colleges. Manage models for planning equitable pro-poor funding. Gather, analyse, and utilise data for the development of national Norms and Standards for Technical and Vocational Educational and Training Colleges. Research and analysis of emerging issues to inform the development and the review of funding norms. Determining required education inputs. Analyse and interpret emerging and evolving conditions for review of the funding policies where circumstances demand and/or at certain intervals. Manage the development, review, and implementation of an equitable funding framework for Training and Vocational Educational and Colleges. Manage and monitor implementation to ensure compliance with the funding norms. Facilitate reporting on the implementation of the funding policy to identify areas for improvement as well as maintain and sustain best practices. Analyse, interpret and apply both financial and non-financial data for financial policy development. Benchmarking against other financing policies globally.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry

certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

- CLOSING DATE** : 17 June 2022
- POST 18/49** : **DEPUTY DIRECTOR: CET MANAGEMENT AND GOVERNANCE SUPPORT**
REF NO: DHET02/05/2022
Branch: Community Education and Training
Directorate: CET Governance and Management Support
- SALARY** : R882 042 per annum (Level 12), (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/advanced diploma (NQF level 7) in Education, Public Management/Administration, or equivalent qualification. Candidates with a Corporate Governance related certificate will have an added advantage. A minimum of five (5) years' work experience in working with governance structures with at least three (3) to five (5) years at the Junior Management level. Experience in working with governance structures. Knowledge and understanding of policies and regulatory frameworks governing the establishment of governance structures within public colleges. This is a middle management position in a core functional area that requires a dynamic individual with proven strategic management, writing skills, leadership, and people management capabilities. The candidate must have exceptional interpersonal skills and be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relate to technical proficiency, monitoring, and evaluation, problem-solving and analysis, report writing, and preparing presentations. Good computer skills. Candidates must be willing to work irregular hours and be committed to meeting deadlines within tight time frames. Willingness to travel and a valid driver's licence.
- DUTIES** : Responsible for ensuring the effective appointment of councils and good governance in CET Colleges. Determine capacity needs and support capacity building for management, councils, and student leadership. Provide support to CET Colleges in setting up management and governance systems, structures, and procedures. Monitor and report on the activities of the CET Colleges Councils and student leadership in line with applicable legislation, standards, and other secondary policies. Monitor the effectiveness of College Councils.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum

entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

- CLOSING DATE** : 17 June 2022
- POST 18/50** : **DEPUTY DIRECTOR: INITIATION AND EVALUATION REF NO: DHET03/05/2022**
 Branch: Skills Development
 Component: National Skills Fund
 Chief Directorate: Skills Development Implementation Directorate: Initiation And Evaluation
- SALARY CENTRE REQUIREMENTS** : R882 042 per annum (Level 12), (all-inclusive remuneration package)
 : Pretoria
 : An appropriate bachelor's degree/advanced diploma (NQF level 7) in Administration/Management or equivalent qualification. Candidates with Civil/Infrastructure are encouraged to apply. A Nated Diploma with a relevant Trade Certificate will be added advantage. A minimum of five (5) to ten (10) years of work experience in project management with at least three (3) to five (5) years at the Junior Management level. Candidates that have experience in initiating, monitoring, and evaluating large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage, as well as candidates that are registered as Project Managers or Professional Project Managers at Project Management South Africa. Good knowledge of the post-school education and training system will also be an added advantage. This is a middle management position in a core functional area that requires a dynamic individual with proven strategic management, leadership, and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relate to technical proficiency, initiation, monitoring, and evaluation, problem-solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer-focused and able to perform in a team environment. Good computer skills. Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meeting deadlines within tight time frames. Willingness to travel and a valid driver's license.
- DUTIES** : Responsible for the effective implementation of the project initiation and evaluation process in the NSF; Manage and report on the receipt, logging and evaluation of applications for solicited and unsolicited projects; Manage the Request for Proposal(RFP) process for solicited projects; Manage and report on RFP applications in the various stages of the project initiation process; Perform, manage and report on administrative compliance, technical evaluation and due diligence on solicited and unsolicited.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed

and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

- CLOSING DATE** : 17 June 2022
- POST 18/51** : **DEPUTY DIRECTOR: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION (EASTERN CAPE REGION) REF NO: DHET 04/05/2022**
 Branch: Skills Development
 National Skills Fund
 Directorate: Regional Skills Development Implementation
- SALARY CENTRE REQUIREMENTS** : R882 042 per annum (Level 12), (all-inclusive remuneration package)
 : Pretoria
 : An appropriate bachelor's degree/advanced diploma (NQF level 7) in Public Management/Administration or equivalent qualification. Candidates with Nated Diploma and relevant trade certificate will be an added advantage. A minimum of five (5) to ten (10) years of work experience in project management with at least three (3) to five (5) years at the Junior Management experience level. Knowledge and experience in managing large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage, as well as a candidate that is registered as a Project Manager or Professional Project Manager with Project Management South Africa or other related bodies. Good knowledge of the post-school education and training system will also be an added advantage. This is a middle management position in a core functional area that requires a dynamic individual with proven strategic management, leadership, and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relate to technical proficiency, monitoring, and evaluation, problem-solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer-focused and able to perform in a team environment. Good computer skills. Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meeting deadlines within tight time frames. Candidates must be proficient in English and proficiency in Afrikaans and/or isiXhosa and/or isiZulu will be an added advantage. Willingness to travel and a valid driver's licence.
- DUTIES** : Responsible for ensuring skills development projects within project portfolio report timely and accurately; Effectively monitor, evaluate and report on the allocation, management, operational performance and funding of projects within project portfolio; Responsible for performing expenditure verification and

performance information verification related to projects within project portfolio; Responsible for coordinating physical verification (learners, infrastructure, assets etc.) across the different project sites for the projects within project portfolio; Ensure that all documents and information related to projects and programmes in portfolio are submitted for knowledge management purposes; Manage stakeholders for portfolio of projects; Actively participate in both regional and national structures and platforms that are relevant for effective skills development implementation; Manage staff under his / her supervision; Provide feedback and strategic advice regarding skills development activities to the regional head; Participate as an active member of the regional management team; Collaboratively contribute to the development of a project management framework for projects and programmes specifically for the region and nationally in general; Effectively implement the project management framework for projects and programmes within project portfolio

ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.

NOTE : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

CLOSING DATE : 17 June 2022

POST 18/52 : **DEPUTY DIRECTOR: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION (WESTERN/NORTHERN) CAPE REGION REF NO: DHET 05/05/2022**

Branch: Skills Development
Component: National Skills Fund
Directorate: Regional Skills Development Implementation

SALARY : R882 042 per annum (Level 12), (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : An appropriate bachelor's degree/advanced diploma (NQF level 7) in Public Management/Administration or equivalent qualification. Candidates with Nated Diploma and relevant trade certificate will have an added advantage. A minimum of five (5) to ten years (10) years of work experience in project management with at least three (3) to five (5) years at the Junior Management level. Candidates that have experience in managing large projects, portfolios of projects and/or programmes in the private or public sector will have an added

advantage, as well as a candidate that is registered as a Project Manager or Professional Project Manager with Project Management South Africa or other related bodies. Good knowledge of the post-school education and training system will also be an added advantage. This is a middle management position in a core functional area that requires a dynamic individual with proven strategic management, leadership, and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relate to technical proficiency, monitoring, and evaluation, problem-solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer-focused and able to perform in a team environment. Good computer skills. Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meeting deadlines within tight time frames. Candidates must be proficient in English and proficiency in Afrikaans and/or isiXhosa and/or isiZulu will be an added advantage. A valid driver's license and willingness to travel.

DUTIES

: Responsible for ensuring skills development projects within project portfolio report timely and accurately; Effectively monitor, evaluate and report on the allocation, management, operational performance and funding of projects within project portfolio; Responsible for performing expenditure verification and performance information verification related to projects within project portfolio; Responsible for coordinating physical verification (learners, infrastructure, assets etc.) across the different project sites for the projects within project portfolio; Ensure that all documents and information related to projects and programmes in portfolio are submitted for knowledge management purposes; Manage stakeholders for portfolio of projects; Actively participate in both regional and national structures and platforms that are relevant for effective skills development implementation; Manage staff under his / her supervision; Provide feedback and strategic advice regarding skills development activities to the regional head; Participate as an active member of the regional management team; Collaboratively contribute to the development of a project management framework for projects and programmes specifically for the region and nationally in general; Effectively implement the project management framework for projects and programmes within project portfolio.

ENQUIRIES

: Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

APPLICATIONS

: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.

NOTE

: Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not

be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

- CLOSING DATE** : 17 June 2022
- POST 18/53** : **DEPUTY DIRECTOR UNIVERSITY POLICY AND DEVELOPMENT**
SUPPORT REF NO: DHET 06/05/2022
Branch: University Education
Directorate: University Research Support and Policy Development
- SALARY CENTRE REQUIREMENTS** : R882 042 per annum, (Level 12), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Policy Development or equivalent qualification. A relevant postgraduate qualification will be an added advantage. A minimum of five (5) to ten (10) years of experience in project management as well as the development and implementation of higher education policies with at least three (3) to five (5) years of experience at the Junior Management level. Knowledge and understanding of policies and regulatory frameworks governing higher education. Experience in government financial systems and procedures, including project planning and management. Experience in research methodology and management of research projects. Understanding of key stakeholder bodies in the higher education sector. Knowledge of local and international trends in higher education and higher education policy. Demonstrable understanding of Research Outputs' imperatives and their dynamics in South Africa, particularly in the higher education sector. Ability to monitor and evaluate the implementation of programmes and projects, writing and presentation skills. Excellent communication both in writing and verbally including high-level report-writing. Demonstrable experience in working with teams and working within short deadlines. Ability to function well under pressure. Ability and reputation to build relationships both individually and institutionally. A creative and innovative thinker. The candidate must be able to proactively identify and explore areas of synergy with other components of the Department, statutory bodies and other government departments or entities. Willingness to travel and a valid driver's licence.
- DUTIES** : The scope of the work of the successful candidate will include, but not be limited to the Development and implementation of policies in various areas of higher education, with the current focus on the recognition of Research Output for subsidy. Development and maintenance of the evaluation system for measuring innovations and Research Outputs of higher education institutions, and the analysis of related data. Support the development and strengthening of creative fields of study at higher education institutions. Monitor and analyse Research Outputs' plans of higher education institutions. Generate reporting on matters relating to Research Outputs in the sector. Support the Directorate in its oversight and monitoring of the implementation of Research Outputs' policies and plans. Conceptualise and implement programmes and projects to strengthen Research Outputs' initiatives at universities. Assist with drafting of speeches for senior government officials and the Ministry; and participation in departmental, inter-departmental and other various higher education stakeholders' committees/forums. Build relations with internal and external DHET stakeholders to support the advancement of higher education.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote

representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". NB: All shortlisted candidates will be required to write a competency test.

- CLOSING DATE** : 17 June 2022
- POST 18/54** : **DEPUTY DIRECTOR: REGISTRATION OF PRIVATE HIGHER EDUCATION INSTITUTIONS REF NO: DHET 07/05/2022**
Branch: Planning, Policy, And Strategy
Directorate: Registration of Private Higher Education and Institutions
- SALARY CENTRE REQUIREMENTS** : R882 042 per annum (Level 12), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Public/Business Administration or equivalent qualification. A postgraduate qualification in Education, Law or another relevant field will be an added advantage. A minimum of five (5) to ten (10) years of working experience in a higher education environment and relevant management experience with at least three (3) to five (5) years of experience at the Junior Management level. The candidate will work closely with private higher education institutions, stakeholders, law enforcement agents and other sections within the Department of Higher Education and Training. The appointee must have an excellent knowledge of Excel, and the legislative and policy context of the higher education system is required. The candidate must be able to lead teams to monitor systems, undertake evaluation, and be able to work innovatively and flexibly across higher education contexts. The ability to interact effectively and communicate with the leadership of the Higher Education system and other relevant stakeholders is a requirement. The ability to work competently with MS Suites such as Word, PowerPoint etc. is required. Willingness to travel and a valid driver's license.
- DUTIES** : The scope of this position will include but not be limited to providing oversight of the monitoring and evaluation functions concerning annual reports, conversions, and amendment of registration. Liaise between the Department and higher education constituencies, primarily private higher education institutions and other stakeholders in the sector. Ensure efficiency of the Departmental service in dealing with sector queries and complaints received by the Directorate. Oversee referral of cases referred to the law enforcement agents. Liaise with the CHE and SAQA in the verification of qualifications and quality assurance. Provide input on the review of current policy and Regulations. Compile quarterly reports. Managing and supervising a team of officials.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed

and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". NB: All shortlisted candidates will be required to write a competency test.

- CLOSING DATE** : 17 June 2022
- POST 18/55** : **DEPUTY DIRECTOR INSTITUTIONAL FUNDING REF NO: DHET 08/05/2022**
Branch: University Education
Directorate: University Institutional Funding
- SALARY CENTRE REQUIREMENTS** : R882 042 per annum (Level 12), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/ advanced diploma (NQF level 7) in Finance Management or equivalent qualification. A postgraduate qualification would be a distinct advantage. A minimum of five (5) to ten (10) years of experience within the higher education or related sector and relevant management experience with at least three (3) to five (5) years' experience at the Junior Management level. Knowledge and understanding of policy and regulatory frameworks governing higher education, understanding of key stakeholders in the higher education sector, and the experience of working with students within a higher education context. Knowledge and understanding of the Public Finance Management Act (PFMA), client-oriented and the ability to interact with stakeholders in the higher education sector, having good interpersonal skills, programme and project management skills, conflict resolution and negotiation skills, proficiency in Microsoft Office (Outlook, Word, Advanced Excel, and PowerPoint) and Adobe Acrobat, excellent verbal and written communication skills, numerical, analytical and problem-solving skills, research, report-writing and presentation skills, ability to work independently, ability to work under pressure, people management, ability to mentor and empower subordinates. Willingness and a valid driver's licence.
- DUTIES** : Provide support in the administration of the annual Ministerial Statement on University Funding, Provide support in the administration of the division of the block grant state budget amongst universities. Administer annual public reports related to the state funding of universities, as well as the performance of universities within the block grant. Administer the completion of progress reports by universities for the earmarked foundation provision grant, and report internally on these progress reports with the view of approving payments to be made to universities.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or http://z83.ngnscan.co.za/apply and following the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". NB: All shortlisted candidates will be required to write a competency test.
<u>CLOSING DATE</u>	:	17 June 2022
<u>POST 18/56</u>	:	<u>DEPUTY DIRECTOR: ENROLMENT PLANNING REF NO: DHET 09/05/2022</u> Branch: University Education Directorate: Academic Planning, Monitoring and Evaluation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R882 042 per annum (Level 12), (all-inclusive remuneration package) Pretoria An appropriate bachelor's degree/advanced diploma in Statistics, Mathematics or Data Management. A postgraduate qualification in the specializations will be an advantage. A minimum of five (5) to ten (10) years of experience in the post-school education and training sector with experience with at least three (3) to five (5) years at the Junior Management level. Extensive experience in monitoring and evaluation in the public higher education sector; enrolment planning processes and compiling and analysing institutional profiles. Extensive knowledge of the Programme Qualification Mix and an understanding of academic planning in public higher education institutions. Knowledge and understanding of all the relevant policies and legislation about the higher education sector; knowledge of government priorities and objectives specifically relating to the Medium-Term Strategic Framework of the Minister of Higher Education, Science and Innovation and the National Development Plan; Knowledge of the Higher Education Information Management System (HEMIS). High proficiency in Microsoft programmes, specifically MS Excel, MS Office, and MS PowerPoint; Analytical and problem-solving skills; Ability to work in a team; Excellent presentation skills; Ability to communicate; High level of both verbal and written communication; Good interpersonal skills and ability to liaise with internal and external stakeholders; Ability to work independently without direct supervision as well as in a team; Ability to work under pressure
<u>DUTIES</u>	:	The scope of the work of the successful candidate will include, but not limited to: consolidating, analysing and monitoring the enrolment plans of the public higher education institutions (public HEIs); develop the Ministerial statement on the national enrolment plan and the Ministerial statement of the mid-term review on enrolment planning; develop annually a report on the achievement

of the Ministerial enrolment planning targets; engage with executive management representatives on issues relating to enrolment planning; advise public higher education institutions on issues pertaining to enrolment planning; develop and maintain institutional profiles for each of the public Higher Education Institutions (HEIs) and apply these analyses in monitoring and evaluation of trends and future projected growth in line with systemic priorities and available funding; assist in academic programme applications processes by providing input and output targets per institution, enrolment projections in line with the public HEIs space capacity and performance; assess business plans submitted by public HEIs in line with national development needs, targets and expansion of the university sector; compile submissions, reports, parliamentary question responses, briefing notes and speaking notes; and carry out any other relevant task as delegated by Management.

ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.

NOTE : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". NB: All shortlisted candidates will be required to write a competency test.

CLOSING DATE : 17 June 2022

POST 18/57 : **DEPUTY DIRECTOR: ARTISAN RESEARCH AND DEVELOPMENT REF NO: DHET10/05/2022**
(Duration: Three (3) Years Contract)
Branch: Skills Development Services
Chief Directorate: Indlela
Directorate: Artisan Development

SALARY : R882 042 per annum (Level 12), (all-inclusive remunerative package)
CENTRE : Olifantsfontein

REQUIREMENTS : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Public/Business Administration or equivalent qualification. A postgraduate qualification in research studies would be an added advantage. A minimum of five (5) to ten (10) years of experience in an Artisan, Research and Development system with at least three (3) to five (5) years at the Junior Management level. Understanding of the artisan development system. Five years of administrative and management work experience. Knowledge of the

Skills Development Act, 1998. Skills Development Levies Act (SDLA). Treasury Regulation, National Skills Development Strategy (NSDS), Skills Accord and Artisan Training and Development Regulation. Knowledge of Public Finance Management Act, 1999 (PFMA). Knowledge of Departmental Regulations and Policies. Good management and leadership skills. Communication, presentation, planning and organizing skills. Good administration and report writing skills. Office Management skills. Change management skills. Basic research skills. Good Computer literacy. A valid driver's license.

DUTIES

: These will include developing, implementing, and maintaining artisan development research in line with the National Artisan Development Strategy, National Acts, Regulations and Policies. Establish the artisan development advisory committee to advise the DHET on relevant artisan research to undertake. Coordinate artisan research in conjunction and in partnership with other artisan stakeholders inclusive of establishing partnerships with research institutions to carry out approved artisan research topics. Develop and implement required templates and documents, and maintain records related to assigned projects. Create and maintain files and spreadsheets to track activities. Communicate progress towards planned timelines. Prepare progress reports. Develop, implement and maintain benchmarking mechanisms for the artisan development system. Plan and implement advisory committee meetings inclusive of budgets, travel arrangements, meeting schedules and meetings. Take accurate minutes of the advisory committee meetings and ensure they are distributed timeously. Prepare meetings packs for advisory committee meetings and ensure they are distributed one week before each meeting. Maintain up to date records of advisory committee meetings and agreements. Coordination of ad-hoc projects.

ENQUIRIES

: Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

APPLICATIONS

: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.

NOTE

: Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

CLOSING DATE

: 17 June 2022

<u>POST 18/58</u>	: <u>DEPUTY DIRECTOR: ARTISAN DEVELOPMENT STEERING COMMITTEES REF NO: DHET 11/05/2022</u> (Duration: Three (3) Years Contract) Branch: Skills Development Services Chief Directorate: Indlela Directorate: Artisan Development
<u>SALARY CENTRE REQUIREMENTS</u>	: R882 042 per annum (Level 12), (all-inclusive remunerative package) : Olifantsfontein : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Public/Business Administration or equivalent qualification. A postgraduate qualification in research studies would be an added advantage. A minimum of five (5) to ten (10) years of experience in Skills Development processes in a particular artisan development with at least three (3) to five (5) years at the Junior Management level. Knowledge and experience of administrative and management work. Knowledge of Provincial Skills Development processes in a particular artisan development would be an added advantage. A minimum of three (3) of years administrative and management work experience. Knowledge of the Skills Development Act, 1998. Skills Development Levies Act (SDLA). Treasury Regulation, National Skills Development Strategy (NSDS), Skills Accord and Artisan Training and Development Regulation. Knowledge of Public Finance Management Act, 1999 (PFMA). Business workflow processes knowledge. Familiarity with the artisan development environment and strategy. Good management and leadership skills. Communication, presentation, planning and organizing skills. Good administration and report writing skills. Good interpersonal relations. Time management skills. Problem-solving skills. Good Computer literacy. A valid driver's licence is essential.
<u>DUTIES</u>	: This will include developing, implementing, and maintaining a Memorandum of Association with TVET Colleges for the implementation of National Artisan Development Objectives. Arrange and attend quarterly meetings with provincial artisan development steering committees (consisting of public TVET colleges, Office of the Premier and/or Provincial Human Resources Development Council). Take accurate minutes of the steering committee meetings and to ensure they ensure they are distributed timeously. Prepare meetings packs for steering committee meetings and ensure they are distributed one week before each meeting. Maintain up to date records of PASC meetings and agreements. Arranging and coordinating the PADSC annual multi-steering workshop. Assist Provincial Artisan Development Steering Committees in developing a provincial artisan development strategy aligned to National Artisan Development objectives. Develop, implement, and maintain a database of TVET College engineering and civil students for apprenticeship progression tracking. Assist in planning and execution of PADSC provincial conferences. Coordination of ad-hoc projects.
<u>ENQUIRIES</u>	: Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
<u>APPLICATIONS</u>	: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or http://z83.ngnscan.co.za/apply and following the easy prompts/instructions.
<u>NOTE</u>	: Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement,

disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

- CLOSING DATE** : 17 June 2022
- POST 18/59** : **DEPUTY DIRECTOR: STRATEGY DEVELOPMENT AND STAKEHOLDER MANAGEMENT REF NO: DHET 12/05/2022**
(Duration: Three (3) Years Contract)
Branch: Skills Development Services
Directorate: Artisan Development
- SALARY CENTRE REQUIREMENTS** : R882 042 per annum (Level 12), (all-inclusive remunerative package)
: Olifantsfontein
: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Public/Business Administration or equivalent qualification. Basic knowledge of research principles. A postgraduate qualification in research studies would be an added advantage. A minimum of five (5) to ten (10) years of experience in the artisan development system. At least three (3) to five (5) years at the Junior Management level. Five (5) years of administrative and management work experience. Understanding of the artisan development system. More experience would be an advantage. Knowledge of the Skills Development Act, 1998. Skills Development Levies Act (SDLA). Treasury Regulation, National Skills Development Strategy (NSDS), Skills Accord and Artisan Training and Development Regulation. Knowledge of Public Finance Management Act, 1999 (PFMA). Knowledge of Departmental Regulations and Policies. Good management and leadership skills. Communication, presentation, planning and organising skills. Good administration and report writing skills. Office Management skills. Change management skills. Basic research skills. Good Computer literacy. A valid driver's licence is essential.
- DUTIES** : The duties will include establishing, implementing, maintaining, managing, and chairing relevant and existing stakeholder forums as required. These will include National and Provincial. Develop and implement a national artisan development strategy in collaboration with Stakeholder forums. Develop and implement national artisan development conferences every two years and ensure that a National Artisan Conference is held every second year. Develop, implement, and continuously maintain a knowledge management system inclusive of a website, research outcome and library for National Artisan Development. Apply good governance and HR management principles. Ensure adherence to departmental and government-wide policies and regulations by self and staff.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum

entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

- CLOSING DATE** : 17 June 2022
- POST 18/60** : **DEPUTY DIRECTOR: MONITORING AND EVALUATION CLUSTER 5 REF NO: DHET14/05/2022**
Branch: Skills Development
Directorate: Implementation Oversight
- SALARY CENTRE REQUIREMENTS** : R882 042 per annum (Level 12), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced national diploma (NQF Level 7) in Public Management/Administration or an equivalent qualification. A minimum of five (5) to ten (10) years' work experience in monitoring and evaluation, strategic planning, and corporate governance with at least three to five (5) years at the Junior Management level in education, training, and development/ skills development environment. Knowledge of Skills Development of Policy, Monitoring and Evaluation, Education and Education, Training and Quality Assurance. Knowledge of the following legislations: PFMA, SDA, SDLA, Treasury regulation, NSDS, Skills Accord, EEA, BCEA, NQF ACT, Batho Pele Principles, Public Service Act, MTA, and Artisan regulations. Knowledge of Departmental policies and procedures, public service processes and procedures, Client/customer services and Financial Management. Computer literacy; MS Excel, Word, PowerPoint, magic systems, including presentation skills. Planning and facilitation skills. Project management. Business writing skills, Mentoring, and coaching. Quality performance and people management. Statistic development, analytical skills, and report writing. Good communication skills and stakeholder management skills. A valid driver's licence.
- DUTIES** : The candidate will be responsible for monitoring and evaluating SETA performance focusing on strategic planning, SETA Governance, Financial Management, and reporting programme performance. Facilitate and manage SETA performance to achieve the NSDS goals and objectives. Develop and review a monitoring and evaluation policy framework on the performance of SETAs through Service Level Agreements (SLA) and other performance management frameworks. Ensure desktop verification and validation of SETA performance information against the SLA, strategic plan and Annual Performance Plan (APP) predetermined objectives is conducted and monitor performance outcomes against predetermined objectives. Design the implementation action plan to ensure the achievement of outputs in performance agreements. Manage the development and approval processes of SETA Constitutions, Service Level Agreements, Strategic Plans, and other legislative requirements. Continuously research and benchmark best practices to review oversight policy agenda/ M&E framework for the SETAs. Manage SETA Corporate governance by ensuring compliance will all corporate governance principles as provided by SETA's good corporate governance charter and king iv good corporate governance report. Research and investigate queries/complaints against SETAs as required by the Minister, Director-General, National Skills Authority and other relevant stakeholders and ensure amicable and timely resolution of such to prevent litigation risks against the department. Manage SETA Strategic planning processes by facilitating engagement with SETAs about the outcomes and priorities of the department and set of targets. Facilitate and manage collaboration between SETAs,

		SAQA, QCTO and other departments. Provide support to SETAs in terms of implementation of learning programmes. Manage skills development enquiries from the public and presidential queries. Provide support and build the capacity of all SETAs for learning programmes implementation. Analyse and recommend approval of SETAs' Strategic Plans, Annual Performance Plans and Service Level Agreement.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or http://z83.ngnscan.co.za/apply and following the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
<u>CLOSING DATE</u>	:	17 June 2022
<u>POST 18/61</u>	:	<u>DEPUTY DIRECTOR: MONITORING AND EVALUATION CLUSTER 4 REF NO: DHET15/05/2022</u> Branch: Skills Development Directorate: Implementation Oversight
<u>SALARY CENTRE REQUIREMENTS</u>	:	R882 042 per annum (Level 12), (all-inclusive remuneration package) Pretoria An appropriate bachelor's degree/advanced national diploma (NQF Level 7) in Public Management/Administration or an equivalent qualification. A minimum of five (5) to ten (10) years' work experience in monitoring and evaluation, strategic planning, and corporate governance with at least three to five (5) years in Junior Management level in education, training, and development/ skills development environment. Knowledge of Skills Development of Policy, Monitoring and Evaluation, Education and Education, Training and Quality Assurance. Knowledge of the following legislations: PFMA, SDA, SDLA, Treasury regulation, NSDS, Skills Accord, EEA, BCEA, NQF ACT, Batho Pele Principles, Public Service Act, MTA, and Artisan regulations. Knowledge of Departmental policies and procedures, public service processes and procedures, Client/customer services and Financial Management. Computer literacy; MS Excel, Word, PowerPoint, magic systems, including presentation skills. Planning and facilitation skills. Project management. Business writing skills, Mentoring, and coaching. Quality performance and people management. Statistic development, analytical skills, and report writing. Good

communication skills and stakeholder management skills. A valid driver's licence is essential.

DUTIES

: The candidate will be responsible for monitoring and evaluating SETA performance focusing on strategic planning, SETA Governance, Financial Management, and reporting programme performance. Facilitate and manage SETA performance to achieve the NSDS goals and objectives. Develop and review a monitoring and evaluation policy framework on the performance of SETAs through Service Level Agreements (SLA) and other performance management frameworks. Ensure desktop verification and validation of SETA performance information against the SLA, strategic plan and Annual Performance Plan (APP) predetermined objectives is conducted and monitor performance outcomes against predetermined objectives. Design the implementation action plan to ensure the achievement of outputs in performance agreements. Manage the development and approval processes of SETA Constitutions, Service Level Agreements, Strategic Plans, and other legislative requirements. Continuously research and benchmark best practices to review oversight policy agenda/ M&E framework for the SETAs. Manage SETA Corporate governance by ensuring compliance will all corporate governance principles as provided by SETA's good corporate governance charter and king iv good corporate governance report. Research and investigate queries/complaints against SETAs as required by the Minister, Director-General, National Skills Authority and other relevant stakeholders and ensure amicable and timely resolution of such to prevent litigation risks against the department. Manage SETA Strategic planning processes by facilitating engagement with SETAs about the outcomes and priorities of the department and set of targets. Facilitate and manage collaboration between SETAs, SAQA, QCTO and other departments. Provide support to SETAs in terms of implementation of learning programmes. Manage skills development enquiries from the public and presidential queries. Provide support and build the capacity of all SETAs for learning programmes implementation. Analyse and recommend approval of SETAs' Strategic Plans, Annual Performance Plans and Service Level Agreement.

ENQUIRIES

: Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

APPLICATIONS

: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.

NOTE

: Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

<u>CLOSING DATE</u>	:	17 June 2022
<u>POST 18/62</u>	:	<p><u>DEPUTY DIRECTOR: INFORMATION TECHNOLOGY SERVICE MANAGEMENT AND SUPPORT REF NO: DHET16/05/2022</u></p> <p>Branch: Corporate Management Services Directorate: Information Technology Infrastructure Support and Operations</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R744 255 per annum (Level 11), (all-Inclusive remuneration package)</p> <p>Pretoria</p> <p>An appropriate bachelor's degree/advanced diploma in Information Communication and Technology (ICT) (NQF Level 7) or equivalent qualification. A minimum of five (5) to ten (10) years' managerial experience in the ICT environment in the Public Service including five (5) years' experience managing ICT Infrastructure Service Delivery with at least five (5) years' experience at the Junior Management level. Experience in operations management practices related to service delivery modes and models, business process management, standard operating procedures, service standards, and service charters. Knowledge of Customer service management; Government Information Management; Business Development; Information Technology Management; ICT Services; ITIL and COBIT Frameworks. Skills in Business Development, Customer Advocacy Management (Consultancy), Customer Relationship Management Human Capital Management, IT Service Management, Product & Service Lifecycle Management, Vendor/Supplier Management. Leadership Competencies in Customer Experience, Collaboration, Communicating and Influencing, Honesty, Integrity, and Fairness. Understanding of IT LAN and WAN Support, IT Security, and Change Management. Must have effective Strategic thinking, Project and Programme Management, and Team Leadership. Good communication skills (written and verbal). Customer Care, analytical thinking, research, report writing, managing interpersonal conflict, and problem-solving skills. Knowledge of Public Service ICT Regulatory prescripts - Labour Relations Act, 1995, State Information Technology Agency (SITA) Act/Regulations, Public Financial Management Act of 1999, Public Service ICT policies, norms, standards, frameworks, and guidelines. A valid driver's licence.</p>
<u>DUTIES</u>	:	<p>Manage and perform supervisory duties daily for the IT Desktop Support Team and ensure procedures and processes are adhered to. Ensure adequate staffing levels are always maintained within the Desktop Support team. Ensure targets outlined by the SLA and KPIs are achieved. Ensure jobs assigned to the Desktop support group are managed and completed within targets outlined by the SLA. Set procedures and processes in line with standards within the IT Desktop environment. To line manage and be responsible for the personal and technical development of the Desktop Support Team, including appraisals and training plans. Quality checking and auditing of work carried out by the Desktop Support team. To propose, document, and implement changes to policies or procedures in line with technological advancements. Assist in the development, maintenance, implementation, and changes to the SLAs. Act as a primary point of contact for escalation from a Desktop Support level in times of major system outages, supplier issues, and conflict resolution with customers. Monitor and identify any trends or irregular activities on jobs logged with the Desktop Support group that could relate to potential IT issues. Ensure that all requests from customers for assistance are handled promptly and effectively, and if necessary, escalated to the appropriate level. To assist in the technical development and enhancement of customer support systems and Desktop functionality. Install, configure, maintain, and upgrade desktop hardware and software applications. Assist Users in the choice of appropriate hardware and software – desktops, laptops, PDAs, scanners, printers. Direct, plan, organise and manage operations for stability, availability, and integrity of the organization's IT LAN Support. Manage the delivery of critical support services for day-to-day IT operation, data communications, and telecommunications according to the required time frames. Provide regular reports. Develop solutions to technical challenges. Serves as project manager and provides advanced technical guidance to customers and staff; Supports continual improvement in the delivery of customer services and departmental performance. Guide on ICT Procurement in the Department, Ensure conformance to LAN policies, procedures, and standards and training for users on LAN operation.</p>

- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
- CLOSING DATE** : 17 June 2022
- POST 18/63** : **DEPUTY DIRECTOR: HR PLANNING, EMPLOYMENT EQUITY, HR POLICIES AND STRATEGY REF NO: DHET17/05/2022**
Branch: Corporate Management Services
Directorate: Human Resource Management and Development
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), (all-Inclusive remuneration package)
: Pretoria
: A recognised bachelor's degree/advanced diploma (NQF 7) equivalent in Human Resource Management/Industrial and Organisational Psychology or related qualification. A minimum of five (5) to ten (10) years' experience in HR Planning, HR strategy, HR Policy, and Employment Equity/Transformation programmes within a Human Resource environment with at least three (3) years at the Junior Management level. Knowledge and understanding of the Public Service Act (PSA), Public Service Regulations (PSR), Employment Equity Act (EEA), Public Finance Management Act (PFMA), Departmental policies and procedures and/or government relevant legislative frameworks. Experience in the development, review and implementation of HR plans, EE plan, HR policies, HR strategy, Diversity Management and Transformation programmes. Ability to work independently and in a team. Good administrative, interpersonal, and problem-solving skills. Basic research or benchmarking skills. Client-oriented, able to work under pressure and able to cope with a high workload. Good communication (written, verbal and liaising) skills. Computer literacy in MS Office (Word, Excel, PowerPoint, and Outlook). PERSAL certificates will be added advantage. Ability to work long hours when required. Willingness to travel. A valid driver's licence.
- DUTIES** : Manage the development, implementation, and monitoring of the Human Resource Plan in the Department. Manage the development, implementation, and monitoring of the Employment Equity in the Department. Manage the development, reviewing, implementation and monitoring of HR policies in the Department. Facilitate the development, reviewing, implementation and

monitoring of Delegations of Authority in the Department. Facilitate and implement HR and EE reporting in compliance with DPSA and DOL regulations. Manage the development, implementation, and monitoring of HR Strategy in the Department. Facilitate and coordinate the implementation of Diversity Management and Transformation programmes.

ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.

NOTE : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

CLOSING DATE : 17 June 2022

POST 18/64 : **DEPUTY DIRECTOR: HRD TRAINING AND DEVELOPMENT REF NO: DHET18/05/2022**

Branch: Corporate Management Services
Directorate: Human Resource Development

SALARY : R744 255 per annum (Level 11), (all-Inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : An appropriate bachelor's degree/advanced diploma (NQF 7) in Human Resource and Development and/or Social Sciences or equivalent. A minimum of five (5) to ten (10) years' experience in the management of development and training programmes, implementation of Work Skills Plan, Management of and implementation of Departmental Bursary Scheme and Youth Development programme/s with at least three (3) years of functional experience at the Junior Management level in Training and Development. Experience in internships, leadership, and experiential learning programmes. Knowledge of policy development and implementation, practical experience, and knowledge of all skills development programmes. Knowledge of government legislative frameworks governed by the Skills Development Act and/or other related policies and procedures. Ability to interpret human resource legislation and policies. Practical experience and knowledge of all skills development programmes, and project management. Skills Development and Facilitation. Good communication skills (writing and verbal). Analytical thinking, research skills, good interpersonal relations, and reporting writing. Planning and organising, presentation and facilitation skills. Problem-solving skills. Computer literacy. Willingness to travel and a valid driver's licence.

- DUTIES** : Manage the development and implementation of the Workplace Skills Plan (WSP). Develop policies, strategies and plans to manage all the training and development programmes. Manage the implementation of the departmental bursary scheme, manage the implementation of the youth developmental programme/s, and manage the implementation of the Recognition of Improved qualification (RIQ). Manage the development and submission of all compliance reports to the internal and external stakeholders. Management of the implementation of the compulsory and departmental orientation. Manage the Internships, leadership and experiential learning programmes. Manage and facilitate the development and submission of compliance reports to the internal and external stakeholders. Manage the implementation of the Compulsory and departmental induction. Ensure the management and development of the operational plan.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
- CLOSING DATE** : 17 June 2022
- POST 18/65** : **DEPUTY DIRECTOR REF NO: DHET19/05/2022**
Branch: Corporate Management Services
Directorate: Human Resource Records Management
Re-advertised and candidates who had previously applied may re-apply)
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), (all-Inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/Advanced Diploma (NQF Level 7) in Records Management/Archives, Public Management, or equivalent qualification. A relevant post-graduate qualification will be an added advantage. A minimum of five (5) to (10) years of relevant work experience in a Human Resource Records Management environment with at least three (3) to five (5) years 'experience at the Junior Management level. Knowledge and understanding of the Records Management/ Archiving Services. Theoretical knowledge of Data Protection and Freedom of Information Legislation. Knowledge of electronic Record Management and digital preservation issues. Knowledge of public service legislation and regulations is essential.

Communication Skills, excellent planning and organising skills; ability to work collaboratively with a range of Stakeholders. Experience in people's management and client-oriented focus. An ability to develop, support and monitor the implementation of policies and the ability to work in a team environment, good project management and computer skills. Willingness to work irregular hours. Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). A valid driver's license and willingness to travel.

DUTIES

: The successful candidate will be responsible for the following duties: Establish and maintain Human Resource records for Head Office; Ensure the management of HR Records Management and Registry Services and production services; Ensure the rendering of the effective, efficient records and archiving services; Monitor the smooth running of paper-based and electronic record system; Ensure compliance of Departmental file plan and policies; Maintain the departmental records according to relevant prescripts and ensure disposal; Ensure the management of the daily duties at registry which include among other things; opening and closing of files; Manage the record of all remittance and registered mail in the respective registers; Manage the distribution of internal correspondence to other institutions; Establish and maintain HR records for TVET and CET Colleges; Facilitate records management records management workshops; Drafting of circulars to provide awareness on the importance of filling and guide the staff to ensure compliance on the usage of the General Registry. Ensure proper records management and documents tracking; Monthly reporting requirements and provide analysis of records manually and electronically; Maintain safety and confidentiality of documents; ensure that all documents are well kept and access is strictly for relevant personnel; Ensure that incoming and outgoing files are recorded; Supervision of staff and manage their performance and development; Capacitate line functions staff to gain shared access to the database (read-only status); Retrieve documents when required and coordinate the movement of documents and files.

ENQUIRIES

: Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

APPLICATIONS

: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.

NOTE

: Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

CLOSING DATE

: 17 June 2022

<u>POST 18/66</u>	: <u>DEPUTY DIRECTOR: BAS AND FINANCIAL REPORTING REF NO: DHET 20/05/2022</u> Branch: Office of the Chief Financial Officer Directorate: Financial Services
<u>SALARY CENTRE REQUIREMENTS</u>	: R744 255 per annum (Level 11), (all-inclusive remuneration package) : Pretoria : An appropriate bachelor's degree/ advanced diploma (NQF level 7) in Financial Management or equivalent qualification. A minimum of five (5) to ten (10) years of experience in the financial management field with at least three (3) to five (5) years' experience at the Junior Management level. Knowledge and understanding of financial policies and prescripts, Knowledge and understanding of the financial systems and financial matters. Knowledge and understanding of the Public Finance Management Act (PFMA) and Treasury Regulations, extensive knowledge of the BAS system and financial statements, client-oriented and the ability to interact with stakeholders in the higher education sector having good interpersonal skills, programme and project management skills, conflict resolution and negotiation skills, proficient in Microsoft Office (Outlook, Word, Advanced Excel, and PowerPoint) and Adobe Acrobat, excellent verbal and written communication skills, numerical, analytical and problem-solving skills, research, report-writing and presentation skills, ability to work independently, ability to work under pressure, people management, ability to mentor and empower subordinates. Willingness to travel and a valid driver's licence.
<u>DUTIES</u>	: Manage the Basic Accounting System as the BAS system controller of the Department of Higher Education and Training, the former Department of Education, and the National Skills Fund. To compile the interim and annual financial statements for the Department. Manage and compile the interim and annual financial statements which include the interim statement of financial performance, the interim statement of financial position, the interim statement of net assets, the interim cash flow statement, the notes to the interim financial statement, the disclosure notes to the interim financial statements and the annexure to the interim financial statements and the annual statement of financial performance, the annual statement of financial position, the annual statement of net assets, the annual cash flow statement, the notes to the annual financial statements, the disclosure notes to the annual financial statements and the annexure to the annual financial statements together with working papers that need to be prepared for these statements. Manage the BAS system of the Department and the National Skills Fund. Maintaining BAS code structures, security profiles and the regular communication of updates to staff in the Department. Provide training on BAS and financial statement related matters to Departmental staff when needed. Manage and submit monthly reports on 30 days payments to National Treasury on due dates.
<u>ENQUIRIES</u>	: Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
<u>APPLICATIONS</u>	: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or http://z83.ngnscan.co.za/apply and following the easy prompts/instructions.
<u>NOTE</u>	: Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement,

disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". NB: All shortlisted candidates will be required to write a competency test.

- CLOSING DATE** : 17 June 2022
- POST 18/67** : **DEPUTY DIRECTOR: PHYSICAL SECURITY REF NO: DHET21/05/2022**
Branch: Corporate Management Services
Directorate: Security Management
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), (all-inclusive remuneration package)
Pretoria
An appropriate bachelor's degree/advanced diploma (NQF level 7) in security management or equivalent qualification. Grade A PSIRA certificate registered with PSIRA. A minimum of five (5) to ten (10) years of experience in security management with at least three (3) to five (5) years of experience at the Junior Management level. Knowledge and understanding of applicable legislative frameworks, including the Public Finance Management Act (PFMA), Occupational Health and Safety Act (OHSA), Minimum Information Security Standard (MISS) and Minimum Physical Security Standard (MPSS). Security coordination of Departmental events as well as the development of security policy and Security procedures. Security Management course with State Security Agency as a requirement and SAMTRAC will be an added advantage. Skills and competencies: Communication (written and verbal) skills, Ability to function independently and work extended hours when necessary. A valid driver's licence.
- DUTIES** : Manage all Physical security functions of the component. Implementation of security policy and other security-related procedures. Ensure compliance with MPSS and MISS documents. Manage physical security aspects of the Department. Conduct preliminary investigations on security breaches and reports. Liaise regularly with the external stakeholders for security advice (i.e., SAPS and SSA,) Conduct Threat Risk Assessments on buildings and personnel. Conduct and implement contingency planning within the Department. Coordinate Departmental events.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If

you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

- CLOSING DATE** : 17 June 2022
- POST 18/68** : **DEPUTY DIRECTOR: CORPORATE MANAGEMENT SERVICES REF NO: DHET22/05/2022**
 Branch: Technical and Vocational Education and Training
 Component: Mpumalanga/Northwest Regional Office
 Re-advertised and candidates who had previously applied may re-apply
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), (all-inclusive remuneration package)
 : Standerton
 : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Public Management, Human Resources Management or Social Sciences. A relevant postgraduate qualification will be an added advantage. A minimum of five (5) to ten (10) years of relevant work experience in corporate services with at least three (3) to five (5) years' experience at the Junior Management level. An understanding of the Department of Higher Education and Training's strategic vision and priorities. Knowledge of Public Service Act, Employment of Educators Act, Labour Relations Act and Public Financial Management Act. Knowledge of policies and legislation governing education and training as well as the Public Service and Employment Services in South Africa. Experience in managing people and projects with the ability to plan strategically. An ability to develop, support and monitor the implementation of policies and the ability to work in a team environment. Good project management and computer skills. Willingness to work irregular hours and travel extensively. Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). Excellent verbal and written communication skills. Willingness to travel and a valid driver's licence.
- DUTIES** : Provide Strategic Leadership in the areas of Human Resources, Facilities Management, Records Management and Governance. Also accountable for the effective delivery of services in each of these areas. Coordinates and drives the preparation for the annual reviews of the Regional Strategic Plan. Encourage and builds an organizational climate conducive to optimal performance through implementing change management. Manages the entire human resource management function. Oversee the maintenance of labour peace, ensure staff commitment and productivity; manage the collective bargaining chambers processes and administration; Development and implementation of best practice policies, procedures, and internal control systems to ensure effective corporate governance. Oversee the proper and effective management of the Regional Office assets and facilities. Ensure the provision of appropriate and cost-effective services. Responsible for IT and information management solutions to meet the specific needs of the College. Responsible for communication and marketing for the regional office.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference.

All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

- CLOSING DATE** : 17 June 2022
- POST 18/69** : **DEPUTY DIRECTOR: DEVELOPMENT SUPPORT REF NO: DHET23/05/2022**
Branch: Office of the Chief Financial Office
Directorate: Development Support
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced diploma (NQF level 7) in Public/Business Administration or equivalent qualification. A relevant post-graduate qualification will be an added advantage. A minimum of five (5) to ten (10) years of experience and appropriate skills to provide support to projects in the postschool sector with at least three (3) to five (5) years' experience at the Junior Management level. Knowledge of financial management and project management. Good communication skills (excellent verbal and writing skills). The prospective candidate should be pro-active, effective, confident, and able to provide leadership and work in a diverse team. Applicants must have a recognised three-year tertiary qualification, backed by eight years' experience in education and training management. Competency in Microsoft Word, Excel, Access, and PowerPoint is a prerequisite. A valid driver's licence.
- DUTIES** : The successful candidate will primarily be required to: Assist in the coordination and management of grants and projects funded by local and international donors. Facilitate the development and implementation of projects for the post-school sector at a national level. Provide support to project managers' branches in the development of proposals and implementation of projects. Ensure the monitoring and evaluation of projects. Provide administrative support to grants and other donor-funded project committees. Develop and maintain the database on various projects. The mandate of the Directorate of Development Support is to render support to the Department through coordination, implementation and support to projects funded by grants and donors at the national level. This mandate includes managing, coordinating, supporting, planning, implementing, monitoring, and evaluating such projects. This Directorate further coordinates interventions requiring budgetary support (grants local and international donor funds) for consideration by the Department in support of ministerial priorities.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified

documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

- CLOSING DATE** : 17 June 2022
- POST 18/70** : **DEPUTY DIRECTOR: MISCONDUCT REF NO: DHET24/05/2022**
Branch: Corporate Management Services
Directorate: Grievance, Disputes and Misconduct Management
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (MMS Level 11), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Labour Relations Management/Human Resource Management. A postgraduate qualification will be an added advantage. A minimum of five (5) to ten (10) years of functional experience doing Employment Relations Management Services with at least three years (3) to five (5) years' experience at the Junior Management level. Sound Knowledge and understanding of Public Service Act and Regulations. Good understanding and knowledge of Labour Laws (LRA, BCEA, EEA and other labour-related legislation) and Ethics issues. Knowledge of Public Service Commission's rules for dealing with complaints and grievances, Public Service Coordinating Bargaining Council and General Public Service Sectoral Bargaining Council's Resolutions, ELRC Resolutions. Understanding of the departmental policies and procedures, interpretation of case law and trends in Labour Law. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Ability to work independently and able to liaise with stakeholders at different levels. Possess negotiation, research, and analytical skills. Planning and organising skills. Communication (written and verbal skills). Willingness to travel extensively and work long hours. A valid driver's licence.
- DUTIES** : The candidate will be responsible for coordinating and overseeing the finalization of all misconduct cases within 90 days in the TVET /CET Colleges, Regional Offices and Head Office. Analyse trends on all misconduct cases, and precautionary suspensions registered in the Department and provide quarterly reports to management, PSC (Office of the Public Service Commission) and DPSA (FOSAD). Develop and maintain a database on misconduct cases, and or precautionary suspensions. Represent the Department in all disputes at CCMA, GPSSBC, ELRC and PSCBC. Coordinate and conduct investigations as required. Liaise and maintain relations with internal/external stakeholders including other government departments. Establish and maintain good relations with directorates/colleges/ regions with an emphasis on promoting strategic partnership given promoting sound employee /employer relations. Facilitate information sessions/ workshops to create awareness and enhance understanding of employee relations policy and procedure. Develop, review, and facilitate the implementation of labour relations policies and procedures. Interpret changes in employee relations policies and directives from the DPSA for management and employees.

Provide expert labour relations advice to supervisors/ managers and employees. Review and develop labour relations policies /protocols and or circulars. Perform other duties, including administrative related to the job for the effective performance of the Unit. Develop, implement, and maintain processes to ensure proper control of work, compile, and submit required administrative reports. Risk management and provide progress. Monitor internal controls and provide continuous progress. Provide functional advice and technical guidance to employees and management.

- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
- CLOSING DATE** : 17 June 2022
- POST 18/71** : **DEPUTY DIRECTOR: GRIEVANCE AND DISPUTES REF NO: DHET25/05/2022**
Branch: Corporate Management Services
Directorate: Grievance, Disputes and Misconduct Management
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (MMS Level 11), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced diploma (NQF Level 7) Degree in Labour Relations Management/Human Resource Management. A postgraduate qualification will be an added advantage. A minimum of five (5) to ten (10) years of functional experience doing Employment Relations Management Services with at least three years (3) to five (5) years' experience at the Junior Management level. Sound Knowledge and understanding of Public Service Act and Regulations. Good understanding and knowledge of Labour Laws (LRA, BCEA, EEA and other labour-related legislation) and Ethics issues. Knowledge of Public Service Commission's rules for dealing with complaints and grievances, Public Service Coordinating Bargaining Council and General Public Service Sectoral Bargaining Council's Resolutions, ELRC Resolutions. Understanding of the departmental policies and procedures, interpretation of case law and trends in Labour Law. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Ability to work independently and able to liaise with stakeholders at different levels. Possess

negotiation, research, and analytical skills. Planning and organising skills. Communication (written and verbal skills). Willingness to travel extensively and work long hours. A valid driver's licence is essential.

DUTIES : The candidate will be responsible for coordinating all grievances and complaints received from employees in the Department. Conduct and analyse all grievances, appeals and complaints received from employees throughout the country and provide trend analysis quarterly reports to management, Office of the Public Service Commission (PSC) and Department of Public Service and Administration (DPSA) and Forum of South African Director-General (FOSAD). Develop and maintain data/reports on grievances and appeals cases. Represent the Department on all disputes at CCMA, GPSSBC, ELRC AND PSCBC. Coordinate and attend to investigations as required. Liaise and maintain relations with internal and external stakeholders including other government departments. Establish and maintain good relations with directorates/colleges/regions to promote strategic partnerships in view to promoting sound employee/employer relations. Facilitate implementation sessions/workshops to create awareness and enhance understanding of employee relations policies and procedures. Interpret changes in employee relations policies. Develop, review, and facilitate the implementation of employees. Provide expert employee relations advice to supervisors/managers and employees.

ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.

NOTE : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

CLOSING DATE : 17 June 2022

POST 18/72 : **DEPUTY DIRECTOR: DATA ANALYST REF NO: DHET26/05/2022**
Branch: Planning, Policy, and Strategy
Directorate: Management Information System

SALARY CENTRE : R744 255 per annum (Level 11), (all-inclusive remuneration package)
: Pretoria

REQUIREMENTS : An appropriate bachelor's degree/national bachelor's diploma (NQF Level7) in Statistics /Information Management/Economics. This must be backed by a minimum of five (5) to ten (10) years of experience working with large datasets

and writing statistical reports with at least three (3) to five (5) years' experience at the Junior Management level. Knowledge and experience in using at least one statistical package (e.g., STATA/SAS) to analyse large datasets, data mining, report writing and the ability to present complex information understandably. The candidate must understand the statistical value chain, and have advanced data analysis, report writing, problem-solving, project management and analytical skills. Excellent written and oral communication skills, proficiency in MS Word, Excel, Access and PowerPoint, presentation skills and ability to write submissions and memos are required for this position. A valid driver's licence is essential.

DUTIES : The successful candidate will be reporting to the Director: Management Information System and be responsible for the management of the Sub-Directorate: Information Management and Reporting. The candidate will be required to process, analyse, store, retrieve and disseminate data and information relating to the Post-School Education and Training sector (i.e. private and Public Higher Education Institutions, Technical and Vocational Education and Training colleges, Community Education and Training colleges, private colleges and Sector Education and Training Authorities); quality assure all acquired data; develop and implement information standards; support branches on the implementation of Management Information Systems; respond to international data requests; supervise and mentor staff in the Sub-Directorate, and provide support to the Directorate when required.

ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.

NOTE : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

CLOSING DATE : 17 June 2022

POST 18/73 : **DEPUTY DIRECTOR: MANAGEMENT INFORMATION SYSTEM REF NO: DHET27/05/2022**
Branch: Planning, Policy, and Strategy
Directorate: Management Information System

SALARY CENTRE : R744 255 per annum (Level 11), (all-inclusive remuneration package)
: Pretoria

- REQUIREMENTS** : An appropriate bachelor's degree/national diploma (NQF Level 7) in Public Management/Business Administration or equivalent qualification in policy/standards development. A minimum of five (5) to ten (10) years of working experience in the development of policies, standards, guidelines, project management and report writing are required with at least three (3) to five (5) years' experience at the Junior Management level. Advanced knowledge of the Post-School Education and Training (PSET) sector, legislations relevant to PSET, policies and standards development processes are required. Ability to write submissions, memos, minutes of meetings and produce quality reports; ability to develop standards and policies; advanced report writing, project management; problem-solving; written and oral communication; presentation skills as well as proficiency in Ms Word, Excel, Access, and PowerPoint. Data analysis experience will be an added advantage. Willingness to travel and a valid driver's licence.
- DUTIES** : The successful candidate will be reporting to the Director: Management Information System and be responsible for the management of the Sub-Directorate: Information Policy Implementation. The responsibilities include management and monitoring implementation of the PSET Information Policy and the review of the policy when required, providing secretarial support, and managing forums and committees of the Directorate. Develop, review and monitor implementation of information standards such as the Dictionary of Terms and Concepts for PSET; Data Quality Assurance standard, Master List Standard, Data Dissemination Standard etc. and any required standards to be developed. Develop a Memorandum of Understanding and Standard Operating Procedures as required. Manage projects undertaken by the Directorate. Supervise and mentor staff in the Sub-Directorate and provide support to the Directorate as required.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
- CLOSING DATE** : 17 June 2022

POST 18/74 : **DEPUTY DIRECTOR: POLICY AND EVALUATION REF NO: DHET13/05/2022**
Branch: Planning, Policy, and Strategy
Directorate: Policy, Research and Evaluation

SALARY CENTRE REQUIREMENTS : R744 255 per annum (Level 11), (all-inclusive remunerative package)
: Pretoria
: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Policy Development or relevant qualification in Social Sciences. A postgraduate qualification in Education or a relevant Social Science qualification will be an added advantage. A minimum of five (5) to ten (10) years of experience in policy development, policy analysis and managing evaluations writing evaluation reports in areas of post-school education and training with at least three (3) to five (5) years at the Junior Management level. High-level communication skills (writing and verbal). Advanced level of computer literacy (MS Office, Excel, and PowerPoint. Willingness to travel and a valid driver's licence.

DUTIES : Provide policy development support in the Department; facilitate and support the use of Socio-Economic Impact Assessment (SEIAS) tools in the Department and serve as the Department's link with the Department of Planning, Monitoring and Evaluation; manage and support evaluations in the Department; develop guides, standards, tools and templates to support policy and evaluation development and implementation in the Department; facilitate capacity building on policy and evaluation in the Department; undertake any other activities to promote and support policy development and evaluation; make oral presentations at seminars, workshops and conferences; work independently as well as part of a team, especially across departmental units and perform any other reasonable task assigned by the Director.

ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.

NOTE : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". NB: Short-listed candidates will be required to undergo a competency assessment as well as provide written evidence of their experience in evaluation, evaluation management and reporting.

CLOSING DATE : 17 June 2022

<u>POST 18/75</u>	: <u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: DHET28/05/2022</u> Branch: Technical and Vocational Education and Training Component: Limpopo Regional Office Directorate: CET Curriculum and Institutional Support
<u>SALARY CENTRE REQUIREMENTS</u>	: R477 090 per annum (Level 10) : Polokwane : An appropriate bachelor's degree/national diploma (NQF Level 6) or equivalent qualification in Education and Training. A postgraduate qualification in Education and Training will be an added advantage. A minimum of five (5) years' work experience in an Education and Training environment with at least three (3) to five (5) years' experience at the Supervisory level. Actual work experience of teaching in Community Education and Training (CET) will be treated as an added advantage. Knowledge of the Constitution as well as other relevant Acts and Policies. Experience in research on the latest developments related to curriculum and support, A good understanding of matrix management. Knowledge and understanding of ICT in Education as it relates to curriculum and support. A sound understanding of curriculum transformation issues, capacity building, interpretation, analyse and apply current legislation and departmental policies, organizational skills, decision-making skills, and proven written and verbal skills. Attention to detail and high level of accuracy, effective public relations, and public speaking. Computer literacy with specific reference to functional MS Excel, MS Word, MS PowerPoint, and MS Outlook. Willingness to travel and a valid driver's licence.
<u>DUTIES</u>	: Manage, conduct, and coordinate curriculum and support processes in the region. Write reports to go to institutions and compile regional reports. Conduct regular on-site visits to CLCs. Identify gaps in evaluated institutions and develop intervention strategies to improve teaching and learning support services. Communicate the identified curricular gaps in institutions to the CET college. Manage, monitor, evaluate and coordinate curriculum implementation and support CLCs. Work collaboratively to improve student performance. Establish systems and structures that allow effective management. Assist the deputy director to establish channels of communication with relevant stakeholders. Manage information by collecting, analysing, and translating data into knowledge for planning, decision making and reporting. Facilitate policy formulation, analysis, and implementation. Provide management and support in line with approved Strategic and Annual Performance Plans. Undertake research and development to improve teaching and learn support to CET institutions in the region. Ensure proper record-keeping, control and reporting. Conduct student enrolment verification. Assist the CET college to conduct unit-level records and annual surveys. Perform any other reasonable function assigned by the employer within the job function.
<u>ENQUIRIES</u>	: Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
<u>APPLICATIONS</u>	: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or http://z83.ngnscan.co.za/apply and following the easy prompts/instructions.
<u>NOTE</u>	: Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement,

disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

- CLOSING DATE** : 17 June 2022
- POST 18/76** : **ASSISTANT DIRECTOR: RESEARCH SUPPORT AND POLICY DEVELOPMENT REF NO: DHET29/05/2022**
Branch: University Education
Directorate: University Research Support and Policy Development
- SALARY CENTRE REQUIREMENTS** : R477 090 per annum (Level 10)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public/Business Administration or an equivalent qualification. A relevant postgraduate qualification will be an added advantage. A minimum of three (3) to five (5) years at the Supervisory level in project management. Good knowledge of the post-school education and training system. Knowledge and understanding of policies and regulatory frameworks governing higher education. Understanding of key stakeholder bodies in the higher education sector. Knowledge of local and international trends in higher education and higher education policy. A dynamic individual with proven project management capabilities. Willingness to travel where necessary. Technical proficiency; monitoring and evaluation; problem-solving and analysis; report writing, compiling presentations; knowledge and research management; quality management, budgeting, and financial management. Ability to function well under pressure. Good computer skills. Excellent communication both in writing and verbal including high-level report-writing. Good planning, organizational and management skills. A valid driver's licence.
- DUTIES** : Assist with the implementation of the Creative and Innovation Outputs Policy; Assist with the implementation of the Research Outputs Policy; Assist with the development and implementation of any other policies within the Directorate as required; Keep records of the financial activities of the Directorate; write reports; liaise with the Higher Education Sector; Provide general administrative support to the Directorate to ensure efficient delivery on goals and targets.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If

you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

- CLOSING DATE** : 17 June 2022
- POST 18/77** : **ASSISTANT DIRECTOR: ACADEMIC PLANNING, MONITORING AND EVALUATION REF NO: DHET30/05/2022**
Branch: University Education
Directorate: University Academic Planning, Monitoring and Evaluation
- SALARY** : R477 090 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/advanced diploma (NQF Level 6) in Public/Business Administration or equivalent qualification. A relevant postgraduate qualification will be an added advantage. A minimum of three (3) to five (5) years at the Supervisory level in the Higher Education and Training sector. Experience and knowledge of the higher education sector with specific reference to institutional planning; academic planning and quality assurance. Knowledge of the higher education policy environment. Good communication skills, including proposal and report writing. Good computer skills: Knowledge of the interface between human resources, infrastructure development, finance, enrolment planning, quality and academic qualifications will also be an added advantage. A valid driver's licence.
- DUTIES** : The scope of the Assistant Director's work will include but not be limited to: Facilitate and coordinate the administrative and operational processes relating to applications received from universities for academic qualifications and programmes; Processing the Programme Qualification Mix (PQM) applications, extended curriculum programme applications for inclusion on the PQM database of public Higher Education Institutions (HEI); Maintain the PQM applications database and institutional applications progress reports; Liaising with universities and higher education stakeholders regarding their PQM applications and developments and their PQM; Monitor each HEI PQM and update as and when qualifications are accredited by the Council on Higher Education and registered on the National Qualifications Framework; Prepare submissions, documentation, briefing notes and arrange meetings related to the PQM processes; Responding timeously to requests for briefing notes and responses to all correspondence, including parliamentary questions; and carry out any other relevant task as delegated by Management.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course

visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". NB: All shortlisted candidates will be required to write a competency test.

- CLOSING DATE** : 17 June 2022
- POST 18/78** : **ASSISTANT DIRECTOR: POST-SCHOOL TEACHER EDUCATION REF NO: DHET 31/05/2022**
Branch: University Education
Directorate: Teacher Education
- SALARY CENTRE REQUIREMENTS** : R477 090 per annum (Level 10)
: Pretoria
: An appropriate bachelor's degree/advanced diploma (NQF Level 6) in Education or equivalent qualification. A relevant postgraduate qualification will be an added advantage. A minimum of three (3) to five (5) years at the Supervisory level in a university-related teacher education environment. Experience in technical and vocational education and training (TVET) college lecturer education and development and/or in educator development for the adult and community education and training (ACET) environment will be a distinct advantage. A good understanding of the historical and emerging technical and vocational education and training (TVET) and the adult community education and training (ACET) landscape in South Africa, including policy frameworks that regulate these sectors. Well-developed research and information management skills. Good computer skills. High-level computer skills. A valid driver's licence.
- DUTIES** : The scope of work of the Assistant Director: Post-School Teacher Education will include, but not be limited to Assisting to ensure that a suitable range of quality initial professional, post-professional and postgraduate teacher education qualifications are available at universities for the development of technical and vocational education and training, and community education and training lecturers; Assist to implement projects and programmes to support and strengthen the provision and development of teachers and lecturers for the post-schooling system in line with system needs; Assist the Deputy Director in the analysis of data and the development of relevant reports for the TVET and ACET sectors; Curate the knowledge management repository for TVET and ACET research, published articles and other relevant artefacts, and support the Deputy Director in communication and visibility of the work of the sub-directorate.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s)

will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". NB: All shortlisted candidates will be required to write a competency test.

- CLOSING DATE** : 17 June 2022
- POST 18/79** : **ASSISTANT DIRECTOR: EDITING SERVICES REF NO: DHET32/05/2022**
Branch: Technical and Vocational Education and Training
Directorate: Assessment, Item Development and Marking Services
- SALARY** : R477 090 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/national diploma (NQF Level 6) in English/Editing/Language Practice/Communication or Journalism and Media Studies, which must include English. A postgraduate qualification in English/Editing/Language Practice/Communication or Journalism and Media Studies will be an added advantage. A minimum of three (3) to five (5) years of functional experience. Good interpersonal, organisational and communication skills are additional requirements. Extensive knowledge and experience of MS Office, especially MS Word. The incumbent must be willing to work overtime and be able to function in a high-pressure work environment. A valid driver's licence will be added advantage.
- DUTIES** : The candidate will be responsible for editing, translating, and/or proofreading national assessment instruments submitted by examining/moderation and/or Quality Council panels. Conduct technical quality checks of national assessment instruments. Interpret and apply policies and guidelines relevant to language style, editing, and translation conventions. Interpret and apply policies and guidelines relevant to the in-house style guide. Maintain a workflow register and electronic filing system. Maintain the security of national assessment instruments. Perform relevant administrative functions related to the functioning of the Unit.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course

visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". NB: The successful candidate will be required to sign a performance agreement, and declaration of secrecy and may undergo security clearance. Shortlisted candidates may write a competency test.

- CLOSING DATE** : 17 June 2022
- POST 18/80** : **ASSISTANT DIRECTOR REF NO: DHET 33/05/2022**
Branch: Technical and Vocational Education and Training
Component: Limpopo Regional Office
Directorate: TVET Curriculum and Institutional Support
- SALARY** : R477 090 per annum (Level 10)
CENTRE : Polokwane
REQUIREMENTS : An appropriate bachelor's degree/diploma/ national diploma (NQF Level 6) in Education or an equivalent qualification. A certificate in facilitation/ assessor/ moderator will be an added advantage. A minimum of three (3) to five (5) years at the Supervisory level in post-school education or a related field. Knowledge of Teaching and Learning. Knowledge of skills Development Act, Public Services Regulations, Public Service Act and Labour Relations Act. Knowledge of the Public TVET sector. A sound understanding of curriculum transformation issues, and capacity building, interpretation, analyse and apply current legislation and departmental policies, administrative skills, Planning and organizing skills, Financial Management skills, Report writing skills, Communication and interpersonal skills, Problem-solving skills, Computer Literacy, Analytical, Client-oriented, Project Management, Team leadership and people management. Willingness to travel and a valid driver's licence.
- DUTIES** : Oversee, support, monitor, and verify college systems and sub-systems about curriculum delivery in the public TVET Colleges. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations. Conduct teaching and learning support in line with national policy and process reports on time. Develop and implement intervention/support mechanisms in line with the gaps identified in teaching and learning i.e., curriculum workshop. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations. Plan and conduct Students Support Services monitoring in line with the framework. Develop and implement interventions/support regarding the identified gaps. Ensure timeous interventions regarding issues affecting students who are to be allocated NSFAS allowance. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations. Plan and implement lecturer development support and ensure reports are generated on interventions regarding gaps identified. Plan and implement lecturer development support on new and revised curricula. Plan and conduct Site-Based Assessment and examination monitoring per each examination cycle. Ensure Site-Based Assessment and examination monitoring reports are generated and approved timeously. Develop and implement intervention mechanisms in areas of no-compliance. Analyse and report on the examination results per cycle. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed

and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

- CLOSING DATE** : 17 June 2022
- POST 18/81** : **ASSISTANT DIRECTOR REF NO: DHET34/05/2022**
 Branch: Technical and Vocational Education and Training
 Component: Western/Northern Cape Regional Office
 Directorate: TVET Curriculum and Institutional Support
- SALARY** : R477 090 per annum (Level 10)
CENTRE : Cape Town
REQUIREMENTS : An appropriate bachelor's degree/ diploma/ national diploma (NQF Level 6) in Education or an equivalent qualification. A certificate in facilitation/ assessor/moderator will be an added advantage. A minimum of three (3) to five (5) years at the Supervisory level in post-school education or a related field. Knowledge of Teaching and Learning. Knowledge of skills Development Act, Public Services Regulations, Public Service Act and Labour Relations Act. Knowledge of the Public TVET sector. A sound understanding of curriculum transformation issues, and capacity building, interpretation, analyse and apply current legislation and departmental policies, administrative skills, Planning and organizing skills, Financial Management skills, Report writing skills, Communication and interpersonal skills, Problem-solving skills, Computer Literacy, Analytical, Client-oriented, Project Management, Team leadership and people management, Willingness to travel and a valid driver's licence.
- DUTIES** : Oversee, support, monitor, and verify college systems and sub-systems about curriculum delivery in the public TVET Colleges. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations. Conduct teaching and learning support in line with national policy and process reports on time. Develop and implement intervention/support mechanisms in line with the gaps identified in teaching and learning i.e., curriculum workshop. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations. Plan and conduct Students Support Services monitoring in line with the framework. Develop and implement interventions/support regarding the identified gaps. Ensure timeous interventions regarding issues affecting students who are to be allocated NSFAS allowance. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations. Plan and implement lecturer development support and ensure reports are generated on interventions regarding gaps identified. Plan and implement lecturer development support on new and revised curricula. Plan and conduct Site-Based Assessment and examination monitoring per each examination cycle. Ensure Site-Based Assessment and examination monitoring reports are

generated and approved timeously. Develop and implement intervention mechanisms in areas of no compliance. Analyse and report on the examination results per cycle. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations.

ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.

NOTE : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

CLOSING DATE : 17 June 2022

POST 18/82 : **ASSISTANT DIRECTOR: NATIONAL NORMS AND STANDARDS FOR TVET COLLEGES INFRASTRUCTURE FUNDING REF NO: DHET35/05/2022**

Branch: Technical and Vocational Education and Training

Directorate: TVET Institutional Funding

(Re-advert, candidates who applied are encouraged to re-apply)

SALARY : R477 090 per annum (Level 10)

CENTRE : Pretoria

REQUIREMENTS : An appropriate bachelor's degree/national diploma (NQF Level 6) in Bachelor of Commerce or equivalent qualification in Economics/Accounting and/or Financial Management. A qualification in the built environment will be an added advantage. Research methodologies. A minimum of three (3) to five (5) years at the Supervisory level, preferably in funding frameworks and policies. Extensive knowledge and insight into the education policies and legislations for public colleges. Policy analysis, development, and implementation skills. Knowledge of the policies and legislative framework in Technical and Vocational and Educational Training (TVET) colleges, and the Public Finance Management Act. Financial analytical and research skills. Basic knowledge of the built environment. Good communication (oral and written) and interpersonal skills. Ability to work in a team and to work under pressure. Meet tight deadlines and be target driven. Computer literate with basic knowledge of MS Word and Excel skills. A valid driver's licence.

DUTIES : The candidate will be responsible to gather, analyse, and utilise data for the development of National Norms and Standards for funding the infrastructure of Technical and Vocational Education and Training colleges. Draft and review

		the infrastructure funding norms for Technical and Vocational Education and Training colleges. Develop and manage advocacy strategy of the infrastructure funding norms. Develop models for implementation of infrastructure funding policy. Conduct readiness assessment for implementation of the infrastructure funding norms. Responsible for implementation of the infrastructure funding norms. Manage payments of infrastructure funds to the TVET Colleges.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or http://z83.ngnscan.co.za/apply and following the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
<u>CLOSING DATE</u>	:	17 June 2022
<u>POST 18/83</u>	:	<u>ASSISTANT DIRECTOR: TECHNICAL VOCATIONAL EDUCATION AND TRAINING MANAGEMENT INFORMATION SYSTEMS (TVET MIS) REF NO: UMF/024/03/2022</u> (PERSAL Appointment) (Umfoloji TVET College)
<u>SALARY</u>	:	R477 090 per annum (Level 10), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	UMfolozi TVET College, Central Office
<u>REQUIREMENTS</u>	:	Recognised National Diploma in (NQF6)/ Bachelor's Degree in Information Management, Computing or equivalent qualification. 3–5 years' experience in Information Technology or any relevant knowledge. Knowledge of policies and governance environment of TVET Colleges including knowledge of the TVET MIS system, annual reporting requirement by the Higher Education Institutions. Knowledge and understanding of Information Management. Knowledge, understanding, application and interpretation of office management, Coltech, data warehouse and IT prescripts.
<u>DUTIES</u>	:	Manage and monitor the College TVET MIS; Maintain the Coltech system and other related system; Manage the student data; Set up the system in readiness for enrolment and support other processes; Set up the student system for registration of students and ensure creditability and reliability; Control the quality of captured data and report if there are errors; Monitor capturing, quality control, validation, run procedure, create file and ensure that entries are sent to DHET head office; Compile, monitor academic examination and staff

statistics of the college and submit reports on quarterly basis to management and DHET; Submit monthly report on skills & learnership on monthly basis; Interact with service provider regarding upgrades and request for assistance; Render management service to the staff; Ensure completion of performance agreements by all employees in the unit; Supervision of staff.

ENQUIRIES
APPLICATIONS
NOTE

: Mrs M Rambaros Tel No: 035-902 9501
: Email: Applications.central@umfolozi.edu.za
: All application should be emailed to the specified email addresses. Applications should be send as one PDF document. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified. Applications must be submitted on a New Z83 form obtainable from any Public Service Official department as well as uMfolozi TVET College Official website www.umfolozicollege.co.za (and must be fully completed, dated and signed). Clear indication of the post and reference number that is being applied for must be indicated on your Z83 and a Covering Letter with date and signature must be attached. A recent, comprehensive Curriculum Vitae. Copies of qualifications and other relevant documents must not be included on application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to College Human Resources Management Administration Unit on or before the day of the interview. Communication will be limited to shortlisted candidates. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

CLOSING DATE

: 17 June 2022 at 13:00

POST 18/84

: **ASSISTANT DIRECTOR: ARPL MONITORING AND EVALUATION REF NO: DHET36/05/2022**
Branch: Skills Development
Directorate: Artisan Training and Assessment Centre

SALARY
CENTRE
REQUIREMENTS

: R477 090 per annum (Level 10)
: Olifantsfontein
: An appropriate bachelor's degree/ national technical diploma (NQF Level 6) plus recognised South African Trade Qualification, Assessor Certificate. A minimum of five (5) years of industry-related work experience and three (3) years' experience in artisan development (Training, ARPL and Trade Testing). Knowledge of assessment principles. Knowledge of Training and trade test environments. Knowledge of Batho Pele Principles. Knowledge of staff management. Knowledge of the SDA, PFMA and OHSA. Understanding of the trade test regulations. Understanding of the Criteria and Guidelines for the implementation of ARPL. Ability to plan, organize, manage, and monitor activities and processes. Ability to implement and comply with related artisan policies and procedures. Coordination and group facilitation skills. Skills to interpret and understand the policy. Skill to develop standard operating procedures and processes. Report writing and supervisory skills. Computer literacy (MS Word, Excel, PowerPoint). A valid driver's licence.

DUTIES

: This will include monitoring the implementation of the trades for which ARPL toolkits were approved at accredited Trade Test Centres. Provide guidance and support on ARPL implementation and processes to accredited Trade Test Centres and SETAs. Report monitoring and evaluation of ARPL implementation nationally. Plan, prepare and schedule for support, monitoring,

		and evaluation activities. Submit NSF and section reports on activities and work performed. Liaising with stakeholders regarding Artisan Recognition of Prior Learning processes and model.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or http://z83.ngnscan.co.za/apply and following the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
<u>CLOSING DATE</u>	:	17 June 2022
<u>POST 18/85</u>	:	<u>CHIEF ARTISAN GRADE B: AUTOMOTIVE REF NO: DHET37/05/2022 (X2 POSTS)</u> Branch: Skills Development Directorate: Artisan Training and Assessment Centre
<u>SALARY CENTRE REQUIREMENTS</u>	:	R476 052 per annum, (OSD) Olifantsfontein An appropriate national technical Diploma with related subjects in Panel Beater and Vehicle Painter Trade Engineering or equivalent qualification. A Trade Test Certificate in Panel Beater and Vehicle Painter or related trades coupled with Assessor and Moderator Certificates. A minimum of five (5) to ten (10) in technical training experience after qualifying as an artisan. Good knowledge of Trade Test Regulations. Good knowledge of the Skills Development Act, 1998. Good knowledge of the Occupational Health and Safety Act. The candidate must be able to assess candidates in Panel Beater and Vehicle Painter or related trades. Computer literacy (MS Word, Excel, PowerPoint). Good report writing. Good planning and organizing skills. Good verbal and written communication skills. Good problem-solving skills. Good supervisory skills. Ability to perform moderations within the panel beater and vehicle painter trades. A valid driver's licence.
<u>DUTIES</u>	:	this will include conducting trade testing in the Panel Beater and Vehicle Painter trades as well as implementing and maintaining ARPL. Conduct Moderation of Trade Test internally and externally. Maintain and ensure the safekeeping of assessment records. Assist the Deputy Director in carrying out management and related activities where and when requested and supervise Chief Artisan A and Trade Assistants. Implement and maintain PMDS for staff reporting to him/her. Procurement and control of assessment equipment, tools,

		and consumable stock. Procurement and control of assessment equipment, tools, and consumable stock. Maintain safety in the workshop.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or http://z83.ngnscan.co.za/apply and following the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
<u>CLOSING DATE</u>	:	17 June 2022
<u>POST 18/86</u>	:	<u>CHIEF ARTISAN GRADE A: CARPENTER AND JOINER REF NO: DHET38/05/2022</u> Branch: Skills Development Directorate: Artisan Training and Assessment Centre
<u>SALARY CENTRE REQUIREMENTS</u>	:	R392 283 per annum, (OSD) Olifantsfontein An appropriate national technical certificate N3 in Civil Engineering or equivalent qualification. Qualified as a Carpenter and Joiner as well as an Assessor. A minimum of five (5) to ten (10) years of technical training or assessment experience after qualifying as an artisan. An appropriate Trade Test Certificate in Carpentry and Joiner trade. Any additional trade certificate in the civil engineering field, as well as a Moderator Certificate, will be an advantage. Knowledge of Skills Development Act, 1998, Occupational Health and Safety Act and Trade Test Regulations. Must be able to assess candidates in Carpentry and Joiner trades. Computer literacy (MS Word, Excel, PowerPoint). Good report writing. Good planning and organising skills. Good verbal and written communication skills. Good problem-solving skills. Good supervisory skills. A valid driver's licence.
<u>DUTIES</u>	:	Will include Conducting assessment and ARPL in the Carpenter & Joiner, Joiner, and Carpenter trades. Conduct Moderation of Trade Test internally and externally. Maintain and ensure the safekeeping of assessment records. Supervise Trade Assistants. Assess the performance of staff reporting to him/her. Procurement and control of assessment stock. Maintain safety in the workshop, Adhere to health and safety policies and procedures. Assess the performance of staff reporting to him/her. Conduct Moderation of Trade Test internally and externally. Maintain and ensure the safekeeping of assessment records. Supervise Trade Assistants. Assess the performance of staff reporting

to him/her. Procurement and control of assessment stock. Maintain safety in the workshop, Adhere to health and safety policies and procedures. Assess the performance of staff reporting to him/her. Conduct Moderation of Trade Test internally and externally. Maintain and ensure the safekeeping of assessment records. Supervise Trade Assistants. Assess the performance of staff reporting to him/her. Procurement and control of assessment stock. Maintain safety in the workshop, Adhere to health and safety policies and procedures.

- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
- CLOSING DATE** : 17 June 2022
- POST 18/87** : **ASSISTANT DIRECTOR: MONITORING AND REPORTING REF NO: 39/05/2022**
Branch: Skills Development
Directorate: Implementation Oversight
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate bachelor's degree/advanced national diploma (NQF Level 6) in Public Management/Administration or an equivalent qualification. A minimum of three to five (5) years' work experience in monitoring and evaluation, strategic planning, and corporate governance with at least three (3) years at the Supervisory level in education, training, and development/ skills development environment. Knowledge of Skills Development of Policy, Monitoring and Evaluation, Education and Education, Training and Quality Assurance. Knowledge of the following legislations: PFMA, SDA, SDLA, Treasury regulation, NSDS, Skills Accord, EEA, BCEA, NQF ACT, Batho Pele Principles, Public Service Act, MTA, and Artisan regulations. Knowledge of Departmental policies and procedures, public service processes and procedures, Client/customer services and Financial Management. Computer literacy; MS Excel, Word, PowerPoint magic systems, including presentation skills. Planning and facilitation skills. Good interpersonal relations skills and communication skills (written and verbal). A valid driver's licence.

- DUTIES** : Develop a SETA Performance Management, Monitoring and Evaluation Tools and Mechanisms. Prepare quarterly monitoring reports on the implementation of the National Skills Development Strategy (NSDS). Coordinate written responses to Parliamentary, Presidential hotline and public queries and complaints. Provide coordination and secretarial support to performance strategy development and implementation. Analyse and recommend approval of SETA strategic plans and Service Level Agreement. Support SITAs to deliver their obligations in terms of the National Skills Development Strategy. Facilitate engagements with SETAs on the implementation of Sector Education and Training Management Information System (SETMIS). Assist in ensuring performance outcomes and reported and in line with the legislative framework. Provide support to SETAs on extraction and dissemination of quarterly performance reports. Prepare quarterly monitoring reports and good governance reports on the implementation of SETA targets and objectives.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
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- CLOSING DATE** : 17 June 2022
- POST 18/88** : **ASSISTANT DIRECTOR: APPLICATION DEVELOPMENT AND SUPPORT**
REF NO: DHET40/05/2022
Branch: Corporate Management Services
Directorate: Application Development and Management
- SALARY** : R382 245 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/national diploma (NQF Level 6) in Computer Science or Information Technology or an equivalent qualification. A minimum of three (3) to five (5) years at the Supervisory level in systems development according to the Systems Development Life Cycle (SDLC). Specialized skills needed are Programming in Visual Studio 2013 or 2015, ASP. Net and Visual Basic. Net Languages, Relational Database concepts and experience in SQL for database and query design, Design and Develop Business Intelligent dashboards and Reports in Microsoft SQL. Advanced experience in application development. Web application development. Web services experience. Ability

to interpret ERDs, process flow charts and sequence diagrams. Ability to document requirements using UML. SQL - Database design, queries, reporting. Possess advanced programming logic and the ability to write pseudo-code. Strong skills to investigate and analyse information in troubleshooting. Good understanding of project management principles. Good logical and analytical thinking, Ability to work independently, under pressure and in a team, time management and pro-activeness. Good communication skills (written and oral) and interpersonal, as well as good organising and planning skills. A valid driver's licence.

DUTIES

: The candidate will be responsible to perform systems analysis, design and development based on user requirements. Evaluate, investigate, and apply new technologies to enhance systems within the department. Design and develop new features for the applications, and improvement of the existing systems; Implementation, debugging, documentation and release of software solutions. Develop efficient and effective IT solutions to diverse and complex business problems. Provide maintenance and enhancement support of the existing systems; Communicate accurately on Project status in all appropriate meetings as well as on the relevant reports. Prepare business cases for projects and technology updates. Support best practice and innovation in the operational model through critical assessment of its workings and challenges to its design assumptions. Analyse and develop business improvements based on data analysed, data collected, reviewed, and incorporated of all internal and external benchmarking data into applications project planning, Develop Business Intelligent dashboards, and reports for various systems. Work closely with other stakeholders and team members to provide system solutions.

ENQUIRIES

: Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

APPLICATIONS

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: Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

CLOSING DATE

: 17 June 2022

POST 18/89 : **ASSISTANT DIRECTOR: FLEET MANAGEMENT REF NO: DHET41/05/2022**
Branch: Corporate Management Services
Directorate: Facilities Management

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Transport/Logistics Management/Public/Administration or equivalent relevant qualification. A minimum of five (5) years of experience in Transport Management or a related field. A minimum of three (3) to five (5) years at the Supervisory level. Knowledge of contract management and the legislative framework governing Transport management well as in-depth knowledge of Fleet Management Systems. Good coordination, planning, communication (written and spoken), interpersonal relations, conflict management and resolution, report writing and organizational skills. Ability to work long hours and help subordinates and clients voluntarily, gathering and analysing information, drafting reports, interpreting, and applying policies, work independently and in a team. A valid driver's licence.

DUTIES : Manage Departmental fleet travel arrangements. Acquisition and disposal of Departmental vehicles. Update Departmental vehicle assets register. Ensure inspection and maintenance of Departmental and subsidized vehicles. Coordination of Subsidized vehicle process and convene Departmental Transport Advisory Committee (DTAC) Manage departmental parking allocation function. Development and implementation of transport policies and directives. Conducting information sessions on transport policies and directives to employees and relevant stakeholders. Coordinate payment of service providers, compiling reports on fleet-related matters. Monitor vehicle tracking system. Manage damages and losses on Departmental fleet vehicles.

ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

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NOTE : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

CLOSING DATE : 17 June 2022

POST 18/90 : **ASSISTANT DIRECTOR: ORGANISATIONAL PERFORMANCE MONITORING REF NO: DHET42/05/2022**
Branch: Planning, Policy, and Strategy
Directorate: Strategic Planning and Reporting

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09)
: Pretoria
: An appropriate bachelor' degree/national diploma (NQF Level 6) in Public/ Business Administration/ Management or equivalent qualification. A relevant postgraduate qualification will serve as an added advantage. A minimum of three (3) to five (5) years of work experience in strategic planning and reporting environment with at least three (3) years at the Supervisory level. An understanding of the Public Financial Management Act and applicable regulations in respect of performance monitoring; understanding and application of Monitoring and Evaluation policies/prescripts and framework of Government. Good communication skills (both written and verbal). Attention to detail, creativity, and innovation. Excellent report writing, and computer and analytic skills are key to this post. The incumbent should be able to perform in a team environment. A valid driver's licence is essential.

DUTIES : The scope of the Assistant Director's work will include, but not be limited to the following: Contribute to the development and implementation of the M&E Framework; Provide M&E capacity building and support to business units; Assist in the development and implementation of the M&E system; Develop monitoring data collection tools; Analyse and evaluate the departmental programme performance on annual and quarterly basis.; Determine the actual correctness or accuracy of programme actual achievements against set targets as detailed in the annual and quarterly performance reports. Provide support in generating quarterly monitoring reports and submissions to the Accounting Officer, Assist and benchmark the latest organisational performance monitoring best practices across the public sector and advise the department accordingly. Provide advice and support for branches/business units in monitoring their initiatives. Provide support in compiling the Annual Report according to the relevant prescripts.

ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or **<http://z83.ngnscan.co.za/apply>** and following the easy prompts/instructions.

NOTE : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: **<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>**. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation.

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<u>CLOSING DATE</u>	:	17 June 2022
<u>POST 18/91</u>	:	<u>ASSISTANT DIRECTOR: GRANTS AND DONOR PROJECTS SUPPORT</u> <u>REF NO: DHET43/05/2022</u> Branch: Office of the Chief Financial Officer Directorate: Development Support
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate bachelor’s degree/national diploma (NQF Level 6) in Public/Business Administration Project Management or equivalent qualification. A minimum of three (3) to five (5) years of experience at the Supervisory level in education and training and skills to provide support to projects will be strongly recommended. Apart from project management, the candidate should have financial management and experience in project grant local and international donor funds management. A qualification in Financial Management is an added advantage. Proactive, and effective with the ability to work in a diverse team. The candidate must have proficiency in MS Office Packages as well as communication and report writing skills.
<u>DUTIES</u>	:	The successful candidate will primarily be required to: Assist in compiling quarterly semester performance reports on projects funded by grants and donors. Assist in ensuring strict adherence to reporting procedures of projects and deadlines. Assist in the coordination, management and monitoring of grants and donor-funded projects. Provide administrative support to grants and other donor-funded project committees. Develop and maintain the database on various projects. Evaluate project proposals and appraise Business Plans for the effective and efficient utilization of project funds. Manage the interface with different stakeholders of the DHET at the required level. Perform other duties delegated from time to time in the Directorate.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click ‘ <i>apply now</i> ’ button) or http://z83.ngnscan.co.za/apply and following the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver’s licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and ‘how to’ videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. “DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts”.
<u>CLOSING DATE</u>	:	17 June 2022

<u>POST 18/92</u>	: <u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT SUPPORT</u> <u>REF NO: DHET44/05/2022</u> Branch: Skills Development Chief Directorate: Indlela Directorate: Artisan Training and Assessment Centre
<u>SALARY</u>	: R382 245 per annum (Level 09)
<u>CENTRE</u>	: Olifantsfontein
<u>REQUIREMENTS</u>	: An appropriate bachelor's degree/ diploma (NQF level 6) in Human Resource Management / Public Administration. A minimum of five 5 years' work experience in human resource appointments and conditions of service in the Public Sector with at least three (3) to five (5) years at the Supervisory level. Good knowledge of the PERSAL System. Good knowledge and understanding of Human Resource Management prescripts and Policies. Leadership skills. Planning, organising, and coordinating skills. Communication, mentoring/coaching skills. Report writing and problem-solving skills. Computer literacy (MS Word, Excel, PowerPoint). A valid driver's licence.
<u>DUTIES</u>	: Responsible for the implementation of the Performance Management Development System (PMDS) for all INDLELA Staff. Receive, verify, and capture Performance Agreements, Work Plans, and half-yearly and annual performance assessments. Management of Staff Condition of Employment. Verify leave applications captured on SMARTHET and leave credits on PERSAL appointment dates, qualifications, and employee benefits. Provide guidance and manage Human Resources at INDLELA: Compile submissions/memos regarding the positions to be advertised and make follow-ups on advertised positions. Arrange Boardrooms for shortlisting and interviews for adverted positions. Compile Memo regarding requests for acting allowance and transfers. Management of queries from internal and external clients.
<u>ENQUIRIES</u>	: Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
<u>APPLICATIONS</u>	: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <u>http://z83.ngnscan.co.za/apply</u> and following the easy prompts/instructions.
<u>NOTE</u>	: Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <u>https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</u> . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
<u>CLOSING DATE</u>	: 17 June 2022

- POST 18/93** : **ASSISTANT DIRECTOR: FINANCE (REVENUE) REF NO: DHET45/05/2022**
 Branch: Skills Development
 Component: National Skills Fund
 Chief Directorate: Office of the Chief Financial Officer
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
 : Pretoria
 : An appropriate bachelor's degree/national diploma (NQF Level 6) in Financial Management/Accounting and or equivalent qualification. A minimum of three (3) to five (5) years at the Supervisory level in financial management, accounting and or auditing of which three (3) years of experience must be in Financial Management. Candidates with a Chartered Accountant (South Africa) qualification will have a distinct advantage. Knowledge of Public Service and National Authority Fund (NSF) mandates and strategies. Knowledge of the education system and pedagogy and post-school education framework. Knowledge of prescripts; Public Financial Management Act (PFMA) Treasury Regulations, Skills Development Act, Skills Development Levies Act, Public Service Act and Public Service Regulations. Budgeting and financial management, problem-solving and analysis. Knowledge of management, technical proficiency, quality management, stakeholder engagement and management, communication management, change management and people management and empowerment. Good knowledge of legislative frameworks relevant to the post. Good computer skills. Willingness to travel and a valid driver's licence.
- DUTIES** : Review and prepare relevant finance workbooks. Review and capture accounting transactions. Perform daily, weekly, and monthly reconciliations. Perform debtor and creditor functions. Review invoices and payment packs for payment and approve payments. Review payment security checks. Manage the upload of payment batches. Capture supplier banking details. Review receipts and accounting of revenue. Ensure proper recordkeeping of transactions. Ensure that suspense accounts are cleared monthly. Manage the resources of the Directorate. Participate as an active member of the NSF finance team.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
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		Women and people living with disability will receive preference in all DHET posts”.
<u>CLOSING DATE</u>	:	17 June 2022
<u>POST 18/94</u>	:	<u>ASSISTANT DIRECTOR: FINANCE (EXPENDITURE) REF NO: DHET46/05/2022</u> Branch: Skills Development Component National Skills Fund Chief Directorate: Office of the Financial Officer
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum (Level 09) Pretoria An appropriate bachelor's degree/national diploma (NQF Level 6) in Financial Management/Accounting and /or an equivalent qualification. A minimum of three (3) to five (5) years at the Supervisory level in financial management, accounting and or auditing of which three (3) years' experience must be in Financial Management. Candidates with a Chartered Accountant (South Africa) qualification will have a distinct advantage. Knowledge of Public Service and National Authority Fund (NSF) mandates and strategies. Knowledge of the education system and pedagogy and post-school education framework. Knowledge of prescripts; Public Financial Management Act (PFMA) Treasury Regulations, Skills Development Act, Skills Development Levies Act, Public Service Act and Public Service Regulations. Skills required: Budgeting and financial management, problem-solving and analysis. Knowledge of management, technical proficiency, quality management, stakeholder engagement and management, communication management, change management and people management and empowerment. Good knowledge of legislative frameworks relevant to the post. Good computer skills. Willingness to travel and a valid driver's licence.
<u>DUTIES</u>	:	Review and prepare relevant finance workbooks. Review and capture accounting transactions. Perform daily, weekly, and monthly reconciliations. Perform debtor and creditor functions. Review invoices and payment packs for payment and approve payments. Review payment security checks. Manage the upload of payment batches. Capture supplier banking details. Review receipts and accounting of revenue. Ensure proper recordkeeping of transactions. Ensure that suspense accounts are cleared every month. Manage the resources of the Directorate. Participate as an active member of the NSF finance team.
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or http://z83.ngnscan.co.za/apply and following the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and

practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts”.

- CLOSING DATE** : 17 June 2022
- POST 18/95** : **ASSISTANT DIRECTORATE: COMPLIANCE REF NO: DHET47/05/2022**
Branch: Office of the Chief Financial Officer
- SALARY** : R382 245 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/diploma (NQF Level 6) in Accounting / Internal Audit / Risk Management / Supply Chain Management / Legal Services or an equivalent qualification. A relevant post-Graduate qualification will be an added advantage. A minimum of three (3) to five (5) years of work experience at the Supervisory level in Compliance / Quality Management Systems / Internal Auditing / Risk Management/ ISO training spheres, as well as appropriate experience within a relevant line function of a department, is strongly preferred. The incumbent must be knowledgeable regarding all relevant legislation, procedures and policies and possess the ability to ensure compliance with applicable laws, policies, and legislation, as well as exhibit the traits of reliability, dependability, and conscientiousness. As well as possess the skills and understanding of all phases of the job and related matters. A high level of accuracy, thoroughness and resourcefulness is required for functions performed, while the incumbent should also possess analytical capabilities and advanced report-writing skills. In addition, a sound knowledge of the relevant legislation and policies governing the Higher Education and Training and Public Service sectors will be an added advantage. Experience in managing staff and projects with an ability to plan proactively and strategically is preferred. The incumbent must also be a resourceful, independent thinker and adept in clear communication, with a strong ability to interact with officials at different levels in the Department, other Departments, entities, and institutions. A clear understanding of change management, client orientation and customer-focused, as well as diversity and risk management processes, is a requirement. Excellent project management, problem-solving and computer skills are key to this post. A willingness to work during irregular hours and travel intermittently will prove advantageous. A valid driver's licence is essential.
- DUTIES** : The incumbent will be adept in performing functions about Compliance, Auditing, Internal Control and Auditor-General processes. These include but are not limited only to: the oversight / management of inspection and audit procedures and related methodologies in tandem with IT Systems associated with quality management; the interpretation and review of policies in relation to the governance environment of higher education and training and its Compliance Programme and related activities aimed at preventing illegal, unethical and improper activities; oversight and implementation of annual reporting requirements; ongoing monitoring of performance management development systems; managing effective compliance monitoring and reporting of the Department; identifying potential compliance risk areas in conjunction with the compilation of comprehensive risk registers to ensure adherence across the Department and its functionaries; identifying and monitoring non-compliance and developing proposed strategies / plans in addressing areas of concern; developing and periodically reviewing and updating Standards of Conduct; communicating and directing identified compliance issues to the relevant structures for investigation and resolution; reviewing and evaluating delegations of the Department so as to ensure that high-risk areas and non-compliance matters are effectively addressed and; improving management and coordination of the Departmental audit processes and the compilation of the required Audit Action Plan.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide

and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

- CLOSING DATE** : 17 June 2022
- POST 18/96** : **ASSISTANT DIRECTOR: INFORMATION SECURITY MANAGEMENT AND GOVERNANCE REF NO: DHET48/05/2022**
Branch: Corporate Management Services
Chief Directorate: Information Technology and Business Systems Management
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Information Security/ Information Technology or equivalent qualification. A minimum of three (3) to five (5) years at the Supervisory level in information technology and business system management. The candidate must be certified with one (1) of the following international certifications: CompTIA Security+ or Certified Information Systems Security Professional (CISSP) or Certified Information Systems Auditor (CISA) or Certified Information Security Manager (CISM) or Certified in the Governance of Enterprise IT (CGIEIT). Five (5) years of Information Technology experience of which three (3) years must be within an Information Security Role. Knowledge of CGICTPF, ISO27001/2:2013, ISO22301 and COBIT will be advantageous. Willingness to travel and a valid driver's licence.
- DUTIES** : Planning, Conducting and Reporting on Information Security Awareness and Training Programme for the Department. Implementation and Maintenance of information technology policies, procedures and standards using frameworks such as CGICTPF, and COBIT. Implementation and maintenance of information security policies, procedures and standards using frameworks such as ISO27001/2:2013 and DPSA Security Guidelines. Tracking and reporting on remedial actions to mitigate risks by the Department's standard for plans of action and milestones. Mitigate all IT-related risks as part of the enterprise governance process and maintain an IT Risk Register. Assist the Information Security Officer with remedial actions on Audits by Internal Audit and Auditor General. Access review and reporting on the Department's critical ICT infrastructure.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid

driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

CLOSING DATE

: 17 June 2022

POST 18/97

: **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT COUNCIL SECRETARIAT REF NO: DHET49/05/2022**
Branch: Corporate Management Services
Directorate: Administration Coordination and Communication

SALARY CENTRE REQUIREMENTS

: R382 245 per annum (Level 09)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF level 6) in Human Resource Development/Marketing/Communication/Public Administration or equivalent qualification. A relevant postgraduate qualification will be an added advantage. A minimum of three (3) to five (5) years at the Supervisory level. Experience in developing communication and marketing plans. Experience in events management and coordination of campaigns. Good communication and marketing skills. Experience in management of communication and marketing projects. Understanding of the education and training sector. Demonstrable ability to coordinate multiple stakeholder meetings and workshops. Demonstrable ability to produce reports. Good oral and written communication skills. Knowledge of management, technical proficiency, quality management, stakeholder engagement and management, communication management, project management, change management and people management and empowerment. Good knowledge of legislative frameworks relevant to the post. Good analytical, coordination and report writing skills. Computer literate; (MS Word, MS Excel, MS PowerPoint, and Outlook). A valid driver's licence.

DUTIES

: The Assistant Director: Communication - will assist in the following duties: Developing a communication and marketing plan and monitoring the implementation of the branding of the Council. Developing tools to market the work of the Council and the Human Resource Development Strategy towards 2030. Developing marketing catalogues and information brochures. Promoting the functioning and achievements of the Council through marketing material; Responsible for the launch of the Council events e.g., Annual Performance Reports and Strategic Plan Documents. Participate in events with HRDC social partners in marketing the activities of the Council and its committees. Launching and coordinating campaigns in awareness-raising. Coordinating the events conducted by the HRD Council in partnership with the communication representatives from the Presidency, GCIS, and DHET. Liaison with social partners to ensure that they are informed of the programmes of the Council and its committees.

- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
- CLOSING DATE** : 17 June 2022
- POST 18/98** : **ASSISTANT DIRECTOR: CHANGE MANAGEMENT AND TRANSFORMATION REF NO: DHET50/05/2022 (X2 POSTS)**
Branch: Corporate Management Services
Directorate: Human Resource Management and Development
Re-advertised and candidates who had previously applied may re-apply)
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Human Resource Management /Industrial Psychology/Organisational Development and/or Public Administration/Management. A minimum of five (5) years' work experience in a Change Management/ Organisational Development environment and/or Transformation is required with at least three (3) years at the Supervisory level. Knowledge and understanding of organizational culture and human behaviour, management of resources. Knowledge of policies/ implementation strategies. Knowledge of Change/Transformation and Legislation/Directives. Knowledge of and experience in organizational culture interventions, and project management. Ability to communicate ideas and issues to an audience in a tactful, influential manner, verbally and in writing, informally and formally, Ability to work collaboratively with a range of stakeholders in a facilitating, advisory or informative capacity, Computer literacy (MS Word, MS Excel, MS PowerPoint, and Outlook). Willingness to travel and a valid driver's licence.
- DUTIES** : Develop change management, and organisational development strategy to support the culture realignment strategy. Design and implement change management initiatives (culture, behaviour, systems, organisational climate assessment. Develop change management plans, including communication plan, sponsor roadmaps, coaching and training and resistance management plan. Assess projects to identify change management requirements, proactively identify required organisational development interventions, provide

advice, as well as monitor and evaluate interventions. Support the implementation and delivery of the Operations Management Framework in the Department. Develop and implement Service Delivery Improvement Plan for the Department. Support the implementation of Batho Pele principles programmes in the Department. Conduct Business Process Mapping to ensure the mainstreaming of Gender and Disability in the Department. Coordinate and implement the Public Service Women Management week including monitoring of the Head of Department (HOD) 8 principles action plan. Facilitate the development, coordination, implementation and review of programmes and projects aimed at achieving the Department's and Government's transformation goals. Respond to Government legislation and policies on equality, transformation, and empowerment as well as international and regional obligations regarding vulnerable groups.

- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
- CLOSING DATE** : 17 June 2022
- POST 18/99** : **ASSISTANT DIRECTOR: COLLECTIVE BARGAINING REF NO: DHET51/05/2022**
Branch: Corporate Management Services
Directorate: Collective Bargaining
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF level 6) in Labour/Industrial Relations/ Labour Law and/or Human Resource Management. A minimum of five (5) years of relevant experience in a Collective Bargaining environment within the public sector with at least three (3) years of functioning experience at the Supervisory level. Competency Knowledge of LRA, BCEA, PSA, PSR, CET ACT 2006, and CET Amendment Act 2012, Higher Education sector and relevant public service regulations and policies. Sound knowledge of relevant PSCBC, ELRC and GPSSBC collective agreements, disciplinary codes in the public service, dispute resolution rules, strategies, and related matters. Understanding of the Public Service reporting

		procedures, good report writing, communication, negotiation, sound interpersonal and conflict resolution skills. Innovative and creative thinker. Willingness to travel, work in a team and work under pressure. Computer literacy; (MS Word, MS Excel, MS PowerPoint, and Outlook). A valid driver's license is a prerequisite. Willingness to travel and a valid driver's licence.
<u>DUTIES</u>	:	Maintain labour peace and promote sound relations through arranging multilateral meetings at Head Office, Regions, and Colleges. Represent and support the Department at the PSCBC, ELRC and GPSSBC bargaining councils' meetings. Ensure Labour Relations related to policy development and implementation. Monitor and evaluate compliance with collective agreements, policies, and relevant legislation. Render advisory service to all institutional management and employees regarding labour relations matters. Provide labour relations support to Regional Offices and Colleges. Facilitate capacity building to management and employees on all labour relations and labour law matters. Manage industrial action (strike) and dispute resolutions. Assist with managing the relationship with trade unions. Represent the Department and Colleges at the bargaining councils' dispute resolution meetings. Draft submissions and memos. Support the management of projects in the Directorate. Act as a secretariat to various forums hosted by the Directorate.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or http://z83.ngnscan.co.za/apply and following the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
<u>CLOSING DATE</u>	:	17 June 2022
<u>POST 18/100</u>	:	<u>ASSISTANT DIRECTOR: GRIEVANCE AND DISPUTES REF NO: DHET52/05/2022</u> Branch: Corporate Management Services Directorate: Grievance, Disputes and Misconduct Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum (Level 09) Pretoria An appropriate bachelor's degree/diploma (NQF Level 6) in Labour/Industrial Relations/Labour Law and/or Human Resources Management. A minimum of five (5) years of relevant experience within a Labour Relations portfolio within public or private entities with at least three (3) years at the Supervisory level.

Sound knowledge of labour legislation and prescripts within the TVET or Public Service sector domain. Sound Knowledge of LRA, BCEA, PSA, PSR, CET ACT 2006, and CET Amendment Act 2012, Higher Education sector and relevant public service regulations and policies. Demonstrable experience in project management, collective bargaining, and labour relations processes. Sound conflict-handling and communication skills. Excellent organisational and interpersonal skills. Computer literacy (MS Word, MS Excel, MS PowerPoint, and Outlook). Excellent communicator, both written and verbal. Strategic thinking and meticulous record-keeping. Willingness to travel and a valid driver's licence.

DUTIES

: The candidate will be responsible for investigating misconduct cases and compiling investigation reports. Management of Discipline, represent the Department during a formal disciplinary hearing, provide advice on informal disciplinary hearings and ensure the implementation of disciplinary sanctions. Investigate and finalise all grievances and complaints received from employees in the Department / Colleges. Coordinate and provide support in terms of representing the Department in all disputes referred to the Public Service Sectoral Bargaining Council / General Public Service Sectoral Bargaining Council/Education Labour Relations Council and the Commission for Conciliation, Mediation and Arbitration. Manage the information and records of all activities in Labour Relations. Manage resources of the section. Monitor precautionary suspensions, and financial misconduct. Render advisory services to management and employees on dispute prevention and resolution. Monitor and evaluate labour related cases trends and report to the Management. Facilitate training and advocacy on labour relations matters. Ensure compliance on capturing of cases on PERSAL. Provide monthly and quarterly reports.

ENQUIRIES

: Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

APPLICATIONS

: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.

NOTE

: Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". NB: Shortlisted candidates will be required to write a computer literacy test.

CLOSING DATE

: 17 June 2022

- POST 18/101** : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: DHET53/05/2022**
 Branch: Technical and Vocational Education and Training
 Eastern Cape Regional Office
- SALARY** : R382 245 per annum (Level 09)
CENTRE : East London
REQUIREMENTS : An appropriate bachelor's degree/diploma (NQF Level 6) in Industrial Relations/Labour Law and/or Human Resource Management. A minimum of five (5) years of relevant experience within a Labour Relations portfolio within public or private entities with at least three (3) years at the Supervisory level. Sound knowledge of labour legislation and prescripts within the TVET or Public sector domain. Sound Knowledge of LRA, BCEA, PSA, PSR, CET ACT 2006, and CET Amendment Act 2012, Higher Education sector and relevant public service regulations and policies. Demonstrable experience in project management, collective bargaining and LR processes. Sound conflict-handling and communication skills. Good organisational and interpersonal skills. Computer literate (MS Word, MS Excel, MS PowerPoint, and Outlook). Good communication skills (written and verbal). Strategic thinking and meticulous record keeping. Willingness to travel and a valid driver's licence.
- DUTIES** : Investigate misconduct cases and compile investigation reports. Management of Discipline, represent the Department during a formal disciplinary hearing, provide advice on informal disciplinary hearings and ensure the implementation of disciplinary sanctions. Investigate and finalise all grievances and complaints received from employees in the Department / Colleges. Coordinate and provide support in terms of representing the Department in all disputes referred to the Public Service Sectoral Bargaining Council/General Public Service Sectoral Bargaining Council/Education Labour Relations Council and the Commission for Conciliation, Mediation and Arbitration. Manage the information and records of all activities in the Labour Relations in the region. Manage resources of the section. Monitor precautionary suspensions in the region. Render advisory services to management and employees on dispute prevention and resolution. Monitor and evaluate labour relations trends in the region. Facilitate training and advocacy on labour relations matters in the region. Attend Departmental Multi-Lateral Labour Forums in the region and Colleges. Ensure compliance on capturing of cases on PERSAL. Provide monthly and quarterly reports to Head Office.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and

practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". NB: The shortlisted candidates will be required to write a computer literacy test.

CLOSING DATE : 17 June 2022

POST 18/102 : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT REF NO: DHET54/05/2022**

Branch: Corporate Management Services

Directorate: Human Resource Development and Performance Management

SALARY : R382 245 per annum (Level 09)

CENTRE : Pretoria

REQUIREMENTS : An appropriate bachelor's degree/diploma (NQF Level 6) in Human Resource Management/ Human Resource Development/Public Management or equivalent qualification. A minimum of five (5) years of experience in Performance Management and Development and Integrated Quality Management Systems (IQMS) with at least three (3) years at the Supervisory level. Knowledge of implementing IQMS/Performance Management Development systems, drafting performance agreements, work plans and assessments for TVET Educators and support staff. Drafting policies. Knowledge of implementing IQMS for lectures. Knowledge and understanding of the Employment of Educators Act, 1998, Community Education and Training Act, 2006. Public Service Act, 1994 and Public Service Regulations, 2016, Department of Public Service Administration (DPSA) Directives, Educators Collective Agreements, PSCBC Resolutions and policies and legislative frameworks applicable to human resources management and lecture development, Knowledge of Educational Labour Relation Council (ELRC) Resolutions. Knowledge of PFMA and Treasury Regulations. Ability to interpret policies, frameworks, and legislation. Computer literacy in MS Word, Excel, PowerPoint, and Outlook; Good coordination and report writing skills. High standard of values such as effectiveness, cooperation, high sense of integrity and positive attitude. Extensive presentation Skills, Problem Solving Skills, Analytical skills, Client orientated, Project Management, Team Leadership, Planning and Organising, and People Management. Willingness to travel and a valid driver's licence.

DUTIES : Manage the implementation of the Department's performance management development system (PMDS) and an integrated quality management system (IQMS). Provide technical advice and guidance on the Implementation of IQMS. Develop and implement Operational Plans, Provide support and assistance with Work plan development and performance appraisals/assessments. Quality assures IQMS work plans and assessments. Ensure alignment of educator's workplans with the Annual Performance Plan of the department and the Operational Plan of the unit. Facilitate the processing of performance management outcomes for lecturing staff. Facilitate monitoring for lecturing staff. Facilitate and present in IQMS and PMDS workshops and training sessions, coordinate performance moderation sessions. Ensure safekeeping of IQMS and PMDS documents. Manage disputes and grievances emanating from IQMS and PMDS. Ensure legislative and policy compliance. Respond to Auditor-General queries

ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.

NOTE : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical

exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

- CLOSING DATE** : 17 June 2022
- POST 18/103** : **SENIOR VETTING INVESTIGATOR REF NO: DHET55/05/2022**
Branch: Corporate Management Services
Directorate: Security Advisory Services
- SALARY** : R382 245 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor' degree/national diploma (NQF Level 6) in Security Management and/or qualification in Social Science. A certificate on a course provided by State Security Agency (SSA) or South African National Defence Force. (SANDF). Short courses in analysis, conflict management, listening and interviewing skills. A minimum of three (3) to five (5) years of experience at the Supervisory level in management and investigations. Knowledge in Security Management. Knowledge of enabling legislation relating to Security. Ability to interpret policies, frameworks, and legislation. Knowledge of Minimum Information Security Standards. Attention to detail and problem-solving skills. Computer literacy in MS Word, Excel, PowerPoint, and Outlook. Good communication skills (written and verbal). Good analytical, coordination and report writing skills. Willingness to travel and A valid driver's licence.
- DUTIES** : Provide inputs for the development and implementation of policies, guidelines, norms, and standards in vetting investigations. Provide effective communication channels and systems between the Department and State Security Agency (SAA) and other related agencies. Identify units within the Department that deals with sensitive and classified information. Administer files and partake in task teams dealing with matters related to vetting projects/ processes. Conduct vetting fieldwork investigations. Compile and submit reports to management and SSA on all vetting files and reports completed on regular basis. Conduct security vetting awareness training and guidance regarding Security vetting policy and the Minimum Information Security Standards. Liaise regularly with SSA, SAPS, Home affairs and other critical stakeholders for advice, and assistance and to obtain additional information. Obtain information from other resources and contacts. Advise management during the process of determining personnel suitability for appointment or continued employment in line with the Personnel Suitability Checks (PSC) guidelines. Conduct security vetting awareness programmes. Monitor and report cases of non-compliance to Management in line with the security policy. Protect information obtained during the interview process. Ensure confidentiality of the information collected. Conduct administration of vetting in accordance with the SSA norms.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed

and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

- CLOSING DATE** : 17 June 2022
- POST 18/104** : **ASSISTANT DIRECTOR: PSET SYSTEM PLANNING REF NO: DHET56/05/2022**
Branch: Planning, Policy, and Strategy
Directorate: Policy, Planning, Monitoring and Evaluation
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public/Business Administration or equivalent qualification in social sciences. A minimum of three (3) to five (5) years' experience at the Supervisory level in the post-school education and training system and working in multiple stakeholder environments is essential. Specialised qualification in planning, skills development and/or experience in public service will be an added advantage. Experience in skills planning and in the analysis of skills needs is essential. A good track record of working in multiple stakeholder environments is essential. The candidate must be able to understand the SA PSET system, approaches to identify skills and labour market analysis. Ability to work independently. Ability to interpret policies, frameworks, and legislation. Attention to detail and problem-solving skills. Computer literacy in MS Word, Excel, PowerPoint, and Outlook. Good communication skills (written and verbal). Good analytical, coordination and report writing skills. Willingness to travel and a valid driver's licence.
- DUTIES** : Analyse national and provincial economic strategies, skills plans, and provincial human resource development strategies to identify skills needs. Assist in the establishment of relationships of national, provincial, and local stakeholders, including the development of memoranda of agreement (MOA), protocols and service level agreements. Coordinate the sharing and gathering of information regarding skills needs across national, provincial, and local government stakeholders.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide

and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

- CLOSING DATE** : 17 June 2022
- POST 18/105** : **ASSISTANT DIRECTOR: STAKEHOLDER MANAGEMENT FOR PSET SYSTEM REF NO: DHET57/05/2022**
Branch: Planning, Policy, and Strategy
Directorate: Policy, Planning, Monitoring and Evaluation
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public/Business Administration/Education or equivalent qualification in social sciences. A relevant postgraduate qualification in planning and or skills development will be an added advantage. A minimum of three (3) to five (5) years' experience at the Supervisory level in the post-school education and training system and working in multiple stakeholder environments. Experience in skills planning and in the analysis of skills needs is essential. Specialised qualification in planning, skills development and/or experience in public service will be an added advantage. A good track record of working in multiple stakeholder environments is essential. The candidate must be able to understand the SA PSET system, approaches to identify skills and labour market analysis. Ability to work independently. Ability to interpret policies, frameworks, and legislation. Attention to detail and problem-solving skills. Computer literacy in MS Word, Excel, PowerPoint, and Outlook; Good communication skills (written and verbal). Good analytical, coordination and report writing skills. Willingness to travel and a valid driver's licence.
- DUTIES** : Analyse national and provincial economic strategies, skills plans, and provincial human resource development strategies to identify skills needs. Assist in the establishment of relationships of national, provincial, and local stakeholders, including, the development of memoranda of agreement (MOA), protocols and service level agreements. Coordinate the sharing and gathering of information regarding skills needs across national, provincial, and local government stakeholders.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide

and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

- CLOSING DATE** : 17 June 2022
- POST 18/106** : **ASSISTANT DIRECTOR: SYSTEM MONITORING REF NO: DHET58/05/2022**
 Branch: Policy, Planning and Strategy
 Directorate: System Monitoring and Labour Market Intelligence
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
 : Pretoria
 : An appropriate bachelor's degree/National Diploma (NQF Level 6) in Bachelor of Commerce in Economics/Population Development/Statistics or equivalent qualification. A relevant postgraduate qualification will be an added advantage. A minimum of three (3) to five (5) years at the Supervisory level in the field of economic research and analysis. Consideration will be given to a candidate with extensive experience in the use of statistical software and an advanced Ms Excel programme. Good knowledge of education policy and planning issues. Good understanding of the post-school education and training sector, including the SETA environment; experience in the calculation of indicators in the field of education and training and related fields; excellent report writing and presentation skills and the ability to work under pressure and meet deadlines. Willingness to travel and a valid driver's licence.
- DUTIES** : The candidate will be responsible for Identifying indicators to monitor the PSET system and coordinate the implementation and reporting of the Sustainable Development Goals and the African Union Agenda 2063 within the PSET system. Assist in the development of a framework for monitoring the PSET system. Develop research reports on the performance of the PSET, e.g., Fact Sheets, Snap reports, etc. Assist in analysing and reporting on the findings of the Workplace Skills Plans/Annual Training Reports (WSP/ATR); Render secretariat services for various Committees managed within the Directorate and respond to national and international reporting requirements in relation to the performance of the PSET system and the financing thereof.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature.

Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

- CLOSING DATE** : 17 June 2022
- POST 18/107** : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: UMF/025/03/2022**
(PERSAL Appointment)
(Umfoloji TVET College)
- SALARY** : R382 245 per annum (Level 09), plus benefits as applicable in the Public Sector
- CENTRE** : UMfolozi TVET College, Central Office
- REQUIREMENTS** : Recognised National Diploma in (NQF6) in Labour Relations, Employment Relations and Human Resource Management or related qualification. 3–5 years' experience in Labour Relations or Human Resource Management environment or related field. Knowledge of Labour Relations Act, Public Service legislations and policies related to Human Resource Management. Advanced experience in interpretation, development and implementation of policies; Sound knowledge of Labour Relations statutes. Sound knowledge of International Labour Organisation (ILO). Knowledge and understanding of the TVET/CET Administration. Knowledge and understanding of the Higher Education sector. Knowledge of PERSAL.
- DUTIES** : Maintain sound Labour Relations Render advice on labour related matters, Develop and implement Human Resource policies and manuals, Ensure proper implementation of disciplinary procedures, grievance procedures and code of conduct, Conduct investigations and disciplinary hearings, Management of strike action, Minimize Labour disputes, Facilitate and conduct labour relations training and workshops, Ensure proper implementation of the collective bargaining council resolutions, Management of all Human , Financial and other resources of the unit.
- ENQUIRIES** : Mrs M Rambaros Tel No: 035-902 9501
- APPLICATIONS** : Email: Applications.central@umfolozi.edu.za
- NOTE** : All application should be emailed to the specified email addresses. Applications should be send as one PDF document. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified. Applications must be submitted on a New Z83 form obtainable from any Public Service department as well as uMfolozi TVET College Official website www.umfolozicollege.co.za (and must be fully completed, dated and signed).Clear indication of the post and reference number that is being applied for must be indicated on your Z83 and a Covering Letter with date and signature must be attached. A recent, comprehensive Curriculum Vitae. Copies of qualifications and other relevant documents must not be included on application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to College Human Resources Management Administration Unit on or before the day of the

interview. Communication will be limited to shortlisted candidates. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

- CLOSING DATE** : 17 June 2022 at 13:00
- POST 18/108** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: UMF/026/03/2022**
(PERSAL Appointment)
(Umfoloji TVET College)
- SALARY** : R382 245 per annum (Level 09), plus benefits as applicable in the Public Sector
- CENTRE** : UMfolozi TVET College, Central Office
- REQUIREMENTS** : Recognised National Diploma in (NQF6) in Human Resource Management or related qualification. 3–5 years' experience in Human Resource Management environment or related field. Knowledge of Public Service legislations and policies related to Human Resource Management. Knowledge and understanding of the TVET Administration. Knowledge and understanding of the Higher Education sector. Knowledge of PERSAL and Job Evaluation.
- DUTIES** : Ensure effective and comprehensive human resource management and development services; Oversee Human Resource Management and Administration services including conditions of service, recruitment and selection processes, HR personnel records; Oversee Human Resource Development services including bursary administration, Internship and Work Integrated Learning, induction, training interventions, performance management and development systems and integrated quality management systems, develop and implement Workplace Skills Plan; Coordinate the design, review and implementation of the college organizational structure; Facilitate change management and organizational transformation services; Coordinate and facilitate Human Resource Planning and Employment Equity services; Implement employee health and wellness programmes and service; Develop and implement Human Resource policies and manuals; Manage human, financial and other resources of the unit.
- ENQUIRIES** : Mrs M Rambaros Tel No: 035-902 9501
- APPLICATIONS** : Email: Applications.central@umfolozi.edu.za
- NOTE** : All application should be emailed to the specified email addresses. Applications should be send as one PDF document. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified. Applications must be submitted on a New Z83 form obtainable from any Public Service department as well as uMfolozi TVET College Official website www.umfolozicollege.co.za (and must be fully completed, dated and signed). Clear indication of the post and reference number that is being applied for must be indicated on your Z83 and a Covering Letter with date and signature must be attached. A recent, comprehensive Curriculum Vitae. Copies of qualifications and other relevant documents must not be included on application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to College Human Resources Management Administration Unit on or before the day of the interview. Communication will be limited to shortlisted candidates. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in

possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

- CLOSING DATE** : 17 June 2022 at 13:00
- POST 18/109** : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: UMF/027/03/2022**
(PERSAL Appointment)
(Umfoloji TVET College)
- SALARY** : R382 245 per annum (Level 09), plus benefits as applicable in the Public Sector
- CENTRE REQUIREMENTS** : UMfolozi TVET College, Central Office
Recognised National Diploma in (NQF6) in Financial Management or related qualification. 3–5 years' experience in student support administration/Teaching and Learning environment or related field. Knowledge of PSET and CET Act. Knowledge and understanding of PFMA. Knowledge and understanding of Treasurer Regulations. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge and financial managements systems.
- DUTIES** : Managing and monitoring of the budget cycle; Coordinate, manage and evaluate inputs from programmes and consolidate into a database; Coordinate meetings with line function managers to assist with finalisation of budget inputs; Ensure that National Treasury guidelines are adhered to; Timeous submission of the database and chapter to National Treasury; Assist line function to compile drawings and ensure alignment to operational plans; Managing and monitoring of the Annual Financial Statements; Ensure correct allocation of expenditure and update expenditure reports after year end closure for use of Appropriation statement; Managing and monitoring of the financial reporting to National Treasury; Review in year monitoring database on a monthly basis to be submitted to National Treasury; Update expenditure reports on a monthly basis and ensure that it balancing to BAS; Managing and monitoring of the budget on BAS.
- ENQUIRIES APPLICATIONS NOTE** : Mrs M Rambaros Tel No: 035-902 9501
: Email: Applications.central@umfolozi.edu.za
: All application should be emailed to the specified email addresses. Applications should be send as one PDF document. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified. Applications must be submitted on a New Z83 form obtainable from any Public Service department as well as uMfolozi TVET College Official website www.umfolozicollege.co.za (and must be fully completed, dated and signed). Clear indication of the post and reference number that is being applied for must be indicated on your Z83 and a Covering Letter with date and signature must be attached. A recent, comprehensive Curriculum Vitae. Copies of qualifications and other relevant documents must not be included on application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to College Human Resources Management Administration Unit on or before the day of the interview. Communication will be limited to shortlisted candidates. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate

application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

- CLOSING DATE** : 17 June 2022 at 13:00
- POST 18/110** : **ASSISTANT DIRECTOR: FACILITIES AND RECORD MANAGEMENT REF NO: UMF/028/03/2022**
(PERSAL Appointment)
(Umfolozi TVET College)
- SALARY** : R382 245 per annum (Level 09), plus benefits as applicable in the Public Sector
- CENTRE** : UMfolozi TVET College, Central Office
- REQUIREMENTS** : Recognised National Diploma in (NQF6)/Degree in Building Management/ Safety Management/ Construction Management or related qualification. 3–5 years' experience in Facilities Management, SHERQ and OHS environment. Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, Immovable Asset Management Act. Telephone Management systems, fire control system and facilities management system. Knowledge of Occupational Health Safety Act 85 of 1993 and related regulations.
- DUTIES** : Oversee maintenance of buildings and premises; Monitor and report on infrastructure development and maintenance as well as performance in accordance with the relevant Laws and Regulations; Manage the contractors and service providers' functions by ensuring that all deliverables are met within the reasonable and agreed timelines; Compile, implement and monitor maintenance plans regarding machinery, tools and equipment; Ensure compliance to SHERQ and OHS Act; Develop and implement policies related to SHERQ and occupational health and safety; Oversee fleet management; Develop and implement fleet management policies; Maintain physical security functions including key control, personnel, document and surveillance security; Development, review and monitor the implementation of security policy; Responsible for security and access control at facilities; Ensure adherence to contractors Service Level Agreements; Records Management; Prepare monthly, quarterly and annual reports for Management and Council; Manage human, financial and other resources of the unit.
- ENQUIRIES** : Mrs M Rambaros Tel No: 035-902 9501
- APPLICATIONS** : Email: Applications.central@umfolozi.edu.za
- NOTE** : All application should be emailed to the specified email addresses. Applications should be send as one PDF document. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified. Applications must be submitted on a New Z83 form obtainable from any Public Service department as well as uMfolozi TVET College Official website www.umfolozicollege.co.za (and must be fully completed, dated and signed). Clear indication of the post and reference number that is being applied for must be indicated on your Z83 and a Covering Letter with date and signature must be attached. A recent, comprehensive Curriculum Vitae. Copies of qualifications and other relevant documents must not be included on application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to College Human Resources Management Administration Unit on or before the day of the interview. Communication will be limited to shortlisted candidates. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late

(received after closing date and time) and incomplete applications will not be considered. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

- CLOSING DATE** : 17 June 2022 at 13:00
- POST 18/111** : **HEAD OF ADMINISTRATION (X6 POSTS)**
(PERSAL appointments)
(Umfolozi TVET College)
- SALARY** : R382 245 per annum (Level 09), plus benefits as applicable in the Public Sector
- CENTRE** : Chief Albert Luthuli Campus Ref No: UMF/029/03/2022 (X1 Post)
Esikhawini Campus Ref No: UMF/030/03/2022 (X1 Post)
Eshowe Campus Ref No: UMF/031/03/2022 (X1 Post)
Mandeni Campus Ref No: UMF/032/03/2022 (X1 Post)
Sundumbili / Isithebe Campus Ref No: UMF/033/03/2022 (X1 Post)
Richtek Campus Ref No: UMF/034/03/2022 (X1 Post)
- REQUIREMENTS** : Recognized National Diploma (NQF6) in Public Management/ Administration or an equivalent qualification. 3-5 years' relevant experience in Administration related to Education/HRM/Finance and SCM or relevant environment. Knowledge of Office administration. Knowledge of HRM. Knowledge of Public Service legislation and policies. Knowledge of PSET. Knowledge and understanding of the TVET /CET Administration. Understanding of the Higher Education Sector. Understanding of Corporate Governance. Understanding Cost Centre budgetary, expenditure and cash flow management. Employment Equity Act, Public Service regulations and Public Service Act, Labour Relations Act and any other related legislation.
- DUTIES** : Oversee the academic and student administration support services; Oversee student registration and examination administration process; Oversee and coordinate human resource administration services; Coordinate and gather campus information as and when requested by Central Office and the Department; Oversee and Coordinate financial, asset and supply chain management services; Oversee campus infrastructure, maintenance and fleet management services; Provide general administration support services and maintain a proper filing system; Management of human, physical and financial resources; Ensure completion of performance agreements by all employees in the unit.
- ENQUIRIES APPLICATIONS** : Mrs M Rambaros Tel No: 035-902 9501
Chief Albert Luthuli Campus Email: applications.cal@umfolozi.edu.za
Esikhawini Campus Email: applications.esikhawini@umfolozi.edu.za
Eshowe Campus Email: applications.eshowe@umfolozi.edu.za
Mandeni Campus mail: applications.mandeni@umfolozi.edu.za
Sundumbili / Isithebe Campus Email: applications.sundumbili@umfolozi.edu.za
Richtek Campus mail applications.richtek@umfolozi.edu.za
- NOTE** : All application should be emailed to the specified email addresses. Applications should be send as one PDF document. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified. Applications must be submitted on a New Z83 form obtainable from any Public Service department as well as uMfolozi TVET College Official website www.umfolozicollege.co.za (and must be fully completed, dated and signed). Clear indication of the post and reference number that is being applied for must be indicated on your Z83 and a Covering Letter with date and signature must be attached. A recent, comprehensive Curriculum Vitae. Copies of qualifications and other relevant documents must not be included on application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to College Human

Resources Management Administration Unit on or before the day of the interview. Communication will be limited to shortlisted candidates. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

- CLOSING DATE** : 17 June 2022 at 13:00
- POST 18/112** : **PROJECT MANAGER: EXTERALLY FUNDED PROJECTS REF NO: PROJ/01/2022**
 Branch: Community Education and Training
 (3-year Fixed Term Contract Council Appointment)
 (KwaZulu-Natal Community Education and Training College)
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum and 37% in lieu of benefits)
 : Central Office: Springfield, Durban
 : A recognized Degree/National Diploma in Finance or equivalent qualification. Five (05) years Project Management experience and three (03) years supervisory experience in managing large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage. Abilities and Skills: Knowledge of the CET framework relating to Academic, Occupational Skills, Special Projects and Non-formal skills programmes. Proven strategic management, leadership and people management capabilities. Strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relate to technical proficiency, data verification, problem solving and analysis, report writing, preparing presentations, Knowledge Management, Quality Management, Budgeting and Financial Management, Change Management and negotiation skills. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills and a valid driver's license are required. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within tight time-frames.
- DUTIES** : Responsible for smooth running of the project office in support of academic programmes. Ensuring the implementation of college programmes, i.e. Academic, Occupational, and Non-formal programmes and all other externally funded programmes. The Incumbent will be responsible for the submission of proposals to SETAs and other relevant potential funders. Develop systems for reporting on all programmes in line with the strategic focus of the college; effectively monitor, evaluate and report on the achievements, challenges, management and operational performance of college projects. Responsible for performing verification of expenditure and information/data related to the projects. Responsible for coordinating physical verification (learners, infrastructure, assets etc.) across the different delivery sites for the projects within the project portfolio. Ensure that all documents and information related to projects and programmes are submitted for knowledge management purposes. Manage and liaise with stakeholders for portfolios. Actively participate in both regional and national structures and platforms that are relevant for effective skills development. Manage staff under his/her supervision. Provide reports and strategic advice regarding all college project activities to the college management.
- ENQUIRIES APPLICATIONS** : Mr CV Ngubane Tel No: (031) 350 4368
 : Applications have to be addressed to the attention of: The Assistant Director, KwaZulu-Natal CET College 17 Kosi Place, Springfield, Durban, 4001. It is

- preferred that due to COVID 19 Regulations, that Applications be submitted online to info@KZN.CETC.edu.za, quoting the reference number on the subject line.
- NOTE** : Applications with supporting documentation, including a signed Z83 form should be emailed to the respective email address. Requirements of applications: Applications must be submitted on a Z83 form obtainable on the internet at www.gov.za/documents and must be accompanied by (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), Identity Document, valid driver's licence as one document in a PDF format. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. NB: Prospective applicants must please use the new Z83 which is effective as at 01 January 2021. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Applications received after the closing date will not be considered. You are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.
- CLOSING DATE** : 03 June 2022 at 16h00
- POST 18/113** : **SENIOR LABOUR RELATIONS OFFICER: COLLECTIVE BARGAINING REF NO: DHET59/05/2022 (X2 POSTS)**
Branch: Corporate Management Services
Directorate: Collective Bargaining
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)
: Pretoria
: An appropriate bachelor's degree/diploma (NQF level 6) in Labour Relations, Labour Law or Human Resource Management or equivalent qualification. A minimum of two (2) to three (3) years of relevant experience in a Collective Bargaining environment within the public sector. Competency Knowledge of LRA, BCEA, PSA, PSR, CET Act, and CET Amendment Act, Higher Education sector and relevant public service regulations and policies. Sound knowledge of relevant PSCBC, ELRC and GPSSBC collective agreements, disciplinary codes in the public service, dispute resolution rules, strategies, and related matters. Understanding of the Public Service reporting procedures, good report writing, communication, negotiation, sound interpersonal and conflict resolution skills. Innovative and creative thinker. Must be willing to travel, work in a team and work under pressure. Computer literacy. Willingness to travel and a valid driver's licence.
- DUTIES** : Maintain labour peace and promote sound relations between employer and employees. Represent and support the Department at the PSCBC, ELRC and GPSSBC bargaining councils' meetings. Ensure Labour Relations related to policy development and implementation. Supervise, monitor, and evaluate compliance with collective agreements, policies, and relevant legislation. Render advisory service to all institutional management and employees regarding labour relations matters. Provide labour relations support to Regional Offices and Colleges. Facilitate capacity building to management and employees on all labour relations and labour law matters. Manage industrial action (strike) and dispute resolutions. Assist with managing the relationship with trade unions. Represent the Department and Colleges at the bargaining councils' dispute resolution meetings. Perform routine administrative duties of the directorate including travel arrangements, accommodation bookings, procurement and preparing meetings and minutes. Perform any other task as may be required from time to time. Draft submissions and memos. Support the management of projects in the Directorate. Act as a secretariat to various forums hosted by the Directorate.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.

- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
- CLOSING DATE** : 17 June 2022
- POST 18/114** : **SENIOR PRACTITIONER: CHANGE MANAGEMENT AND TRANSFORMATION REF NO: DHET60/05/2022 (X2 POSTS)**
Branch: Corporate Management Services
Directorate: Human Resource Management and Development
Re-advertised and candidates who had previously applied may re-apply)
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Human Resource/Industrial Psychology/Organizational Development/Public Administration/Management. A minimum of two (2) to three (3) years of relevant experience in Change Management/Organisational Development/Transformation environment is required. Knowledge and understanding of organisational culture and human behaviour, Management of resources, Knowledge of policies/ implementation strategies, Knowledge of Change/Transformation Legislation/Directives, Ability to communicate ideas and issues to an audience in a tactful, influential manner, verbally and in writing, informally and formally, Ability to work collaboratively with a range of stakeholders in a facilitating, advisory or informative capacity, Computer skills and Project Management skills. Willingness to travel and a valid driver's licence.
- DUTIES** : Provide support in the development of change management initiatives (culture, behaviour, systems, organisational climate assessment). Participate in project teams to integrate change management activities into the overall project plans. Provide support in the implementation and delivery of the Operations Management Framework in the Department. Provide support in the implementation of Batho Pele Principles programmes in the Department. Participate and provide support in the development of the Service Delivery Model for the Department. Participate in the mainstreaming and implementation of transformation programmes in the Department. Provide support in the development and coordination campaigns on sector transformation and gender mainstreaming. Render general administrative support to the unit.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
- CLOSING DATE** : 17 June 2022
- POST 18/115** : **SENIOR ADMINISTRATIVE OFFICER: EASTERN CAPE CET COLLEGE**
REF NO: DHET61/05/2022
Branch: Community Education and Training
Component: Eastern Cape CET College
- SALARY CENTRE REQUIREMENTS** : R321 245 per annum (Level 08)
: East London
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration/Management or equivalent qualification. A minimum of two (2) to three (3) years of relevant experience in the administration and management environment. Knowledge of the PERSAL system will serve as an added advantage. Knowledge of the Public Financial Management Act (PFMA), General Public service procurement frameworks and policies will be required. Ability to develop and manage strategic and organisational plans, analytical and attention to detail, and be able to read and write accurately. Knowledge of computer programmes, including MS Excel, MS Access, MS PowerPoint, and MS Outlook is required. Written and verbal communication skills, report writing and logistical skills. Events planning and administration skills and information management skills are essential. A valid driver's licence will be added advantage.
- DUTIES** : The successful candidate will be expected to execute the various administrative tasks including but not limited to: Render administrative support services; assisting in the preparation of submissions and memorandums for the principal, and preparation of Principal presentations and speeches. Assist with the Human resource matters including, among others, reconciling and reporting all lecturers that are verified and ensuring that leave forms, REQV qualification, Termination, Performance Agreements and Reviews are verified and captured on PERSAL. Provide administrative support to the principal regarding the preparation of reports. Manage the filing system in ensuring proper filling of Personnel files, Audit files, Reports and Council minutes. Assist with the management and monitoring of the budget allocated to t Principal CET College. Analyse and perform reconciliation where necessary on all the reports

		submitted by Finance and Principal's office for Principal CET College and advise if there is anticipated budget under-spending and over-spending.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or http://z83.ngnscan.co.za/apply and following the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
<u>CLOSING DATE</u>	:	17 June 2022
<u>POST 18/116</u>	:	<u>SENIOR PRACTITIONERS: ORGANISATIONAL DEVELOPMENT REF NO: DHET62/05/2022 (X3 POSTS)</u> Branch: Corporate Management Services Directorate: Human Resource Management and Development Sub Directorate: Organisational Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum (Level 08) Pretoria A recognised bachelor's degree/national diploma (NQF Level 6) in Organisational Development/Human Resource Management or equivalent qualification. A job Evaluation Certificate will be an added advantage. A minimum of two (2) to three (3) relevant experience in an Organisational Design and Job Evaluation environment is required. Thorough knowledge and understanding of applicable HR legislation (Public Service Regulations, Public Service Acts, Treasury Regulations, Public Finance Management Act (PFMA) etc. and organisational Design principles, procedures, PSCBC resolutions and DPSA directives applicable. Excellent planning and organizing skills, interpersonal and decision-making skills. Good written and verbal communication skills. Good computer literacy (MS Word and Excel). Willingness to travel and work extra hours. A driver's licence is essential.
<u>DUTIES</u>	:	Provision of Organisational Design and Development Processes. Conducting Job Evaluation (JE) for all posts in the Department (Head Office, Technical Vocational Education and Training (TVET) and Community Education and Training (CET). Facilitate the development of Job Descriptions (JD) for all posts in the Department. Conducting work-study investigation for the Department (Head Office, TVET and CET. Rendering of general support services to the component. Management of all human, financial and other resources of the unit, including mentoring of interns.

- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". Disclaimer: Considering restrictions on travel during phases 5 to 1 of lockdown levels, you are encouraged to e-mail your application with the relevant supporting documentation. You must quote the reference number in the subject line.
- CLOSING DATE** : 17 June 2022
- POST 18/117** : **PROJECT FINANCIAL ADMINISTRATOR: EDUCATION FOR EMPLOYABILITY (E4E) REF NO: DHET63/05/2022**
Branch: Office of the Chief Financial Officer
Directorate: Development Support
(Duration: 4 Year Contract)
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)
Pretoria
An appropriate bachelor's degree/national diploma (NQF Level 7) in Bachelor of Arts/Financial Management or equivalent qualification. A minimum of two (2) to three (3) years 'experience in providing project administration/monitoring and evaluation of donor-funded projects and financial support. Must have effective communication and report writing as well as sound financial administration skills. The candidate should have appropriate experience in general office administration, workflow management and client service. The prospective candidate should be proactive, effective, and self-confident and be able to work in a diverse team. The candidate should have excellent verbal and writing skills. Competency in Microsoft Word, Excel and PowerPoint is a prerequisite. Basic knowledge of project management and Microsoft Project/Access would be an advantage. A valid driver's Licence.
- DUTIES** : Assist in the coordination and monitoring of projects funded from grants and donor funding. Provide financial and administrative support to donor-funded projects including Education for Employability project (E4E). Assist as a Secretariat for projects meetings. Assist in the Development of Terms of Reference. Provide projects/administrative support services within the Directorate. Draft project financial and narrative reports, Compile submissions, reports, and memos. Managed/Supervise the project budget. Support the

middle managers in the programme reporting and evaluation of projects for the effective and efficient utilization of projects funds. Recording and tracking of submissions received by and sent out as part of project administration. Perform any other duties delegated from time to time in the Directorate Provide administrative support to project managers on the Education for Employability (E4E

- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
- CLOSING DATE** : 17 June 2022
- POST 18/118** : **SENIOR ADMINISTRATIVE OFFICER: DEVELOPMENT SUPPORT REF NO: DHET64/05/2022**
Branch: Office of the Chief Financial Officer
Directorate: Development Support
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Bachelor of Arts/Financial Management or equivalent qualification. A minimum of two (2) to three (3) years' experience in rendering /providing Project Coordination/Administration /Monitoring and Evaluation of Donor funded Projects and Financial support. The candidate must have effective communication and report writing as well as sound financial administration skills. The candidate should have appropriate experience in general office administration, workflow management and client service. The prospective candidate should be pro-active, effective, and self-confident and be able to work in a diverse team. The candidate should have excellent verbal and writing skills. Competency in Microsoft Word, Excel, Project and PowerPoint is a prerequisite. Basic knowledge of Project Management would be an advantage. A valid driver's Licence.
- DUTIES** : Assist in the Coordination and Monitoring of Projects funded from grants and donor funding. Provide Financial and Administrative support to all Donor and Grant-funded Projects. Assist as a Secretariat for Projects Steering meetings. Assist in the Development of Terms of References. Provide

Projects/Administrative support services within the Directorate. Draft project financial and narrative reports, Compile submissions, reports, and memos. Manage/Supervise the Directorate Budget. Support the middle managers in the programme reporting and evaluation of projects for the effective and efficient utilization of projects funds. Recording and tracking of submissions received by and sent out as part of project administration. Perform any other duties delegated from time to time in the Directorate.

ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.

NOTE : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

CLOSING DATE : 17 June 2022

POST 18/119 : **SENIOR PRACTITIONER: SKILLS DEVELOPMENT IMPLEMENTATION (EASTERN CAPE AND KWAZULU-NATAL) REF NO: DHET65/05/2022**
Branch: Skills Development
Component: National Skills Fund
Chief Directorate: Skills Development Implementation

SALARY : R321 543 per annum (Level 08)
CENTRE : Pretoria

REQUIREMENTS : An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Management/Administration or equivalent qualification. A minimum of two (2) to three (3) years of experience in project management and/or office administration. Experience in have project administration experience for large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage. Knowledge of the post-school education and training system will also be an added advantage. Proven administrative capabilities. The candidate should have appropriate experience in general office administration, workflow management and client service. The prospective candidate should be pro-active, effective, and self-confident and be able to work in a diverse team. Further skills requirements relate to technical proficiency, communication and information management, administrative organising, monitoring, and evaluation, problem-solving and analysis, report writing, quality management, budgeting and financial management, and stakeholder engagement/management. The incumbent must be client

orientated, customer-focused, responsive, and be able to perform in a team environment. Good computer skills are required. Although the position will be mainly office-based, candidates must be willing to travel when required. Candidates must also be committed to meeting deadlines within tight timeframes and be willing to work overtime to meet the deadlines. A valid driver's licence.

DUTIES

: Assist in implementing activities related to the administration and implementation of projects for the regional office. Assist in conducting learner verification visits and gathering information for monitoring and reporting purposes. Ensure that all documents and information related to the portfolio are submitted for knowledge management purposes. Prepare project reports, presentations, and spreadsheets. Manage office assets; manage travel, accommodation, S&T claims, and other logistical requests for staff in the Directorate; Maintain the filing system. Answer telephone calls and take messages. Make travel bookings and schedule meetings for the Director. Manage Director's diary, manage the directorate/regional filing and system, perform any additional administrative duties as requested by the Deputy Director and the Director. Schedule appointments and maintain an electronic diary. Ensure the legislative dates are documented in the diary and those constant reminders are sent out to ensure project managers' compliance with due dates. Assist the Director and management in the region with preparing project reports, reporting templates, presentations and spreadsheets. Assist the Director and management in the region with uploading all project related documentation onto the knowledge management system in accordance with policy and procedure. Maintain the asset register for the region on the asset management system and, where required, provide updates to the Assistant Director: Facilities and Assets at Head Office. Take minutes of regional and management meetings, type up the minutes and distribute them to meeting participants. Plan, prepare timeously relevant documentation for meetings and arrange venue venues and refreshments as required and record proceedings of meetings. Prioritise work received from the Chief Directorate or other Directorate including EO's office. Type correspondence, reports, minutes, presentations, Meeting agendas, spreadsheets etc. Competent in Word, Excel, and PowerPoint. Prepare meeting documents and distribute information/documents as requested by the Directorate/Region in hard copy or electronically. Source information as requested by the Directorate. Receive and register incoming mail and documents and distribute them within the Directorate/ Region as required. Stock control of office stationery and COVID-19 PPEs. Perform secretarial and administrative tasks related to expense claims and quality check all documents from the project managers as well as claims to ensure correctness. Make photocopies, scan documents, and file documents electronically in a logical order. Maintain an appropriate filing system (manual and computerised) for the Directorate/ Region. Ensure all files are readily accessible and retrievable at all times. Register the movement and file all documents that come in the Directorate or leaving the office. Track and follow up on documents that were sent from the Directorate/Region that requires action or approval. Perform other administrative support functions.

ENQUIRIES

: Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

APPLICATIONS

: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.

NOTE

: Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No

appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

CLOSING DATE : 17 June 2022

POST 18/120 : **SENIOR PRACTITIONER: PERFORMANCE MANAGEMENT REF NO: DHET66/05/2022**

Branch: Corporate Management Services

Directorate: Human Resource Development and Performance Management

SALARY : R321 543 per annum (Level 08)

CENTRE : Pretoria

REQUIREMENTS : An appropriate bachelor's degree/national diploma (NQF level 6) in Human Resource Management / Human Resources Development or equivalent qualification. A minimum of two (2) to three (3) years of experience in the Educator's Performance Management and Development/Performance Management environment. Good knowledge and background in developing educators' work plans and performance appraisals/ assessments, Understanding of Public Service legislation, regulations, and policies. Ability to interpret and implement the integrated quality management system (IQMS) policies, relevant Collective Agreements and Circulars. Knowledge of implementing IQMS/ educators management system, drafting of educators' workplans, understanding of the Employment of Educators Act, 1998, Public Service Act and Public Service Regulations, DPSA's Directives, Educators Collective Agreements, PSCBC Resolutions and policies applicable to human resources management/ Educators development, as well as the ability to interpret policies, framework, Educational Labour Relation Council (ELRC) Resolutions and Knowledge of PFMA and Treasury Regulations. Extensive presentation Skills, Problem Solving Skills, Analytical skills, Client orientated, Project Management, Team Leadership, Planning and Organising, and People Management. Computer literacy in MS Word, Excel, PowerPoint and Outlook, Good coordination, presentation, and report writing skills. A valid driver's licence.

DUTIES : Provide technical advice and guidance on the Implementation of IQMS. Provide support and assistance with work plan development, drafting of performance agreements and conducting performance appraisals/assessments. Quality assures IQMS work plans and assessments. Ensure alignment of educators' work plans with the Annual Performance Plan of the department and the Operational Plan of the unit. Facilitate monitoring for lecturing staff. Facilitate and coordinate performance moderation sessions. Facilitate the processing of performance management outcomes for lecturing staff. Facilitate and present in IQMS workshops and training sessions. Conduct validation on IQMS documents. Ensure legislative and policy compliance and ensure the safekeeping of IQMS documents.

ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.

NOTE : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified

documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

- CLOSING DATE** : 17 June 2022
- POST 18/121** : **SENIOR ADMINISTRATION OFFICER: TEACHER EDUCATION REF NO: DHET67/05/2022**
Branch: University Education
Directorate: Teacher Education
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration/ Management or equivalent qualification. A minimum of two (2) to three (3) years of experience in administration related. Environment. Knowledge of financial management systems and proven experience of at least three years in administration. Knowledge of Treasury Regulations and the Public Finance Management Act and experience in the management of monthly cash flow statements are essential, including an understanding of procurement policies, risk and fraud management, management of leave, etc. The candidate must have above average computer skills (MS Office). Good communication skills (written and verbal). Good general office management skills and interpersonal skills. A valid driver's licence.
- DUTIES** : The scope of work of the candidate will include, but not be limited to Managing the MTEF budget process and monthly cash flow statement for the Directorate, Providing administrative, logistical and financial support to the Directorate, Providing general office support, including filing, tracking and processing of documents and correspondence, Compiling, managing and updating monthly, quarterly and annual financial and progress reports, Setting up meetings, compiling and distributing accurate minutes of meetings, Managing the Director's diary, Assuming secretarial functions when required.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference.

All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". NB: All shortlisted candidates will be required to write a competency test.

- CLOSING DATE** : 17 June 2022
- POST 18/122** : **SENIOR ADMINISTRATION OFFICER: SCHOLARSHIPS STUDENT SUPPORT REF NO: DHET68/05/2022**
Branch: University Education
Directorate: International Scholarships
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)
: Pretoria
: An appropriate bachelor's degree/ national diploma (NQF Level 6) in International Relations, Education, Public Administration, PPE (politics, philosophy, and economics), Political Studies, Sociology, Marketing, or an equivalent qualification. A postgraduate relevant qualification will be an added advantage. A minimum of two (2) to three (3) years of experience in higher education. Experience related to the administration of international scholarships or study programmes is an advantage. Experience studying or working abroad is an advantage. The candidate must be able to work in a team and the ability to work under pressure, be willing to travel and work overtime when required and be able to think strategically and communicate well (written and verbal) with both internal and external stakeholders. Shows pride in work and achievements, demonstrates professional competence, is conscientious and efficient in meeting commitments, observing deadlines, and achieving results; is motivated by professional rather than personal concerns. A high level of expertise and experience in the MS Office Suite. Excellent email, web, and social media skills. Speaks and writes clearly and effectively, listens to others, correctly interprets messages from others and responds appropriately, tailors language, tone, style, and format to context. Demonstrates openness to sharing information and keeping others informed. Interpersonal skills and the ability to manage conflict. Ability to plan and prioritise work. Aptitude in problem-solving and ability to collect, manage and articulate data and information. A valid driver's licence.
- DUTIES** : Provide administrative support for the implementation of scholarship programmes including stakeholder engagement. Support scholarship recipients during their studies, including responding to queries, reviewing quarterly reports, following up on areas of concern for students and elevating problems, when necessary, travel bookings and record management. Provide administrative assistance in the development of policies, guidelines, and instruments for offering support to scholarship recipients. Administrative support for pre-departure orientations for scholarship recipients. Assist with monitoring and reporting on scholarship expenditure. Generally, support the work of the International Scholarships Directorate, including drafting correspondence and reports on request.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
- CLOSING DATE** : 17 June 2022
- POST 18/123** : **PERSONAL ASSISTANT TO THE DEPUTY DIRECTOR-GENERAL:**
UNIVERSITY EDUCATION REF NO: DHET69/05/2022
Branch: University Education
- SALARY** : R321 543 per annum (Level 08)
CENTRE : Pretoria
- REQUIREMENTS** : An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration or equivalent qualification in Secretariat support. A minimum of two (2) to three (3) years of experience in rendering secretariat and administration services. Advanced office management qualifications will be a distinct advantage. Good interpersonal and communication skills to interface with people from diverse backgrounds. Reasonable experience in using computer applications Ms Word, Excel, PowerPoint, and Outlook. Good organizational and basic events management skills. The ability to create and manage databases, presentations and financial matters will be added advantages.
- DUTIES** : The scope of work of the Personal Assistant will include but not be limited to providing administrative support in the DDG's office; Managing and administering the DDG's diary and itinerary; Type and preparing all the necessary documentation for the DDG; Ensuring the safekeeping and filing of all documentation and records in the office of the DDG in line with the relevant legislation and policies; Ensure the smooth running of the DDG's office by handling all correspondence and queries requiring attention; Respond to enquiries received from internal and external stakeholders; Obtain inputs, collate and compile reports, e.g., progress, monthly and management reports; Scrutinize routine submissions/reports and make notes and/or recommendations for the manager; Respond to enquiries received from internal and external stakeholders. Clarify instructions and notes on behalf of the manager; Handle and manage cash flow in the office of the manager including petty cash; Perform routine duties in the office of the manager including telephone, travel arrangements, hotel bookings and arranging

- appointments and meetings with stakeholders; Interface with internal and external clients.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". NB: All shortlisted candidates will be required to write a competency test.
- CLOSING DATE** : 17 June 2022
- POST 18/124** : **SENIOR INFORMATION SECURITY ANALYST: INFORMATION SECURITY MANAGEMENT AND GOVERNANCE REF NO: DHET70/05/2022**
Branch: Corporate Management Services
Directorate: Information Technology and Business Systems Management
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in information Security or Information Technology and Communication (ITC) or an equivalent qualification. A minimum of two (2) to three (3) years of experience in international certifications: CompTIA Security+ or Certified Information Systems Security Professional (CISSP) or Certified Information Systems Auditor (CISA) will be highly advantageous. Knowledge of Information Technology experience within an Information Security environment. Proven working experience in Security technologies such as Symantec Endpoint Protection (SEP), Symantec Endpoint Encryption (SEE aka PGP), Symantec Data Loss Prevention (DLP), Symantec Advanced Threat Protection (ATP), Zscaler Cloud Web Security, Identity and Access Management (IAM), Public Key Infrastructure (PKI) will be very advantageous. Knowledge of ISO27001/2:2013 will be advantageous.
- DUTIES** : Administration and Operations of the Department's Managed Security Services infrastructure which includes both Endpoint and Perimeter Security. Manage the process of vulnerability assessments within the Department. Resolve identified issues as per the Department's audit action plan. Implement and manage an effective Patch Management Process to ensure compliance with the Department's IT Systems. Implementation of information security policies

		on the department's ICT infrastructure. Perform penetration testing on the Department's IT Systems.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or http://z83.ngnscan.co.za/apply and following the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
<u>CLOSING DATE</u>	:	17 June 2022
<u>POST 18/125</u>	:	<u>SENIOR INFORMATION TECHNICIAN: SERVICE MANAGEMENT AND SUPPORT REF NO: DHET71/05/2022</u> Branch: Corporate Management Services Directorate: Information Technology Infrastructure Support and Operations
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum (Level 08) Pretoria An appropriate bachelor's degree/diploma (NQF Level 6) in Information and Communication Technology (ICT) or equivalent qualification. ITIL and COBIT Frameworks, N+, A+, A minimum of two (2) three (3) years' experience at a technical level in the ICT environment in the Public Service. Good Customer Care, Very Good communication (Verbal and Written skills, Troubleshooting and problem-solving skills. Must be Innovative and self-driven. Must understand IT LAN and WAN Support, IT Security, Change Management. Installation and troubleshooting Apple Mac and Microsoft environment. Knowledge of Office365. Knowledge and troubleshooting transversal systems (BAS, LOGIS and PERSAL) systems. A valid driver's licence.
<u>DUTIES</u>	:	Configuration and maintenance of desktops, notebooks (including Apple Mac) and mobile devices (I pads and Tablets). Installing and upgrading applications (e.g., Microsoft Office 365, Adobe Reader, etc.). Creating user accounts on Active Directory and email accounts (using O365 exchange) for DHET employees. Connecting users to both network and local printers. Ensure network availability for all ICT infrastructures. Adding computers to the domain. Installation and updating of antivirus software. Installation and support of transversal systems (BAS, PERSAL, and LOGIS). Ensure reliable connection and access to shared network drives. Upgrading of operating systems. Mapping of network drives. Liaise with external vendors and service providers. Analysed and resolve user technical problems. Assist in performing

configuration management on the network. Assist in performing and monitoring backups in line with the Department backup policy and disaster recovery plan. Assist with the monitoring and performing health checks on the network. Provide technical support in virtualized server environments. Provide technical support in a LAN environment (routing & switching), server (DHCP, DNS) and wireless access systems. Supervise interns and junior technicians.

ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.

NOTE : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

CLOSING DATE : 17 June 2022

POST 18/126 : **SENIOR PRACTITIONER: TRAINING AND DEVELOPMENT REF NO: DHET72/05/2022**

Branch: Corporate Management Services
Directorate: Human Resource Development

SALARY : R321 543 per annum (Level 08)

CENTRE : Pretoria

REQUIREMENTS : An appropriate bachelor's degree/national diploma (NQF Level 6) in Human Resource Management/ Development/Management of Training or related Social Sciences qualification. A minimum of three (3) to five (5) years of proven experience in youth development programmes i.e., graduate internship and work-integrated learning (WIL). Supervisory experience is essential. Knowledge and youth development regulations and directives. Knowledge of legislative frameworks governed by the Skills Development Act and other related policies and procedures. Knowledge and understanding of PMDS and IQMS. Knowledge and understating of coordination and facilitation of training. A relevant PERSAL certificate will be an added advantage. A certificate in facilitation/ Assessor/Moderator will be added advantage. Good administration skills, ability to reach deadlines and teamwork. Ability to work under pressure, interpersonal skills, presentation skills, knowledge of computer (Microsoft Office programmes). Planning and organising skills. Good communication skills (verbal and writing) and coordinating skills. Research skills. A valid driver's licence.

- DUTIES** : Coordinate the implementation of youth development programmes. Conduct needs analysis throughout various branches and facilitates the advertisement of youth development programmes. Coordinate interviews and coordinate the placement of graduate and student interns in the department. Facilitate the signing of contracts, compile progress reports, and coordinate and facilitate youth development forums. Facilitate the development of the Work Skills Plan. Establish and maintain a good relationship with ETDP Seta. Develop the annual Work Skills Plan (WSP) from the data collected, coordinate Skill Development Committee (SDC) meeting and communicate with SDC relevant staff and units regarding the preparation and reporting of WSP. Facilitate the submission of quarterly performance assessments and coordinate the induction in line with the Breaking Barriers to entry (BB2E) programme. Coordinate farewell ceremony. Administer Internship and leadership programmes. Coordinate quarterly meeting forums with graduate and student interns. Supervise the staff and manage the development and performance of the staff.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
- CLOSING DATE** : 17 June 2022
- POST 18/127** : **SENIOR ADMINISTRATIVE OFFICER: NATIONAL SKILLS AUTHORITY**
REF NO: DHET73/05/2022
Branch: Skills Development
Component: National Skills Authority
- SALARY** : R321 543 per annum (Level 08)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Management/Administration, Social Sciences, or any other relevant qualification. A minimum of two (2) to three (3) years of employment experience in rendering secretariat and administration support for senior management. Good interpersonal and communication skills to interface with people from various backgrounds and skills development stakeholders. Knowledge and experience in computer applications in office management including MS Word,

		Excel, PowerPoint, and Outlook. Good organizational, secretarial, administration, events, and project management skills. Excellent report, minute writing skills and knowledge of Batho Pele principles.
<u>DUTIES</u>	:	Render secretarial and administrative support in the National Skills Authority Chief Directorate. Provide secretarial support for Directorate's meetings. Coordinate NSA events and projects. Maintain electronic and manual records, keeping system for Directorate meetings. Prepare documentation for NSA meetings and events. Provide support for NSA projects and assist in the coordination of research studies to enable the NSA to fulfil its advisory role. Provide administrative support during the development of NSA reports. Any other work as directed by the Director/ Executive Officer of the NSA.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or http://z83.ngnscan.co.za/apply and following the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
<u>CLOSING DATE</u>	:	17 June 2022
<u>POST 18/128</u>	:	<u>SENIOR ADMINISTRATION OFFICER: OCCUPATIONAL QUALITY INSTITUTIONAL PLANNING AND SUPPORT REF NO: 74/05/2022</u> Branch: Skills Development Directorate: Seta Support and Learnership
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 245 per annum (Level 08) Pretoria An appropriate bachelor's degree/National Diploma (NQF Level 6 in Public Administration/Financial Management/Auditing or equivalent qualification. A minimum of two (2) to three (3) years of experience within the Education and Training or Skills Development environment. Knowledge of Training and Development. Knowledge of Project Management and Financial management. Knowledge of Skills Development legislation such as the National Qualification Framework (NQF) Act, Skills Development Act (SDA), Skills Development Levies Act, Public Finance Management Act; Labour Relations Act; key South African labour market issues and partners; skills supply and demand in South Africa, a good understanding of the Quality Council for Trades and Occupations (QCTO) and Sector Education and Training Authorities (SETAs); Demonstrable ability to produce reports and coordinate multiple stakeholder

meetings and workshops. Excellent oral and written communication skills. Computer literacy, investigation skills, report analytical skills, monitoring, and evaluation skills. Experience in organisational development, support, and conflict resolution. A valid driver's licence.

DUTIES

: Assist in the monitoring performance of the QCTO against predetermined objectives. Assist in ensuring that the QCTO complies with the legislative framework for strategic planning. Assist in ensuring that the QCTO performance outcome is in line with the legislative framework; evaluation of the QCTO Strategic Plans (SP) and Annual Performance Plan (APP) to ensure alignment to the sector skills plans. Develop and manage strategic plans and annual performance plans of the QCTO in line with the implementation of priorities of the NSDS and other Government and sectorial priorities; develop and agree on the key performance measures for delivery of core functions for the QCTO; Develop and agree on sector-specific key deliverables and provide support to the QCTO and resolve matters relating to quality assurance. Manage the process of determination for the QCTO funding in line with the SETA Grant Regulations. Develop and communicate a schedule for the approval of the QCTO funding by the Minister to relevant stakeholders. Ensure that the QCTO submits the budget as per the date scheduled for the Minister's approval of the QCTO funding request. Manage the QCTO corporate governance matter, assist in the process of appointing the QCTO Council and the Chief Executive Officer, assist in guiding and coordinating the induction of the newly appointed QCTO Council members. Provide support to the QCTO and monitor the implementation of its APP, assist with the coordination of meetings between the Skills Development Branch Management and the QCTO Executives designed to address issues of governance, funding, and performance. Assist with drafting of circulars, letters, and submissions.

ENQUIRIES

: Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

APPLICATIONS

: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.

NOTE

: Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

CLOSING DATE

: 17 June 2022

POST 18/129 : **SENIOR ADMINISTRATIVE OFFICER: UNIVERSITY RESEARCH SUPPORT AND POLICY DEVELOPMENT REF DHET 75/05/2022**
Branch: University Education
Directorate: University Research Support and Policy Development

SALARY CENTRE REQUIREMENTS : R321 543 per annum (Level 08)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Management/Administration or equivalent qualification in Social Sciences. A minimum of two (2) to three (3) years of employment experience in rendering secretariat and administration support. Good knowledge of the post-school education and training system. Knowledge and understanding of policies and regulatory frameworks governing higher education. Understanding of key stakeholder bodies in the higher education sector. Good interpersonal and communication skills, planning and organization of work, and administration skills. Technical proficiency; monitoring and evaluation; analysis and compiling presentations. Knowledge management. Strong time management and problem-solving skills are an advantage. Budgeting and financial management. Knowledge of Treasury Regulations and the Public Finance Management Act is essential. Ability to function well under pressure and ability to interact well with people from a wide variety of backgrounds and levels. Excellent communication both in writing and verbally. Good planning, organizational and management skills. Knowledge and experience in computer applications in office management including MS Word, Excel, PowerPoint, and Outlook. A valid driver's licence.

DUTIES : The scope of the work of a successful candidate will include, but not be limited to Coordination of administrative support and activities pertaining to the Directorate; Assist with the implementation of the research output and various other policies; Supporting the process of journal applications for inclusion on the South African approved journals list; Regular update and maintenance of the South African approved journals list; Prepare data and carry out analyses of research output performance of Universities; Liaison with internal and external stakeholders relating to the work of the Directorate; Track and maintain records of all financial transactions in the Chief Directorate; Management of monthly cash flow statements, procurement policies and practices and risk and fraud management; Manage all logistical arrangements for the Directorate; Participate actively as a team member in the activities and functions of the Directorate.

ENQUIRIES APPLICATIONS :
: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.

NOTE : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not

be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". NB: All short-listed candidates will be required to undertake a competency assessment

CLOSING DATE

: 17 June 2022

POST 18/130

: **ADMINISTRATION ASSISTANCE: REF NO: DHET76/05/2022**

Branch: Skills Development Services

Component: National Skills Fund

**SALARY
CENTRE
REQUIREMENTS**

: R261 372 per annum (Level 07)

: Pretoria

: An appropriate bachelor's degree/diploma (NQF Level 6) in Financial Management. A minimum of two (2) to three (3) years of experience in financial management systems and proven experience years in administration. Knowledge of Treasury Regulations and the Public Finance Management Act and experience in the management of monthly cash flow statements are essential, including an understanding of procurement policies, risk and fraud management, management of leave, etc. Possess good computer skills (MS Office), Good interpersonal and communication skills, planning and organization of work, and administration skills. General office management skills and excellent interpersonal skills. A valid driver's licence.

DUTIES

: Perform administrative duties for the DHET projects funded by NSF through the DHET growth grant. Correspond with internal and external stakeholders. Source information and supporting documentation related to DHET projects. Identify projects the contract date has ended and obtain a close-out report to finalise the closure of the project. Verify the contract values, contract start, and end dates and payments made. Type correspondence, reports, spreadsheets, and any other related material as requested. Compare the information in the NSF records with DHET records to ensure the accuracy of information. Verify information on the commission schedule and cash flows against documents in the file. Prepare documents and distribute information or documents internally or externally as requested. Arrange meetings. Type correspondence, reports, minutes, presentations, spreadsheets and related material from Dictaphone or handwritten notes. This involves working on Word, Excel, and PowerPoint. Perform administrative tasks related to expense claims. Make photocopies, scan documents, file documents electronically in a logical order and receive or send facsimiles. Maintain an appropriate filing system for the Chief Directorate. Coordinate business travel and accommodation as required. Participate as an active member of the NSF.

ENQUIRIES

: Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

APPLICATIONS

: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.

NOTE

: Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If

you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". NB: All shortlisted candidates will be required to write a competency test.

- CLOSING DATE** : 17 June 2022
- POST 18/131** : **ADMINISTRATION OFFICER: LEVY GRANT REF NO: DHET 77/05/2022**
Branch: Skills Development Services
Directorate: Seta Support and Learnership
- SALARY** : R261 372 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration/Management/Social Sciences/Economics. A minimum of one (1) to two (3) years' experience in rendering administration functions within a Training and development environment. A relevant work experience in Post-School Education and Training sector will serve as an added advantage. Knowledge of Departmental policies and procedures; Skills Development Act; Skills Development Levies Act; Basic Conditions of Employment; Batho Pele Principles; Communication Skills; excellent planning and organising skills; ability to work collaboratively with a range of Stakeholders. Computer literacy. A valid driver's licence.
- DUTIES** : Responsible for assisting stakeholders with the Inter-SETA transfer process. Compile BAS payments for the 21 SETAs and National Skills Fund (NSF). Liaise with SETAs, South African Revenue Services (SARS) and other stakeholders on skills levy related matters. Provide support in the development of policies and regulations, draft and compile letters, submissions, memos, reports, and other official correspondence. Handle enquiries from various stakeholders within the PSET system; coordinate meetings and arrange the logistics timeously in preparation for the meetings, arrange travelling and accommodation; analyse and evaluate the Inter-seta transfers applications. Safekeeping records of official documents; and performing other administrative duties as assigned by the Supervisor.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or **<http://z83.ngnscan.co.za/apply>** and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: **<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>**. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable

candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

- CLOSING DATE** : 17 June 2022
- POST 18/132** : **INFORMATION TECHNOLOGY TECHNICIAN REF NO: DHET78/05/2022 (X4 POSTS)**
Branch: Corporate Management Services
Directorate: Information Technology Infrastructure Support and Operations
- SALARY** : R261 372 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/national diploma (NQF Level 6) in Information Technology or equivalent qualification. A minimum of one (1) two (2) years' work experience in the Information and Communication Technology (ICT) field as an IT Technician. An experience at a technical level in the ICT environment in the Public Service will serve as an added advantage. Good Customer Care and client-oriented focus. Good communication skills (Verbal and Written), Troubleshooting and problem-solving skills. Knowledge and understanding of IT LAN and WAN Support, IT Security. Installation and troubleshooting Apple Mac and Microsoft environment. Knowledge of Office365. Knowledge and troubleshooting transversal systems (BAS, LOGIS and PERSAL). A valid driver's licence.
- DUTIES** : Configuration and maintenance of desktops, notebooks (including Apple Mac) and mobile devices (laptops and Tablets). Installing and upgrading applications (e.g., Microsoft Office 365, Adobe Reader, etc.). Creating user accounts on Active Directory and email accounts (using O365 exchange) for DHET employees. Connecting users to both network and local printers. Ensure network availability for all ICT infrastructures. Adding computers to the domain. Installation and updating of antivirus software. Installation and support of transversal systems (BAS, PERSAL and LOGIS). Ensure reliable connection and access to shared network drives. Upgrading of operating systems. Mapping of network drives. Liaise with external vendors and service providers. Analyse and resolve user technical problems.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record

check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

- CLOSING DATE** : 17 June 2022
- POST 18/133** : **FRAUD PREVENTION OFFICER: FRAUD PREVENTION REF NO: DHET79/05/2022**
Branch: Office of Director-General
Directorate: Risk, Fraud, Ethics, and Integrity Management
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07)
: Pretoria
: An appropriate bachelor's degree/National Diploma qualification (NQF Level 6) in Fraud Management/ Auditing/Accounting/ Forensic Investigation equivalent qualification. A minimum of one (1) to two (2) years of work experience in anti-fraud experience in an anti-fraud/ corruption environment. Knowledge: High level of investigation and audit skills, principles and practices, knowledge and experience of investigative interviews techniques, knowledge of Government/Departmental and Anti-Corruption/Anti-Fraud Policies Processes and Procedures, knowledge of the environment of Whistleblowing in South Africa and the handling of classified information/or and "Protected Disclosures", Legal environment: taking of Section 204 statements, the handling of evidence (laws of evidence, the ability to work independently and the ability to work with law enforcement agencies to prepare cases for Court in criminal matters. Fraud related administration and operational duties. Knowledge and understanding of Batho Pele Principles, Public Service Regulations, and other relevant prescripts. Skills: Planning and organizing, Time Management, Conflict Management, Analytical, Investigation, Communication (verbal & written), Computer literacy, Presentation. Ability to work under pressure and to deliver within agreed time frames. Willingness to travel and a valid A valid driver's licence.
- DUTIES** : Assist in the Implementation of Fraud and Anti-Corruption Strategies. Assist with investigations in reported cases of Fraud and Corruption. Assistant in the recovery of all assets acquired fraudulently. Analyse system capabilities for anti-fraud & corruption management programmes. Safekeeping of evidence. Organizing meetings with people of interest. Arrangement of travel logistics.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or **<http://z83.ngnscan.co.za/apply>** and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: **<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>**. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable

candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

- CLOSING DATE** : 17 June 2022
- POST 18/134** : **IT TECHNICIAN: CORPORATE MANAGEMENT SERVICES REF NO: DHET80/05/2022**
 Branch: Technical and Vocational Education and Training
 Component: Western/Northern Cape Regional Office
 Re-advertised and candidates who had previously applied may re-apply
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07)
 : Cape Town
 : An appropriate bachelor's degree/national diploma (NQF Level 6) in Information Technology or equivalent qualification. A minimum of one (1) to two (2) years' work experience in the Information Technology field as an IT Technician. The industry recognised certifications such as MCSE/ MCITP, A+, N+ Security +, ITIL as well as other IT governance frameworks will be an added advantage. Good communication, problem-solving, ICT infrastructure support and Customer relationship skills. Network Administration, IT Service Management. Sound knowledge of COBIT 5 Foundation, ITIL and other IT Governance frameworks. Installation and support of transversal systems (BAS, PERSAL and LOGIS). Willingness to travel and a valid driver's licence.
- DUTIES** : To provide Local Area Network and Desktop support services: Creating a user account on desktop and laptop (mailbox and windows). Unlocking of password using AdminPack. Setting up desktops, printers, and data projectors. Configuring mainframe applications. Provide support for data migration during computer setup. Provide telephonic support. Troubleshooting of all issues reported. Gather and analyse users' issues in ICT and provide solutions. Provide support for identified Level 8 and/ Level 910 issues where configuration solutions have already been documented on the ITIL. IT helpdesk services: Provide first level contact and convey resolutions to customer issues as requested by level 8/9. Perform any other related function as requested by Supervisor.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record

check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

- CLOSING DATE** : 17 June 2022
- POST 18/135** : **COMMUNICATION OFFICER: CORPORATE MANAGEMENT SERVICES**
REF NO: DHET81/05/2022
Branch: Technical and Vocational Education and Training
Component: Western/Northern Cape Regional Office
Re-advertised and candidates who had previously applied may re-apply)
- SALARY** : R261 372 per annum (Level 07)
CENTRE : Cape Town
REQUIREMENTS : An appropriate bachelor's degree/national diploma (NQF Level 6) in Communication Studies /Media Studies /Journalism/ Public Relations/ Marketing. A minimum of one (1) to two (2) years of working experience in the relevant field. News writing expertise. Proficiency in at least three (3) official languages. Knowledge and practical working experience in news writing, reviewing, and proofreading. Knowledge and understanding of media management. Knowledge of techniques and procedures for the planning and execution of media activities. Programme and project management. Problem-solving and analytical skills. People and diversity management. Client orientation and customer focus. Ability to work under pressure, travel nationally and meet deadlines. Accountability and ethical conduct. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies, and programmes. Willingness to travel and a valid driver's licence.
- DUTIES** : To handle various matters related to internal and external communication in the Regional Office. Conduct elementary research on matters related to communication. Collect information towards assisting with the drafting of speeches, media statements/press releases, etc. for different events or occasions of the Department. Prepare and/or facilitate the printing of departmental publications to ensure effective communication to all stakeholders of the department e.g., Annual reports, Departmental newsletters/ brochures. Annual calendars, Event programmes, Greeting cards, nameplates for officials within the Department, Design, and layout of publications for printing, and design draft for printing companies. Assist in the development of and ensure the successful implementation of the department communication policy to promote and enhance communication within and outside the Department. Update information on the Departmental website and liaise with the website designer on matters related thereto. Handle various matters related to the drafting of responses to media- and press releases, newsletters, and articles. Rendering photographer services to the Department. Monitor media coverage and compile a synoptic report of issues that affect and/or impact the Departments towards informing appropriate responses by the relevant authority. Arrange and /Or assist with the arrangement and/or coordination of departmental events to promote the image of the department in the Region. Represent the unit in various meetings. Perform any other related functions as requested by the supervisor.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : Disclaimer: Considering restrictions on travel during phases 5 to 1 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified

documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

- CLOSING DATE** : 17 June 2022
- POST 18/136** : **COMMUNICATION OFFICER: CORPORATE MANAGEMENT SERVICES**
REF NO: DHET82/05/2022
 Branch: Technical and Vocational Education and Training
 Component: Mpumalanga/North West Regional Office
 Re-advertised and candidates who had previously applied may re-apply
- SALARY** : R261 372 per annum (Level 07)
CENTRE : Standerton
REQUIREMENTS : An appropriate bachelor's degree/National Diploma (NQF Level 6) in Communication Studies /Media Studies /Journalism/ Public Relations/ Marketing. A minimum of three (3) years of working experience in the relevant field. News writing expertise. Proficiency in at least three (3) official languages. Knowledge and practical working experience in news writing, reviewing, and proofreading. Knowledge and understanding of media management. Knowledge of techniques and procedures for the planning and execution of media activities. Programme and project management. Problem-solving and analytical skills. People and diversity management. Client orientation and customer focus. Ability to work under pressure, travel nationally and meet deadlines. Accountability and ethical conduct. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies, and programmes. Willingness to travel and a valid driver's licence.
- DUTIES** : To handle various matters related to internal and external communication in the Regional Office. Conduct elementary research on matters related to communication. Collect information towards assisting with the drafting of speeches, media statements/press releases, etc. for different events or occasions of the Department. Prepare and/or facilitate the printing of departmental publications to ensure effective communication to all stakeholders of the department e.g., Annual reports, Departmental newsletters/ brochures. Annual calendars, Event programmes, Greeting cards, nameplates for officials within the Department, Design, and layout of publications for printing, and design draft for printing companies. Assist in the development of and ensure the successful implementation of the department communication policy to promote and enhance communication within and outside the Department. Update information on the Departmental website and liaise with the website designer on matters related thereto. Handle various matters related to the drafting of responses to media- and press releases, newsletters, and articles. Rendering photographer services to the Department. Monitor media coverage and compile a synoptic report of issues that affect and/or impact the Departments towards informing appropriate responses by the relevant authority. Arrange and /Or assist with the arrangement and/or

		coordination of departmental events to promote the image of the department in the Region. Represent the unit in various meetings. Perform any other related functions as requested by the supervisor.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or http://z83.ngnscan.co.za/apply and following the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
<u>CLOSING DATE</u>	:	17 June 2022
<u>POST 18/137</u>	:	<u>COMMUNICATION OFFICER: CORPORATE MANAGEMENT SERVICES</u> <u>REF NO: DHET83/05/2022</u> Branch: Technical and Vocational Education and Training Component: Eastern Cape Regional Offices
<u>SALARY</u>	:	R261 372 per annum (Level 07)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/national diploma (NQF Level 6) in Communication Studies /Media Studies /Journalism/ Public Relations/ Marketing. A minimum of one (1) to two (2) years of working experience in the relevant field. News writing expertise. Proficiency in at least three (3) official languages. Knowledge and practical working experience in news writing, reviewing, and proofreading. Knowledge and understanding of media management. Knowledge of techniques and procedures for the planning and execution of media activities. Programme and project management. Problem-solving and analytical skills. People and diversity management. Client orientation and customer focus. Ability to work under pressure, travel nationally and meet deadlines. Accountability and ethical conduct. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies, and programmes. Willingness to travel and a valid driver's licence.
<u>DUTIES</u>	:	To handle various matters related to internal and external communication in the Regional Office. Conduct elementary research on matters related to communication. Collect information towards assisting with the drafting of speeches, media statements/press releases, etc. for different events or occasions of the Department. Prepare and/or facilitate the printing of departmental publications to ensure effective communication to all

stakeholders of the department e.g., Annual reports, Departmental newsletters/ brochures. Annual calendars, Event programmes, Greeting cards, nameplates for officials within the Department, Design, and layout of publications for printing, and design draft for printing companies. Assist in the development of and ensure the successful implementation of the department communication policy to promote and enhance communication within and outside the Department. Update information on the Departmental website and liaise with the website designer on matters related thereto. Handle various matters related to the drafting of responses to media- and press releases, newsletters, and articles. Rendering photographer services to the Department. Monitor media coverage and compile a synoptic report of issues that affect and/or impact the Departments towards informing appropriate responses by the relevant authority. Arrange and /Or assist with the arrangement and/or coordination of departmental events to promote the image of the department in the Region. Represent the unit in various meetings. Perform any other related functions as requested by the supervisor.

- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
- CLOSING DATE** : 17 June 2022
- POST 18/138** : **STATE ACCOUNTANT: CORPORATE MANAGEMENT SERVICES REF NO: DHET84/05/2022**
Branch: Technical and Vocational Education and Training
Component: Mpumalanga/Northwest Regional Office
Re-advertised and candidates who had previously applied may re-apply
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07)
Standerton
An appropriate bachelor's degree/national diploma (NQF Level 6) in Financial Management /Accounting. A minimum of three (3) year's relevant experience in Budget Management. Other Skills/ Requirements: Knowledge and experience in BAS, and PERSAL. Thorough knowledge of PFMA, Treasury Regulations and financial management policies and procedures. Must be computer literate (Microsoft Word, PowerPoint, and Excel). Candidates must

<u>DUTIES</u>	:	have work experience in Budget processes, Accounts Payable and Supply Chain Management processes. Sound accounting skills. Ability to work under pressure and meet deadlines. Willingness to travel and a valid driver's licence. The successful candidate will be responsible for compiling and monitoring of budget Mpumalanga/North West Regional Office. Assist in the coordination and preparation of the budget by providing technical support to the programmes for the MTEF budget process. Compile monthly, quarterly, and annual expenditure reports. Monitor budget spending by set policies and procedures. Ensure that misallocations are cleared monthly. Quality checks all requisitions and ensures SCOA allocation is committed in the relevant items and corrected where needed. Provide technical support and advice to Mpumalanga/North West Regional Office Staff, programme managers and institutions. Assist in preparing audit pack for internal and external audit purposes. Basic knowledge of supply chain duties, and practices as well as the ability to capture data, operate computers and collect statistics. Provide efficient procurement services to the Region. Ensure compliance with policies and procedures that regulate and govern Supply Chain Management. Ensure that all appropriate procedures are followed in the procurement of stock and services. Maintain proper update of Procurement Register for requisitions made. Prepare monthly Procurement Reports and monitor procurement plans. Perform any other finance-related functions as required by the supervisor.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or http://z83.ngnscan.co.za/apply and following the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
<u>CLOSING DATE</u>	:	17 June 2022
<u>POST 18/139</u>	:	<u>PERSONAL ASSISTANT TO THE REGIONAL MANAGER REF NO: DHET85/05/2022</u> Branch: Technical and Vocational Education and Training Component: Gauteng/ Free State Regional Office
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum (Level 07) Johannesburg An appropriate national senior certificate/grade 12 or NCV Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF Level 6) in Office

Administration/Secretarial or equivalent qualification will be an added advantage. A minimum of two (2) to three (3) years in rendering secretarial and administrative support. Good interpersonal and communication skills to interface with people from diverse backgrounds. Reasonable experience in using computer applications Ms Word, Excel, PowerPoint, Outlook, and Access. Good organisational and basic events management skills. The ability to create and manage databases, presentations and financial matters will be added advantages.

DUTIES : The successful candidate will be responsible for the following duties: Provide administrative support in the Regional Manager's office. Manage and administer the Regional Manager's diary and itinerary. Type and prepare all the necessary documentation and records in the office of the Regional Manager in line with the relevant legislation and policies. Ensure the smooth running of the Regional Manager's office by handling all correspondence and queries requiring the attention of the Regional Manager. Respond to enquiries received from internal and external stakeholders. Obtain inputs, collates and compile reports, e.g., progress, monthly and management reports. Scrutinise routine submissions/reports and make notes and/or recommendations for the Regional Manager. Clarify instructions and notes on behalf of the Regional Manager. Perform routine duties in the office of the Regional Manager including telephone, travel arrangements, accommodation bookings and arranging appointments and meetings with stakeholders. Interface with internal and external clients.

ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.

NOTE : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

CLOSING DATE : 17 June 2022

POST 18/140 : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR REF NO: DHET86/05/2022**

Branch: Corporate Management Services
Chief Directorate: Human Resource Development Council Secretariat

SALARY CENTRE : R261 372 per annum (Level 07)
: Pretoria

<u>REQUIREMENTS</u>	:	An appropriate national senior certificate/grade 12 or NCV Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF Level 6) in Office Administration/Secretarial or equivalent qualification will be an added advantage. A minimum of two (2) to three (3) years in rendering secretarial and administrative support. Good interpersonal and communication skills to interface with people from diverse backgrounds. Reasonable experience in using computer applications Ms Word, Excel, PowerPoint, Outlook, and Access. Good organisational and basic events management skills. The ability to create and manage databases, presentations and financial matters will be added advantages.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following duties: Provide administrative support in the Chief Director's office. Manage and administer the Chief Director's diary and itinerary. Type and prepare all the necessary documentation and records in the office of the Regional Manager in line with the relevant legislation and policies. Ensure the smooth running of the Chief Director's office by handling all correspondence and queries requiring the attention of the Chief Director. Respond to enquiries received from internal and external stakeholders. Obtain inputs, collates and compile reports, e.g., progress, monthly and management reports. Scrutinise routine submissions/reports and make notes and/or recommendations for the Chief Director. Clarify instructions and notes on behalf of the Chief Director. Perform routine duties in the office of the Chief Director including telephone, travel arrangements, accommodation bookings and arranging appointments and meetings with stakeholders. Interface with internal and external clients.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or http://z83.ngnscan.co.za/apply and following the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
<u>CLOSING DATE</u>	:	17 June 2022
<u>POST 18/141</u>	:	<u>PERSONAL ASSISTANT TO THE CHIEF DIRECTOR REF NO: DHET87/05/2022</u> Branch: Corporate Management Services Chief Directorate: Corporate Communication and Media Liaison
<u>SALARY</u>	:	R261 372 per annum (Level 07)

<u>CENTRE REQUIREMENTS</u>	: Pretoria : An appropriate national senior certificate/grade 12 or NCV Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF Level 6) in Office Administration/Secretarial or equivalent qualification will be an added advantage. A minimum of two (2) to three (3) years in rendering secretarial and administrative support. Good interpersonal and communication skills to interface with people from diverse backgrounds. Reasonable experience in using computer applications Ms Word, Excel, PowerPoint, Outlook, and Access. Good organisational and basic events management skills. The ability to create and manage databases, presentations and financial matters will be added advantages.
<u>DUTIES</u>	: The successful candidate will be responsible for the following duties: Provide administrative support in the Chief Director's office. Manage and administer the Chief Director's diary and itinerary. Type and prepare all the necessary documentation and records in the office of the Regional Manager in line with the relevant legislation and policies. Ensure the smooth running of the Chief Director's office by handling all correspondence and queries requiring the attention of the Chief Director. Respond to enquiries received from internal and external stakeholders. Obtain inputs, collates and compile reports, e.g., progress, monthly and management reports. Scrutinise routine submissions/reports and make notes and/or recommendations for the Chief Director. Clarify instructions and notes on behalf of the Chief Director. Perform routine duties in the office of the Chief Director including telephone, travel arrangements, accommodation bookings and arranging appointments and meetings with stakeholders. Interface with internal and external clients.
<u>ENQUIRIES</u>	: Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165
<u>APPLICATIONS</u>	: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or http://z83.ngnscan.co.za/apply and following the easy prompts/instructions.
<u>NOTE</u>	: Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
<u>CLOSING DATE</u>	: 17 June 2022
<u>POST 18/142</u>	: <u>VETTING INVESTIGATOR REF NO: DHET88/05/2022</u> Branch: Corporate Management Services Chief Directorate: Security Advisory Services
<u>SALARY</u>	: R261 372 per annum (Level 07)

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	An appropriate three-year NQF Level 6 qualification in Social Science/ Security Management. State Security Agency (SSA) Security Vetting Course/SANDF or SAPS. A minimum of three (3) years' experience in vetting investigations. Knowledge and understanding of government legislative framework in security, and other relevant prescripts. Good planning and organising skills. Time management, conflict management and analytical, Investigation Skills, and communication skills (verbal & written). Computer literacy, Presentation. Ability to work under pressure and to deliver within agreed time frames. Ability to liaise with internal and external stakeholders on matters of importance and ability to keep confidentiality. Willingness to travel and a valid driver's licence.
<u>DUTIES</u>	:	The collection of information and conducting of security vetting investigation. Conduct security vetting awareness programmes. Conduct fieldwork security vetting investigations and collection of information. Ensure confidentiality of the information collected. The processing of information collected and administration of vetting files. Compile vetting reports. File and manage vetting documents. Report findings and recommendations to the supervisor. The liaison with the State Security Agency (SSA).
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or http://z83.ngnscan.co.za/apply and following the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
<u>CLOSING DATE</u>	:	17 June 2022
<u>POST 18/143</u>	:	<u>EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: DHET89/05/2022 (X3 POSTS)</u> Branch: Corporate Management Services Directorate: Employee Health and Wellness
<u>SALARY</u>	:	R261 372 per annum (Level 07)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	an appropriate bachelor's degree/national diploma (NQF Level 6) in Psychology/Behavioural Science/ Social Work majoring in Psychology. A minimum of one (1) to two (2) years of practical experience in the Employee Health and Wellness environment. Knowledge of HIV/AIDS legislation and related policies. Knowledge of Employee Health and Wellness Integrated

Strategic Framework in the Public Service. Knowledge of all four EHW Pillars, in-depth knowledge in conducting counselling, psycho-education, and trauma debriefing. Knowledge of the Mental Health Care Act, EHWP related legislations and understanding of all PILIR processes and COID Act. Registration with the relevant professional body will be an added advantage. Membership with Interpersonal relations skills, Communication skills (written, presentation, verbal and listening). Analytical thinking, problem-solving and decision-making skills, Innovative and creative, Project management skills, presentation skills, Strategic capability, Client orientation, change management skills, report writing skills, confidentiality, and code of ethics. Understanding of Public Service legislation, regulations, and policies. Computer literacy in MS Word, Excel, PowerPoint and Outlook, Good coordination and report writing skills. A valid driver's licence will be added advantage.

DUTIES

: Administer the Employee Health and Wellness Programme, Assist with the planning, coordination and implementation of all Health and Wellness interventions, Assist with the evaluation of the impact of employee health and wellness programmes, and Provide education and awareness on health and wellness related issues, Provide advice and guidance to management and staff on EHW related matters, Ensure the monitoring and evaluation of the EHW, Benchmark EHW practices to ensure best practice in all EHW programmes for DHET staff, Promote health awareness and the facilitation of health-related events, activities and interventions. Conduct counselling, psycho-education, and trauma debriefing. Facilitate and monitor the implementation of any required recommendations made by the service providers. Ability to unpack and analyse the implementation of incapacity leaves and the management of sick leave trends, compiling submission on ill-health Retirement for the employees. Managing wellness centre, providing First-Aid to employees and management administration of Injury on duty. Active case management. Effective record management. Compiling and writing EHW reports, system monitoring tools and submissions/internal and external memorandums.

ENQUIRIES

: Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

APPLICATIONS

: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.

NOTE

: Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

CLOSING DATE

: 17 June 2022

<u>POST 18/144</u>	:	<u>PERSONNEL PRACTITIONER: HRM&D REF NO: DHET90/05/2022</u> Branch: Technical and Vocational Education and Training Component: Western/Northern Cape Regional Office Directorate: Corporate Management Services
<u>SALARY</u>	:	R261 372 per annum (Level 07)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/national diploma (NQF Level 6) in Human Resource Management/Human Resource Development/Administration or equivalent qualification. Personnel Administration PERSAL Certificate is essential. A minimum of three (3) to five (5) years' experience in Human Resource Management. Knowledge of Human Resource Management, Legislation, Regulations and Policies. Personnel Administration PERSAL system. Good facilitation skills, organisational, coordination, presentation and report writing skills. Knowledge of Performance Management and Development processes, Public Service Regulations, other HR legislation, prescripts and PERSAL system. Good communication skills (verbal and non-verbal), negotiation, team building, problem-solving, conflict resolution and ability to work under pressure. Computer Literacy in MS Office (MS Word, Excel, PowerPoint, and Outlook). Willingness to travel and a valid driver's licence.
<u>DUTIES</u>	:	Monitor and coordinate Recruitment and Selection processes. Implement and execute effective Human Resource functions. Formulate advertisements. Coordinate and manage employment equity and render an effective HR advisory service to management and employees. Provide training and support to subordinates. Manage and support the performance of subordinates. Allocate and control delegated work and provide monthly statistics and reports. Control and provide administrative service and ensure compliance with applicable legislation. Implement and monitor Personnel and salary policies and procedures. Implementation and monitoring of appointments; transfers; translations; allowances GEHS; Terminations. Perform other duties requested by supervisor.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or http://z83.ngnscan.co.za/apply and following the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation.

Women and people living with disability will receive preference in all DHET posts”.

- CLOSING DATE** : 17 June 2022
- POST 18/145** : **EMPLOYEE HEALTH AND WELLNESS OFFICER REF NO: DHET91/05/2022**
Branch: Technical and Vocational Education and Training
Component: Western/Northern Cape Regional Office
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07)
: Cape Town
: An appropriate bachelor’s degree/national diploma (NQF Level 6) in Psychology and/or Social Work majoring in psychology or equivalent qualification. A minimum of three (3) to five (5) years of practical experience in the Employee Health and Wellness environment. Knowledge of Employee Health and Wellness Integrated Strategic Framework in the Public Service. Sound knowledge of all four EHW Pillars, in-depth knowledge in conducting counselling, psychoeducation, and trauma debriefing. EH&W candidates who are registered with the respective professional bodies will have an added advantage. Understanding of all Pillar processes and COID Act. Interpersonal relations skills. Communication skills (written and verbal) presentation and listening). Analytical thinking, problem-solving and decision-making skills, Innovative and creative, Project management skills, presentation skills, Strategic capability, Client orientation, change management skills, report writing skills, confidentiality, and code of ethics. Understanding of Public Service legislation, regulations, and policies. Computer literacy in MS Word, Excel, PowerPoint and Outlook, Good coordination and report writing skills. Willingness to travel and a valid driver’s licence.
- DUTIES** : Administer the Employee Health and Wellness Programme, Assist with the planning, coordination and implementation of all Health and Wellness interventions. Assist with the evaluation of the impact of employee health and wellness programmes. Provide education and awareness on health and wellness related issues. Provide advice and guidance to management and staff on EH&W related matters, Ensure the monitoring and evaluation of the EH&W. Benchmark EH&W practices to ensure best practice in all EH&W programmes for Regional Office, CET and TVET Colleges staff, Promote health awareness and the facilitation of health-related events, activities, and interventions (Wellness Day, HIV/AIDS, etc.). Conduct counselling, psycho-education, and trauma debriefing. Facilitate and monitor the implementation of any required recommendations made by the service providers. Ability to unpack and analyse the implementation of incapacity leaves and the management of sick leave trends, compiling submission on ill-health Retirement for the employees. Managing wellness centre, providing First-Aid to employees and management administration of Injury on duty. Active case management. Effective record management. Compiling and writing EH&W reports, system monitoring tools and submissions/internal and external memorandums. Perform any other related
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click ‘*apply now*’ button) or **<http://z83.ngnscan.co.za/apply>** and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver’s licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and ‘how to’ videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No

appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

- CLOSING DATE** : 17 June 2022
- POST 18/146** : **PRACTITIONER: AUXILIARY SUPPORT SERVICES REF NO: DHET92/05/2022**
Branch: Skills Development
Directorate: Artisan Training and Assessment Centre
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07)
: Olifantsfontein
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration/ Business administration or equivalent qualification. A minimum of three (3) to five (5) working experience in a Support Services environment with at least two (2) years of experience at the Supervisory level. Good knowledge and understanding of HR prescripts and Policies. Knowledge of Occupational Health and Safety Act. Knowledge of Batho Pele Principles. Computer literacy (MS Word, Excel, PowerPoint). Report writing, planning, organizing, verbal and written communication skills. Problem-solving, administration, filing and time management skills. Good understanding of procurement processes. Ability to communicate with Stakeholders. Good supervisory skills. A valid driver's licence.
- DUTIES** : These will include supervising and inspecting the daily cleaning of assigned offices, admin blocks, bathrooms, corridors area and public areas to the highest standards, this includes a hygiene services contract. Planning the working schedules of staff and cleaning programs. Ensure the registry offices are maintained, ensure all the telephones are working and the reception area is maintained. Maintain and control the shredding machine and recycling contracts. Telecom and Post offices payment is processed on time. Supervision of Auxiliary personnel, managing and controlling staff performance working schedules are used. Ensure staff is assessed and that performance agreements are in place. The signing of leave forms, leave register as well as resolving internal staff conflicts and misunderstandings. Ensure the booking of the venues and hall is maintained. Maintain a good standard of cleanliness, the place is controlled, and assets are secured. Report any faults for repairs. Ensure the ordering of cleaning material for daily usage and do the request of goods and services required by the unit. Issuing and receiving the stock and submitting the invoices. Keep updated on the stock register.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical

exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

- CLOSING DATE** : 17 June 2022
- POST 18/147** : **CHIEF REGISTRY CLERK REF NO: DHET93/05/2022 (X2 POSTS)**
Branch: Corporate Management Services
Directorate: Information Resource and Knowledge Management
- SALARY** : R261 372 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : An appropriate national senior certificate/grade 12 certificate/ (Vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF Level 6) in Records Management or equivalent qualification will serve as an added advantage. A minimum of three (3) to five (5) relevant working experiences in the registry environment. Knowledge of registry duties, and practices. Knowledge of storage and retrieval procedures in terms of the working environment. Knowledge of disposal procedure. Knowledge of records/ documents management, a file plan, mail, and courier service procedures. Knowledge Information Act (PAIA) and National Archives and Records Service Act (NARSA). Knowledge of electronic document and records management system (EDRMS). Planning and organizing skills. Communication (verbal and written) skills. Problem-solving skills, Customer care and Client orientation skills. Computer literacy. Liaison skills, Analytical skills, Interpersonal skills. Telephone etiquette. Good leadership skills. Attributes: Accurate. Confident, Ability to work under pressure. Ability to work in a team and independently.
- DUTIES** : Supervise the implementation of the manual and electronic document management system (EDMS) and ensure that all scanned documents are filed to the establishment standard procedure. Ensure verification of files, opening, scanning, filing, and replenishing of files. Attend to clients, handle telephonic and other enquiries received and register hand-delivered mail/files. Facilitate a process to address archiving of files for employees who exited the system. Ensure that all day-to-day transactions are scanned and filed on the employee's files. Manage Records staff, Leave and PMDS. Supervise and render an effective filing and record management service. Supervise the processing of documents for archiving and/or disposal of electronic scanned files or documents, and package files for archives and distribution. Supervise, develop, and implement best practice model on paper-based records management. Compile a list of documents to be archived and submit to the supervisor, Keep records for archived documents. Supervise Human Resources/staff and allocate and ensure the quality of work, Manage Records staff, Leave and PMDS, Personnel development. Assess staff development, apply discipline and do monthly and weekly Reports.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid

driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

- CLOSING DATE** : 17 June 2022
- POST 18/148** : **ADMINISTRATIVE OFFICER REF NO: DHET94/05/2022**
Branch: Planning, Policy, And Strategy
Directorate: National Qualification Framework and PSET System Planning
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 7) in Public Administration/Management or related qualification in Social Sciences. A minimum of three (3) years of relevant administrative experience. Good knowledge of the Post-School Education and Training system. Knowledge and understanding of policies and regulatory frameworks governing higher education. Understanding of key stakeholder bodies in the higher education sector. Budgeting and financial management. Knowledge of Treasury Regulations and the Public Finance Management Act is essential. Ability to function well under pressure and ability to interact well with people from a wide variety of backgrounds and levels. Good interpersonal and communication skills, report writing, problem-solving skills, financial management, planning and organisation of work, and administration skills. Time management and problem-solving skills. Ability to work independently and attention to detail. Computer literacy (MS Word, MS Excel, MS PowerPoint, and Outlook). A valid driver's licence.
- DUTIES** : These will include providing administrative support and activities pertaining to the Directorate; Office management and receiving and tracking of all correspondence and submissions within the Directorate. Liaise with internal and external stakeholders relating to the work of the Directorate; Track and maintain records of all financial transactions in the Directorate. Process monthly cash flow statements and procurement. Ensure that all logistical arrangements for the Directorate. Track and process correspondence and documents. Prepare supporting documentation for meetings where required and any other matters relating to the administration of the Directorate. Participate actively as a team member in the activities and functions of the Directorate.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.

<u>NOTE</u>	: Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
<u>CLOSING DATE</u>	: 17 June 2022
<u>POST 18/149</u>	: <u>SENIOR HOUSEKEEPER SUPERVISOR: AUXILIARY SUPPORT SERVICES REF NO: DHET95/05/2022</u> Branch: Skills Development Directorate: Artisan Training and Assessment Centre
<u>SALARY CENTRE REQUIREMENTS</u>	: R211 713 per annum (Level 06) : Olifantsfontein : An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma in hospitality or equivalent qualification will serve as an added advantage. A minimum of three (3) years to five (5) years of working experience in a housekeeping or hospitality related environment. The candidate must be computer literate (MS Office) Good interpersonal relations, administration, have and good communication skills. Good knowledge of Departmental policies. Computer literacy (MS Word, Excel, PowerPoint). Report writing, planning, organizing, verbal and written communication skills. Problem-solving, administration, filing, and time management skills.
<u>DUTIES</u>	: will include general supervision of food and accommodation. Ordering stock from stores/suppliers. Control booking of meetings. Supervise the preparation of meals for candidates. Supervise serving of meals. Assess the performance of staff and arrange training.
<u>ENQUIRIES</u>	: Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
<u>APPLICATIONS</u>	: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or http://z83.ngnscan.co.za/apply and following the easy prompts/instructions.
<u>NOTE</u>	: Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote

representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

- CLOSING DATE** : 17 June 2022
- POST 18/150** : **GENERAL ADMINISTRATIVE CLERK: LEARNING PROGRAMME**
SUPPORT REF NO: DHET 96/05/2022
 Branch: Skills Development
 Directorate: Seta Support and Learnership
- SALARY** : R176 310 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration/Management/Social Sciences/Economics will be an added advantage. A minimum of one (1) to two (2) years of experience in rendering secretariat and administrative functions in supporting SETAs to implement the National Skills Development Strategy (NSDS III) and National Skills Accord. Knowledge of Departmental policies and procedures; Skills Development Act; Skills Development Levies Act; Organising Framework for Occupations (OFO); SETA Workplace-Based Learning Programme Agreement Regulations; National Qualifications Framework Act; Basic Conditions of Employment; and Batho Pele Principles; Communication Skills; excellent planning and organising skills; ability to work collaboratively with a range of Stakeholders. Basic computer skills.
- DUTIES** : Responsible for assisting with the registration of learners' applications on the Learnership Registration system and providing general administrative support relating to other learning programmes. Assisting with drafting and compiling letters, submissions, memos, and other official correspondence. Handle enquiries from various stakeholders within the PSET system; coordinate meetings and arrange the logistics timeously in preparation for the meetings, travelling and accommodation; Assist with the analysis and evaluations of the Organizing Framework for Occupations (OFO)'s inputs from SETAs in conjunction with the OFO Task Team; Update and maintain the OFO Register; Participate in the OFO capacity building sessions; provide general administrative functions in relation to the OFO matters; handle record keeping of official documents, and perform other administrative duties as assigned by the Supervisor.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified

documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

- CLOSING DATE** : 17 June 2022
- POST 18/151** : **SECRETARY TO THE DIRECTOR: FINANCIAL SERVICES REF NO: DHET97/05/2022**
Branch: Office of the Chief Financial Officer
Directorate: Financial Services
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)
: Pretoria
: An appropriate national senior certificate/grade 12 certificate/ (Vocational) NCV Level 4 certificate. An appropriate bachelor's degree/national diploma in Office Administration/Secretarial, Administration or equivalent qualification in secretarial and administrative functions will be an added advantage. A minimum of one (1) to two (2) years' employment experience in rendering administrative and secretarial support services. Knowledge of relevant legislation, prescripts, policies and procedures, Basic Financial Management and understanding of supply chain processes. Knowledge of Records Management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Always maintain confidentiality. Good organisational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.
- DUTIES** : Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day-to-day office activities. Schedule meetings and workshops; Manage and administer the Director's diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, and hotel bookings. Arrange appointments and meetings with stakeholders; Render office management support services including the keeping of records of all documents received and processed; obtain inputs, collates and compile reports, e.g. progress, monthly and management reports; Scrutinise routine submissions/ reports and make notes and/or recommendations for the Director; Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director. Respond to enquiries received from internal and external stakeholders, and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. Provide document management support including record, safe keep and file of all documentation and records in line with the relevant legislation and policies. Provide personnel administrative support to the Director including leave, planning, reporting, and

<u>ENQUIRIES</u>	:	scheduling of meetings. Provide financial administration support to the Director, including handling and managing budgets, cash flow and petty cash. Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or http://z83.ngnscan.co.za/apply and following the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
<u>CLOSING DATE</u>	:	17 June 2022
<u>POST 18/152</u>	:	<u>SECRETARY TO THE DIRECTOR: NATIONAL QUALIFICATION FRAMEWORK REF NO: DHET98/05/2022</u> Branch: Planning, Policy, and Strategy Directorate: National Qualifications Framework
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 per annum (Level 05) Pretoria An appropriate national senior certificate/grade 12 certificate (Vocational) NCV Level 4 certificate. An appropriate bachelor's degree/national diploma in Office Administration/Secretarial, Administration or equivalent qualification in secretarial and administrative functions will be an added advantage. A minimum of one (1) to two (2) years' employment experience in rendering administrative and secretarial support services. Knowledge of relevant legislation, prescripts, policies and procedures, Basic Financial Management and understanding of supply chain processes. Knowledge of Records Management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Always maintain confidentiality. Good organisational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.
<u>DUTIES</u>	:	Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day-to-day office activities. Schedule meetings and workshops; Manage and administer the Director's diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements,

hotel bookings; and arranging appointments and meetings with stakeholders; Render office management support services including the keeping of records of all documents received and processed; obtain inputs, collates and compile reports, e.g. progress, monthly and management reports; Scrutinise routine submissions/ reports and make notes and/or recommendations for the Director; Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director. Respond to enquiries received from internal and external stakeholders, and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. Provide document management support including record, safe keep and file of all documentation and records in line with the relevant legislation and policies. Provide personnel administrative support to the Director including leave, planning, reporting, and scheduling of meetings. Provide financial administration support to the Director, including handling and managing budgets, cash flow and petty cash. Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

ENQUIRIES

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APPLICATIONS

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DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions. Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

CLOSING DATE

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POST 18/153

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SECRETARY TO THE DIRECTOR: COLLECTIVE BARGAINING REF NO: DHET99/05/2022
Branch: Corporate Management Services
Directorate: Collective Bargaining

SALARY CENTRE

:

REQUIREMENTS

:

R176 310 per annum (Level 05)
Pretoria
An appropriate national senior certificate/grade 12 certificate (vocational) (NCV) Level 4 certificate. A bachelor's degree/national diploma in Secretarial, Administration or equivalent qualification in secretarial functions will serve as an added advantage. A minimum of one (1) to two (2) years' employment experience in rendering administrative and secretarial support services. Knowledge of relevant legislation, prescripts, policies and procedures, Basic Financial Management and understanding of supply chain processes. Knowledge of Records Management of documents. Good interpersonal and

communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Always maintain confidentiality. Good organisational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.

DUTIES : Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day-to-day office activities. Schedule meetings and workshops; Manage and administer the Director's diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders; Render office management support services including the keeping of records of all documents received and processed; obtain inputs, collates and compile reports, e.g. progress, monthly and management reports; Scrutinise routine submissions/ reports and make notes and/or recommendations for the Director; Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director. Respond to enquiries received from internal and external stakeholders, and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. Provide document management support including record, safe keep and file of all documentation and records in line with the relevant legislation and policies. Provide personnel administrative support to the Director including leave, planning, reporting and scheduling of meetings. Provide financial administration support to the Director, including handling and managing budgets, cash flow and petty cash.
ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.

NOTE : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

CLOSING DATE : 17 June 2022

POST 18/154 : **REGISTRY CLERK REF NO: DHET100/05/2022 (X6 POSTS)**
Branch: Corporate Management Services
Directorate: Information Resource and Knowledge Management

SALARY : R176 310 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF Level 6) in Records Management or equivalent qualification will serve as an added advantage. A minimum of one (1) to two (2) relevant working experiences in the registry environment. Knowledge of records/ documents management, a file plan, and mail and courier service procedures. Knowledge Information Act (PAIA) and National Archives and Records Service Act (NARSA). Knowledge of electronic document and records management system (EDRMS). Competencies needed: Planning and organizing skills. Communication (verbal and written) skills. Problem-solving skills, Customer care and Client orientation skills. Computer literacy. Interpersonal Skills. Telephone etiquette. Good leadership skills. Confident, Ability to work under pressure. Ability to work in a team and independently.

DUTIES : Sort and package files for archives and distribution, compile a list of documents to be archived and submit to the supervisor. Keep records for archived documents. Opening and close files according to the record classification system. Handle the filing, storage, tracing (electronically and manually) and retrieval of documents and files. Complete index cards for all files. Safekeeping of all files with a clear tracking system of in, out and transfer of files, control movement of files and access to files. Make follow-up of files if not returned to Registry after the due date. Retrieve files from off-site and on-site storage. File documents to the relevant files. Perform any other administrative tasks as requested by the supervisor.

ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.

NOTE : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

CLOSING DATE : 17 June 2022

POST 18/155 : **SENIOR ADMINISTRATION CLERK REF NO: DHET101/05/2022**
Branch: Skills Development
National Skills Authority

SALARY : R176 310 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF Level 6) in Administration/Management or relevant equivalent qualification will serve as an added advantage. A minimum of one (1) to two (2) years' employment experience in rendering administrative and secretarial support services. The ideal candidate should be proficient in MS Office, typing, and written and verbal communication skills. Organisational and prioritisation skills. Customer care and Client orientation skills. Telephone etiquette and document management are some of the skills required for this job. Ability to work in a team and independently.

DUTIES : Responsible for overall general administration in the Directorate NSA including coordination of meetings. Provide office administration support to the Directorate, including filing, tracking, and processing of documents and correspondence. Performance of administrative tasks such as taking minutes, and typing correspondence such as reports, letters, and internal memos. To assist the NSA in running the office and provide support when required. Provide clerical support in the development of strategic plans, and annual performance plans. Provide/Maintain Clerical duties/support. File copies of all documentation. Logistical arrangements as required.

ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.

NOTE : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

CLOSING DATE : 17 June 2022

<u>POST 18/156</u>	: <u>SECRETARY TO THE DIRECTOR: GOVERNANCE SUPPORT REF NO: DHET102/05/2022</u> Branch: University Education Directorate: Governance Support
<u>SALARY CENTRE REQUIREMENTS</u>	: R176 310 per annum (Level 05) : Pretoria : An appropriate national senior certificate/grade 12 certificate (Vocational)/ (NCV) Level 4 certificate. A bachelor's degree/national diploma in Secretarial, Administration or equivalent qualification in secretarial functions will serve as an added advantage. A minimum of one (1) to two (2) years' employment experience in rendering administrative and secretarial support services. Knowledge of relevant legislation, prescripts, policies and procedures, Basic Financial Management and understanding of supply chain processes. Knowledge of Records Management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Always maintain confidentiality. Good organisational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.
<u>DUTIES</u>	: Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day-to-day office activities. Schedule meetings and workshops; Manage and administer the Director's diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders; Render office management support services including the keeping of records of all documents received and processed; obtain inputs, collates and compile reports, e.g. progress, monthly and management reports; Scrutinise routine submissions/ reports and make notes and/or recommendations for the Director; Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director. Respond to enquiries received from internal and external stakeholders, and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. Provide document management support including record, safe keep and file of all documentation and records in line with the relevant legislation and policies. Provide personnel administrative support to the Director including leave, planning, reporting, and scheduling of meetings. Provide financial administration support to the Director, including handling and managing budgets, cash flow and petty cash. Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
<u>ENQUIRIES</u>	: Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
<u>APPLICATIONS</u>	: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or http://z83.ngnscan.co.za/apply and following the easy prompts/instructions.
<u>NOTE</u>	: Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If

you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

- CLOSING DATE** : 17 June 2022
- POST 18/157** : **SECRETARY TO THE DIRECTOR: RISK, FRAUD, ETHICS, AND INTEGRITY MANAGEMENT REF NO: DHET103/05/2022**
Branch: Office of the Director-General
Directorate: Risk, Fraud, Ethics, and Integrity Management
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)
: Pretoria
: An appropriate national senior certificate/grade 12 certificate (vocational) (NCV) Level 4 certificate. A bachelor's degree/national diploma in Secretarial, Administration or equivalent qualification in secretarial functions will serve as an added advantage. A minimum of one (1) to two (2) years' employment experience in rendering administrative and secretarial support services. Knowledge of relevant legislation, prescripts, policies and procedures, Basic Financial Management and understanding of supply chain processes. Knowledge of Records Management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Always maintain confidentiality. Good organisational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.
- DUTIES** : Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day-to-day office activities. Schedule meetings and workshops; Manage and administer the Director's diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders; Render office management support services including the keeping of records of all documents received and processed; obtain inputs, collates and compile reports, e.g. progress, monthly and management reports; Scrutinise routine submissions/ reports and make notes and/or recommendations for the Director; Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director. Respond to enquiries received from internal and external stakeholders, and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. Provide document management support including record, safe keep and file of all documentation and records in line with the relevant legislation and policies. Provide personnel administrative support to the Director including leave, planning, reporting and scheduling of meetings. Provide financial administration support to the Director, including handling and managing budgets, cash flow and petty cash. Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African

Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

- CLOSING DATE** : 17 June 2022
- POST 18/158** : **HUMAN RESOURCE AUXILIARY SERVICES CLERK: CORPORATE MANAGEMENT SERVICES REF NO: DHET104/05/2022**
Branch: Technical and Vocational Education and Training
Component: Limpopo Regional Office
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)
: Polokwane
: An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma in Human Resource Management. A minimum of one (1) to two (2) years of working experience in a Human Resource Management environment. Knowledge of Human resources or Public Administration processes. Computer Literacy. Knowledge of Human Resource functions as well able to capture data, operate computers and collate administration statistics. Basic knowledge and insight into human resource prescripts. Knowledge and understanding of PERSAL. Knowledge of registry duties and importance. Flexibility and teamwork. To have good interpersonal and communication skills, listening skills, and analytical skills. Be customer orientated and client focus. Be able to conduct him/herself ethically and accountable. Able to work under pressure and be able to deal with confidential information and apply good judgement. To work independently and to meet deadlines.
- DUTIES** : Implementation of Human Resource practices i.e., Recruitment and Selection, Conditions of service- attend employee benefits. Serve as secretariat during selection and interview periods. Administration of Performance and Development system, Probationary periods adhered to and assist on Pillar processes. Adhere to Government Prescripts. Assist in leave management. Coordinate and facilitate training and induction programmes. Liaise with external training providers. Conduct training needs analysis. Advise employees regarding career development. Assist with skills development audits. Administer Internships/Learnerships programmes. Facilitate needs directed courses, seminars, and workshops. Serve as a secretary during training committee meetings. Perform other related functions as requested by supervisor.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature.

Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

- CLOSING DATE** : 17 June 2022
- POST 18/159** : **HUMAN RESOURCE AUXILIARY SERVICES CLERK: CORPORATE MANAGEMENT SERVICES REF NO: DHET10505/2022**
Branch: Technical and Vocational Education and Training
Component: Kwazulu-Natal Regional Office
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)
: Pietermaritzburg
: An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma in Human Resource Management. A minimum of one (1) to two (2) years of working experience in a Human Resource Management environment. Knowledge of Human resources or Public Administration processes. Computer Literacy. Knowledge of Human Resource functions as well able to capture data, operate computers and collate administration statistics. Basic knowledge and insight into human resource prescripts. Knowledge and understanding of PERSAL. Knowledge of registry duties and importance. Flexibility and teamwork. To have good interpersonal and communication skills, listening skills, and analytical skills. Be customer orientated and client focus. Be able to conduct him/herself ethically and accountable. Able to work under pressure and be able to deal with confidential information and apply good judgement. To work independently and to meet deadlines.
- DUTIES** : Implementation of Human Resource practices i.e., Recruitment and Selection, Conditions of service- attend employee benefits. Serve as secretariat during selection and interview periods. Administration of Performance and Development system, Probationary periods adhered to and assist on Pillar processes. Adhere to Government Prescripts. Assist in leave management. Coordinate and facilitate training and induction programmes. Liaise with external training providers. Conduct training needs analysis. Advise employees regarding career development. Assist with skills development audits. Administer Internships/Learnerships programmes. Facilitate needs directed courses, seminars, and workshops. Serve as a secretary during training committee meetings. Perform other related functions as requested by supervisor.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid

driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

- CLOSING DATE** : 17 June 2022
- POST 18/160** : **HUMAN RESOURCE AUXILIARY SERVICES CLERK: CORPORATE MANAGEMENT SERVICES REF NO: DHET106/05/2022**
Branch: Technical and Vocational Education and Training
Component: Western/Northern Cape Regional Office
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)
: Cape Town
: An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma in Human Resource Management. A minimum of one (1) to two (2) years of working experience in a Human Resource Management environment. Knowledge of Human resources or Public Administration processes. Computer Literacy. Knowledge of Human Resource functions as well able to capture data, operate computers and collate administration statistics. Basic knowledge and insight into human resource prescripts. Knowledge and understanding of PERSAL. Knowledge of registry duties and importance. Flexibility and teamwork. To have good interpersonal and communication skills, listening skills, and analytical skills. Be customer orientated and client focus. Be able to conduct him/herself ethically and accountable. Able to work under pressure and be able to deal with confidential information and apply good judgement. To work independently and to meet deadlines.
- DUTIES** : Implementation of Human Resource practices i.e., Recruitment and Selection, Conditions of service- attend employee benefits. Serve as secretariat during selection and interview periods. Administration of Performance and Development system, Probationary periods adhered to and assist on Pillar processes. Adhere to Government Prescripts. Assist in leave management. Coordinate and facilitate training and induction programmes. Liaise with external training providers. Conduct training needs analysis. Advise employees regarding career development. Assist with skills development audits. Administer Internships/Learnerships programmes. Facilitate needs directed courses, seminars, and workshops. Serve as a secretary during training committee meetings. Perform other related functions as requested by supervisor.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
- CLOSING DATE** : 17 June 2022
- POST 18/161** : **HUMAN RESOURCE CLERK: CORPORATE MANAGEMENT SERVICES**
REF NO: DHET107/05/2022
Branch: Technical and Vocational Education
Component: Eastern Cape Regional Office
Directorate: Corporate Management Services
- SALARY** : R176 310 per annum (Level 05)
CENTRE : East London
REQUIREMENTS : An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma in Human Resource Management. A minimum of one (1) to two (2) years of working experience in a Human Resource Management environment. Knowledge of Human resources or Public Administration processes. Computer Literacy. Knowledge of Human Resource functions as well able to capture data, operate a computer and collate administration statistics. Basic knowledge and insight into human resource prescripts. Knowledge and understanding of PERSAL. Knowledge of registry duties and importance. Flexibility and teamwork. Good interpersonal and communication skills, listening skills, and analytical skills. Be customer orientated and client focus. Be able to conduct him/herself ethically and accountable. Able to work under pressure and be able to deal with confidential information and apply good judgement. To work independently and to meet deadlines.
- DUTIES** : Implementation of Human Resource practices i.e, Recruitment and Selection, Conditions of service- attend employee benefits. Serve as secretariat during selection and interview periods. Administration of Performance and Development system, Probationary periods adhered to and assist on Pillar processes. Adhere to Government Prescripts. Assist in leave management. Coordinate and facilitate training and induction programmes. Liaise with external training providers. Conduct training needs analysis. Advice employees regarding career development. Assist with skills development audits. Administer Internships/Learnerships programmes. Facilitate needs directed courses, seminars and workshops. Serve as a secretary during training

	:	committee meetings. Perform other related functions as requested by supervisor.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or http://z83.ngnscan.co.za/apply and following the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
<u>CLOSING DATE</u>	:	17 June 2022
<u>POST 18/162</u>	:	<u>HUMAN RESOURCE AUXILIARY SERVICES CLERK: CORPORATE MANAGEMENT SERVICES REF NO: DHET108/05/2022</u> Branch: Technical and Vocational Education and Training Component: Eastern Cape Regional Office
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 per annum (Level 05) East London An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma in Human Resource Management. A minimum of one (1) to two (2) years of working experience in a Human Resource Management environment. Knowledge of Human resources or Public Administration processes. Computer Literacy. Knowledge of Human Resource functions as well able to capture data, operate computers and collate administration statistics. Basic knowledge and insight into human resource prescripts. Knowledge and understanding of PERSAL. Knowledge of registry duties and importance. Flexibility and teamwork. To have good interpersonal and communication skills, listening skills, and analytical skills. Be customer orientated and client focus. Be able to conduct him/herself ethically and accountable. Able to work under pressure and be able to deal with confidential information and apply good judgement. To work independently and to meet deadlines.
<u>DUTIES</u>	:	The candidate will be responsible for the Implementation of Human Resource practices i.e., Recruitment and Selection, Conditions of service and attending employee benefits. Serve as secretariat during selection and interview periods. Administration of Performance and Development system, Probationary periods adhered to and assist on Pillar processes. Adhere to Government Prescripts. Assist in leave management. Coordinate and facilitate training and induction programmes. Liaise with external training providers. Conduct training needs

analysis. Advise employees regarding career development. Assist with skills development audits. Administer Internships/Learnerships programmes. Facilitate needs directed courses, seminars, and workshops. Serve as a secretary during training committee meetings. Perform other related functions as requested by supervisor.

- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
- CLOSING DATE** : 17 June 2022
- POST 18/163** : **PROJECT ADMINISTRATOR: EDUCATION FOR EMPLOYMENT (E4E) REF NO: DHET109/05/2022**
Branch: Office of Chief Financial Officer
Directorate: Development Support
(Duration: Three (3) Years Contract)
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)
: Pretoria
: An appropriate national senior certificate/grade 12 certificate (Vocational)/ (NCV) Level 4. A bachelor's degree/national diploma in Bachelor of Arts/ Financial Management or equivalent qualification will serve as an added advantage. A minimum of one (1) to two (2) years' employment experience in office administrative and secretarial support. Must have effective communication and report writing as well as sound administration skills. The candidate should have appropriate experience in general office administration, workflow management and client service. The prospective candidate should be proactive, effective, and self-confident and be able to work in a diverse team. The candidate should have excellent verbal and writing skills. Competency in Microsoft Word, Excel and PowerPoint is a prerequisite. Basic knowledge of project management would be an advantage.
- DUTIES** : Assist in the coordination and monitoring of projects funded from grants and donor funding. Assist as a Secretariat for projects meetings. Compile submissions, reports, and memos. Support the middle managers in the programme reporting and evaluation of projects for the effective and efficient utilization of projects funds. Recording and tracking of submissions received

		by and sent out as part of project administration. Perform any other duties delegated from time to time in the Directorate Provide administrative support to project managers on the Education for Employability (E4E).
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or http://z83.ngnscan.co.za/apply and following the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
<u>CLOSING DATE</u>	:	17 June 2022
<u>POST 18/164</u>	:	<u>SENIOR ADMINISTRATION CLERKS: REGISTRATION REF NO: DHET110/05/2022</u> Branch: Skills Development Directorate: Artisan Training and Assessment Centre
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 per annum (Level 05) Olifantsfontein An appropriate national senior certificate/grade 12 certificate (Vocational)/ (NCV) Level 4 certificate. A bachelor's degree/national diploma in Public/Office Administration or equivalent qualification will serve as an added advantage. A minimum of one (1) to two (2) years' employment experience in rendering administrative and secretarial support services. Good knowledge of the Skills Development Act (SDA), Trade Test Regulations and Criteria and Guidelines for the implementation of Artisan Recognition of Prior Learning (ARPL). Computer literacy (MS Word, Excel, PowerPoint). Report writing, planning, organising, verbal and written communication skills. Problem-solving, administration, filing and time management skills.
<u>DUTIES</u>	:	will include Capture assessment applications within 2 working days of receiving an application from the SETA's and on-site according to norms per trade. Ensure that notification letters with assessment dates are dispatched to stakeholders within five working days as per trade test Regulations. To check and confirm the work experience of the applicant to determine whether they meet the requirements for trade testing registration. Ensure that all enquiries in respect of trade test requirements to apply for a trade test, test dates for candidates who applied on-site and SETA trade test results and issuing of certificates are handled immediately, politely when approached telephonically or personally. Filing of on-site and SETA applications and results for easy

		access and reference. Collate monthly stats for completion and forward them to the Manager for consolidation
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or http://z83.ngnscan.co.za/apply and following the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
<u>CLOSING DATE</u>	:	17 June 2022
<u>POST 18/165</u>	:	<u>SENIOR PERSONNEL OFFICER: RECRUITMENT AND SELECTION REF NO: DHET111/05/2022</u> Branch: Corporate Management Services Directorate: Human Resource Administration and System Control Re-advertised and candidates who had previously applied may re-apply
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 per annum (Level 05) Pretoria An appropriate national senior certificate/grade 12 certificate/ (Vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF level 6) in Human Resource Management/Public Administration will be an added advantage. A minimum of one (1) to two (2) years of work experience in the recruitment and selection process, and appointments. Knowledge of processing conditions of service and employee benefits on PERSAL will be an added advantage. Knowledge and experience of PERSAL System. Knowledge and understanding of HR prescripts and Policies. Record Management and be able to maintain confidentiality. Good communication skills (written and verbal). Knowledge of computer literacy (Ms Word, Excel, and Outlook). Ability to work under pressure and willingness to work extended hours when required. Willingness to travel and a valid driver's licence.
<u>DUTIES</u>	:	To assist in the administration of the recruitment and selection process. Assist in the drafting of advertisements of posts. Responsible for the response handling process. Sorting of applications for the advertised posts. Attending shortlisting and interviews as a secretariat. Assist in the administrative/personnel needs of the staff in the department. Administer all PERSAL functions which include appointments, transfers, promotions, etc. Must be able to deal with all levels of staff indiscriminately and be able to write submissions and letters. Good interpersonal relations and liaise professionally

		with clients, team members, and senior managers both verbally, written, and through presentations. Communicate at a professional level with staff both personally and telephonically.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or http://z83.ngnscan.co.za/apply and following the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
<u>CLOSING DATE</u>	:	17 June 2022
<u>POST 18/166</u>	:	<u>PROJECT ADMINISTRATORS REF NO: PROJ/02/2022 AND PROJ/03/2022 (X2 POSTS)</u> (3-year Fixed Term Contract – Council Appointment)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 per annum and 37% in lieu of benefits Central Office: Springfield, Durban Matric Certificate or equivalent plus NQF level 6 qualification in Business Administration/Financial Management or related field. A Valid motor vehicle driving license. At least two years relevant experience in managing projects. Computer literacy, including MS Word and MS Excel. Proven statistical analysis skills. Knowledge of general administration principles, methodologies and procedures as well as public sector reporting requirements. Good record keeping and administrative skills. A confirmation letter confirming the experience of the applicant to be attached to the application.
<u>DUTIES</u>	:	Provide overall administrative responsibility for the Projects office. Ensure capturing of learners on appropriate Learner Management System and database of all learners in the development programmes implemented. Responsible for project administrative support activities including planning, organizing and coordinating of various administrative functions. Communication with all stakeholders when necessary. Monitor and track project and management related queries. Plan, organize and coordinate various events for the projects office. Good report writing skills coupled with the ability to pay attention to details during meetings, analyse meeting proceedings and produce resolutions of meetings after meetings.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr CV Ngubane Tel No: (031) 350 4368 Applications have to be addressed to the attention of: The Assistant Director, KwaZulu-Natal CET College 17 Kosi Place, Springfield, Durban, 4001. It is

preferred that due to COVID 19 Regulations, that Applications be submitted online to info@KZN.CETC.edu.za, quoting the reference number on the subject line.

NOTE : Applications with supporting documentation, including a signed Z83 form should be emailed to the respective email address. Requirements of applications: Applications must be submitted on a Z83 form obtainable on the internet at www.gov.za/documents and must be accompanied by (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), Identity Document, valid driver's licence as one document in a PDF format. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. NB: Prospective applicants must please use the new Z83 which is effective as at 01 January 2021. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Applications received after the closing date will not be considered. You are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

CLOSING DATE : 03 June 2022 at 16h00

POST 18/167 : **SUPPLY CHAIN CLERK: ORDERS AND TRANSIT REF NO: DHET112/05/2022**
Branch: Office of the Chief Financial Officer
Directorate: Logistics Management

SALARY : R176 310 per annum (Level 05)
CENTRE : Pretoria

REQUIREMENTS : An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF Level 6) in Supply Chain/Logistics/Public Administration or equivalent qualification will serve as an added advantage. A minimum of one (1) to two (2) years of experience in a Supply Chain/ Logistics Management related environment. Knowledge of SCM in the Public Service sector. Knowledge of SCM prescripts, regulations, and legislative framework (PFMA, PPFA, Treasury Regulations and other related policies). Knowledge of order and transit procedures. Planning and organising skills and communication skills. Knowledge of LOGIS and BAS and LOGIS invoice Tracking systems (ITS). Computer literacy, including working knowledge of MS Word and MS Excel.

DUTIES : Will be receiving goods and coordinating services from service providers. Ensure correctness, quantity, and quality during receipts/delivery. Ensure timely redirection of items (IT equipment, furniture, and stationery to the relevant end-user or the warehouse.) Off-loading and loading of goods and distribution/transportation of items to various DHET offices. Capture invoices on LOGIS, (RCRI, RCCP). Pre-audit invoices and facilitate payments. Follow-up on outstanding orders and invoices. Maintain 0-9 files and ensure proper receipt of batch (orders), file accordingly and register. Recordkeeping of all transactions via the Transit office. Reconcile accruals/commitments and audit plan. Ensure compliance for payment of invoices within 30 days Disclaimer Considering restrictions on travel during phases 5 to 1 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.

NOTE : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African

Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

- CLOSING DATE** : 17 June 2022
- POST 18/168** : **PRINCIPAL MESSENGER/ DRIVER REF NO: DHET113/05/2022**
Branch: Corporate Management Services
Directorate: Facilities Management
- SALARY** : R176 310 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF Level 6) in Transport//Logistics Management or equivalent qualification will serve as an added advantage. A minimum of three (3) to five (5) years of driving/messaging and or/ logistics environment. Knowledge of the relevant legislation, prescripts, policies, and procedures. Procedures of a motor vehicle. Storage procedures. Knowledge and understanding of massage services. Knowledge of routing office support, i.e. registry. Ability to operate a motor vehicle. Procedure to obtain trip authorization. Completion of the logbook of the motor vehicles. Writing of fuel consumables. Writing of kilometres services. Planning and organising trips and destination points. A valid driver's licence.
- DUTIES** : Monitor daily attendance of messengers and drivers. Manage allocation and utilisation of departmental vehicles to drivers/staff and allocate daily tasks of messengers and drivers. Ensure messenger requests such as drop-offs, pick-ups, mail, etc. are delivered and fetched on time. Handle complaints, compliments, and general inquiries regarding messenger and driver services. Manage human resources and provide administrative support in the unit. Ensure that the work performed by the messengers and drivers is in line with the Departmental policies and procedures. Evaluate the performance of messengers and drivers every quarter. Manage logbooks regarding the vehicle and the goods handled. Responsible for the secondary function of making copies. Provide inputs during the meetings in the Directorate
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference.

All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

- CLOSING DATE** : 17 June 2022
- POST 18/169** : **DRIVER/MESSENGER REF NO: DHET114/05/2022**
Branch: Corporate Management Services
Directorate: Facilities Management
- SALARY CENTRE REQUIREMENTS** : R147 459 per annum (Level 04)
: Pretoria
: An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. A valid driver's license is essential. A minimum of two (2) years' experience of actual driving/messaging. Knowledge of the places in which the function will be performed. Knowledge to capture forms on the database. Knowledge to compile Logbooks. Excellent organizational and time management skills. Good interpersonal relations, administration, and communication skills. Good computer literacy. Good filing and recordkeeping.
- DUTIES** : collect and deliver, documents from office to office; perform external collection and delivery of documents and related items; Collect and deliver mail to and from the Post Office and related items; Transport official documentation to Regional Office and other Colleges or other department locations on daily basis, while conveying messenger, Allocated fleet cars maintained by vehicle inspection to ensure that cars are roadworthy before taking and drop off, report incident and accidents timeously and vehicle report any defects to the supervisor. Assist with administrative tasks such as filing trip sheets, compiling overtime claims, and ensuring correct odometers are recorded for each vehicle used.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course

visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

- CLOSING DATE** : 17 June 2022
- POST 18/170** : **DRIVER/MESSENGER: TRANSPORT SECTION REF NO: DHET115/05/2022**
Branch: Skills Development
Directorate: Artisan Training and Assessment
- SALARY** : R147 459 per annum (Level 04)
CENTRE : Olifantsfontein
REQUIREMENTS : An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. A valid driver's license with a Professional Driving Permit (PrDP). Knowledge of the places in which the function will be performed. A minimum of two (2) years' experience of actual driving/messaging. Knowledge to capture forms on the database. Knowledge to compile Logbooks. Excellent organizational and time management skills. Good interpersonal relations, administration, and communication skills. Good computer literacy. Good filing and recordkeeping.
- DUTIES** : will include transporting employees of the department to and from stations, other employees of the department are transported from the airport after hours to their destinations. Transport Candidates attend trade tests in the morning and drop them off during the day and in the afternoon at the stations. Transport official documentation to Head Office and other official department locations on daily basis, while conveying messenger, security personnel, NAMB officials to Post Office, QCTO and Banking. INDLELA allocated fleet cars maintained by vehicle inspection to ensure that cars are roadworthy before taking and dropping off, report incidents and accidents timeously and vehicle report any defects to the supervisor. Assist with administrative tasks such as filing trip sheets, compiling overtime claims, and ensuring correct odometers are recorded for each vehicle used.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If

you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

- CLOSING DATE** : 17 June 2022
- POST 18/171** : **TRADESMAN AIDS: AUXILLIARY SUPPORT SERVICES REF NO: DHET116/05/2022 (X5 POSTS)**
Branch: Skills Development
Directorate: Artisan Training and Assessment Centre
- SALARY CENTRE REQUIREMENTS** : R124 434 per annum (Level 03)
: Olifantsfontein
: An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. A minimum of six (6) months of trade-related Experience. Knowledge of Occupational Health and Safety Act. Basic knowledge of cleaning material. Knowledge to prepare material and tools for assessment tasks. Communication, reading and writing skill. Technical background knowledge of the trade. Skill to use cleaning material. Good knowledge to perform minor maintenance and repairs on assessment aids and machinery.
- DUTIES** : These will include providing candidates with necessary tools, materials, and/or other services where needed. Properly prepare material and tools for assessment tasks a day before assessment. Safeguard workshop/assessment area, machines, tools and consumable material. Maintain cleanliness and general good housekeeping within the workshop/assessment area. Perform minor maintenance and repairs on assessment aids and machinery. Carry out safety activities in the workshop/assessment area. Transport allocated assets etc. from asset management to the workshop when required as well as transporting redundant assets etc. from workshop to asset management when required.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not

be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

- CLOSING DATE** : 17 June 2022
- POST 18/172** : **SENIOR SECURITY OFFICER: SECURITY SUPPORT SERVICES REF NO: DHET117/05/2022 (X2 POSTS)**
Branch: Skills Development
Directorate: Artisan Training and Assessment Centre
- SALARY CENTRE REQUIREMENTS** : R124 434 per annum (Level 03)
: Olifantsfontein
: An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. The candidate must have a PSIRA. Certificate Grade C and a valid driver's license. A minimum of two (2) to five (5) years of experience as a Security Officer. Knowledge of Departmental Policies. Good knowledge of MISS and MPSS. Good knowledge of administration and report writing skills. Good knowledge of the control of the Access to Public Premises and Vehicle Act. Computer literacy (MS Word, Excel, PowerPoint). Report writing, planning, organising, verbal and written communication skills, and problem-solving skills. Administrative skills.
- DUTIES** : Conducting effective access control at the premises. Control of keys handed to security and register book for proper control. Registering visitors and candidates entering premises. Conduct effective patrols to all buildings on the premises on an hourly basis, conduct fire equipment checks around the premises and report all faulty equipment. Conduct investigations and produce a preliminary report on all incidents.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or **<http://z83.ngnscan.co.za/apply>** and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: **<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>**. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
- CLOSING DATE** : 17 June 2022

<u>POST 18/173</u>	:	<u>GROUNDSMAN: MAINTENANCE SERVICES REF NO: DHET118/05/2022 (X2 POSTS)</u> Branch: Skills Development Directorate: Artisan Training and Assessment Centre
<u>SALARY CENTRE REQUIREMENTS</u>	:	R104 073 per annum (Level 02) Olifantsfontein An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. Good knowledge of the Occupational Health and Safety Act. Good knowledge of operating lawnmowers. Basic knowledge to attend to minor lawnmower repairs and welding problems. Communication and report writing skills. Good listening skills.
<u>DUTIES</u>	:	These will include cutting lawns and grass around buildings and surroundings according to horticultural standards. Ability to operate all types of lawnmowers, garden tools and equipment, for the cutting of all lawns and surrounding areas. Conduct regular building inspections and assist in minor electrical, plumbing and welding repairs. Pruning of trees. Planting of new flowers and plants. Safekeeping of maintenance tools and supplies. Report defects.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or http://z83.ngnscan.co.za/apply and following the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
<u>CLOSING DATE</u>	:	17 June 2022
<u>POST 18/174</u>	:	<u>PHOTOCOPIER OPERATOR: AUXILIARY SERVICES REF NO: DHET119/05/2022</u> Branch: Corporate Management Services Directorate: Facilities Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R104 073 per annum (Level 02) Pretoria An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. Knowledge of the places in which the function will be performed. Knowledge to capture forms on the database. Knowledge of equipment; Planning and organising. Basic level knowledge of repetitive tasks and knowledge of facilities policies. Basic level of organizational and time

		management skills. Basic level of interpersonal relations, administration, and communication skills. Computer literacy. Filing and recordkeeping. A valid driver's licence.
<u>DUTIES</u>	:	Responsible for making copies of documents, Duplicate documents and operating high volume photocopier machines; Binding and sorting of documents; performing minor maintenance and reporting malfunctioning of the photocopier; Making requisitions for photocopier material and keeping stationery for copies; providing counter services.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or http://z83.ngnscan.co.za/apply and following the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
<u>CLOSING DATE</u>	:	17 June 2022
<u>POST 18/175</u>	:	<u>GROUNDSMAN REF NO: (KZNCETC/01/USZ/2022)</u> Re-advertised and candidates who had previously applied may re-apply (KwaZulu-Natal Community Education and Training College)
<u>SALARY</u>	:	R104 073 per annum (Level 02)
<u>CENTRE</u>	:	Usizuzulu Community Learning Centre (Vryheid)
<u>REQUIREMENTS</u>	:	A Grade 10 qualification will serve as an advantage Basic literacy, numeracy and communication skills. Be able to read and write. The ability to operate elementary machines and equipment. Willing to work extended hours, when necessary.
<u>DUTIES</u>	:	Core Functions: Render cleaning duties of routine nature by utilizing a variety of aids within surroundings of the workplace. Perform gardening functions. Reporting of losses and damages during execution of duties. Render cleaning services in order to maintain a high hygiene in and around the work area.
<u>ENQUIRIES</u>	:	Mr N Dlamini Tel No: (031) 350 4377 / (031) 350 4367
<u>APPLICATIONS</u>	:	Applications have to be addressed to the attention of: The Assistant Director, KwaZulu-Natal CET College, 17 Kosi Place, Springfield, Durban, 4001. Applications can also be submitted online to info@KZN.CETC.edu.za , quoting the reference number on the subject line.
<u>NOTE</u>	:	Applications with supporting documentation, including a signed Z83 form should be emailed to the respective email address. Requirements of applications: Applications must be submitted on a Z83 form obtainable on the

internet at www.gov.za/documents and must be accompanied by (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), Identity Document, valid driver's licence as one document in a PDF format. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. NB: Prospective applicants must please use the new Z83 which is effective as at 01 January 2021. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Applications received after the closing date will not be considered. You are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

CLOSING DATE

:

03 June 2022 at 16h00

DEPARTMENT OF HOME AFFAIRS



CLOSING DATE : 03 June 2022

NOTE : Applications must be sent to the correct address specified at the bottom of each position, on or before the closing date; submitted on the new Application for Employment Form (Z.83), obtainable at www.gov.za; accompanied by a comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, including the details of at least two contactable employment references (as recent as possible). Shortlisted candidates will be required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), as well as the relevant highest educational qualifications, on or before the day of the interview. Applicants who possess (a) foreign qualification(s), must also submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); and limited to 2.5MB in size, if emailed. Should an automated acknowledgement of receipt not be received when an application is emailed, this could mean that the application did not reach the Department due to the size of the attachments. Should this occur, kindly resend the application in 2 / 3 parts, splitting the attachments accordingly. Shortlisted Candidates will be subjected to an interview and technical test(s) (which test Candidates' demonstrated professional and technical competency against the job requirements and duties). Candidates potentially considered suitable after the interview and technical test(s), will be subjected to a competency assessment (which tests the Candidates' demonstrated proficiency in the professional dimensions attached to the level of the post); employment suitability checks (credit, criminal, citizenship, employment references and qualification verifications); and will be required to complete the online "Pre-entry Certificate to Senior Management Services" course. The course is available at the National School of Government (NSG), under the name "Certificate for entry into the SMS". Full details can be obtained via the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates wishing to be considered for appointment, are encouraged to enrol for this course immediately. Appointed persons will be required to enter into an employment contract; serve a prescribed probation period; and successfully undergo an appropriate security clearance process within a prescribed timeframe.

MANAGEMENT ECHELON

POST 18/176 : **REFUGEE RECEPTION CENTRE MANAGER REF NO: HRMC 28/22/1**

SALARY : R1 073 187 - R1 264 176 per annum (Level 13), an all-inclusive salary package, structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS : Western Cape: Refugee Reception Centre - Cape Town
: An undergraduate qualification in Public Management or Administration / International Relations / Social Sciences or related field at NQF 7 as recognized by SAQA. 5 years' experience at middle / senior managerial level within the related field. Pre-entry Certificate to Senior Management Services endorsed by National School of Government. Knowledge of the South African Constitution. Knowledge of the government's Programme of Action and Priorities. Knowledge of South African Governmental Structures including Cluster forums and parliament. Knowledge of the Public Service Regulatory Framework, Public Finance Management Act as well as the Public Service Regulations Act. Knowledge and understanding of all relevant departmental legislation and prescripts. Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial management, honesty and integrity. Program and project management. Change management, communication and decision making. Problem solving and analysis. Business report writing, presentation

DUTIES

and interpersonal skills. Planning and organizing. Influencing and networking. Commercial and negotiation skills. Computer literacy.

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the operations at the Refugee Reception Centre. Ensure effective and efficient service delivery in the Refugee Reception Centre. Ensure the effective implementation of standard operating procedures in the processing of asylum seeking applications. Ensure quality of decision taken in refusal / acceptance of asylum seeking applications. Ensure coordination of information and monitor statistics with regards to the issuing of asylum seeking applications. Monitor and evaluate compliance with the purpose for which asylum seeking permits were granted to applicant. Manage relevant projects and programs including public campaigns on documentation used by refugees. Liaise with the Standing Committee for Refugee Affairs (SCRA) and Refugee Appeal Board (RAASA) on refugee matters. Management stakeholder relations in the Refugee Reception center. Manage the development and implementation of policies, procedures, directives and regulations. Coordinate in development of the business plan for the office and ensure effective prioritization and resource planning. Coordinate and monitor on the delivery of the business plan against the agreed objectives and timeframes. Report on the performance of the sub-directorate against the business plan to the Director. Develop professional expertise within the sub-directorate and keep abreast of stakeholder management trends and new developments. Provide advice and guidance on stakeholder forums matters. Ensure the implementation of innovative initiatives within the unit. Develop and review campaign policies and code of practice for the unit. Implement governance processes, framework and procedures. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. Monitor and ensure compliance with legislation, regulation and DHA policies and procedures. Ensure effective and effective application and utilisation of resources within the Directorate. Implement effective talent management including acquisition. Retention and development of talent. Implement effective Performance Management of all staff reporting to the Deputy Director. Ensure the effective utilisation of technology infrastructure within the functional units. Manage leave and other Human Resources administration requirements within the units. Review and ensure effective workflow and capacity planning. Encourage, reward and propagate a culture of the customer focus, empowerment, counter corruption and service delivery. Establish, maintain and ensure a good working relationship with the department and relevant stakeholders. Establish contact with all stakeholders on matters relating to implementation of the campaign. Ensure a good and healthy relationship with Directorate and all relevant stakeholders. Participate and contribute to relevant cluster and forums regarding matters relating to implementation of campaign. Develop relationships across diverse group groups of stakeholders. Manage interdepartmental relations especially with municipalities in order to advance and promote the objectives of the campaign. Constant liaison and networking with relevant stakeholders. Manage physical, human and financial resources. Ensure that budget spending is maximized in line with strategic objective. Monitor and report on the utilization of equipments. Ensure that the preparations of the budget are in line with strategic plans & department objectives. Ensure proper implementation of the budget by monitoring, projecting & reporting on expenditure. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Ensure that the Division is adequately staffed. Evaluate and monitor performance and appraisal of employees.

ENQUIRIES
APPLICATIONS
NOTE

: Mr M Madumisa Tel No: (012) 406 2543
: Email to: imsrecruitment@dha.gov.za
: Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, copies of qualifications, ID and a valid drivers' license where applicable, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at www.gov.za

OTHER POSTS

<u>POST 18/177</u>	:	<u>SPECIALIST: BUSINESS PROCESS ENGINEER REF NO: HRMC 28/22/2</u> Branch: Information Services Chief Directorate: Applications Management
<u>SALARY</u>	:	R744 255 - R876 705 per annum (Level 11), all-inclusive salary package
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Information Technology / Business Management at NQF Level 6 as recognized by SAQA. Minimum of 3 years' experience in Process Engineering and Re-engineering environment as well as Business Analyst experience. Proven experience of process management, engineering and design. Experience in developing strategies for IT itself related to enabling and sustaining IT strategies for the business. Experience in running and leading transformation programs and / or work-stream within a programme relative to methods improvement. Knowledge of the State Information Technology Agency Act 88 of 1998. Knowledge of development methodology and processes, System Development Life Cycle (SDLC) and Data Modelling. Knowledge of Minimum Information Security standards (MISS) and Minimum Interoperability Standards (MIOS). Knowledge of Public Service Regulatory Framework. Knowledge of the Departmental Legislations and Prescripts. Knowledge and application of the GITO Requirements and Frameworks. Client orientation and customer focus. Computer literacy. People Management and empowerment. Financial, Change and Project Management. Business management and decision making. Communication. Conceptual thinking ability. Strong analytical, numerical, interpersonal and research skills. A valid drivers' license, willingness to travel and work extended hours.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate, evaluate and monitor re- engineering processes. Analyse process improvement and re-engineering methodologies and principles to conduct process modernization. Identify processes to be re-engineered and develop re- engineering strategies. Conduct system integrations for critical subsystems in the organisation. Oversee Data models and database integrations exercises. Provide support for transitioning existing organizations or project teams in accomplishing the organization's goals and objectives. Demonstrate experience and leadership in organisational change programmes. Facilitate the activity and data modelling, define workflows through IT Process landscape and identify best practices. Ensure improvement opportunities and plan the implementation of the new business processes. Provide guidance on how to identify, assess, diagnose and deliver method of improvement. Lead process engineering through transformation / continuous improvement effort. Manage and implement re- engineering programmes. Defines project scope and objectives, presents assessment of current business processes, identifies and recommends potential interventions. Liaise with project team and IT technical partners regarding the re- engineering process. Leads the re- engineering process design projects. Presents deliverables for quality control inspections on business process engineering. Ensure the implementation of effective risk and compliance management practices. Ensure compliance to all relevant regulatory, internal and external compliance requirements. Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format. Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business Unit. Ensure compliance with all duties of the employer in terms of the applicable legislative framework falling within office duties. Demonstrate skills and proficiency in process engineering (new and enhanced process and/or workflows). Establish and implement a quality control, norms and standards framework for human resource stakeholder interaction and service. Manage human, financial and physical resource within the Unit. Report on the performance of the unit against operational plan, business requirements and targets. Manage financial resources of programmes, asset management and projects in accordance with Public Finance Management Act, Supply Chain and procurement framework. Provide process guidance, expertise and mentoring to engineering team. Identify and monitor financial risks in relation to the projects in the Unit.
<u>ENQUIRIES</u>	:	Mr T Kunene Tel No: (012) 406 2565
<u>APPLICATIONS</u>	:	Direct applications to the Department of Home Affairs Office as follows:-Head Office: Postal Address: Private Bag X114, Pretoria, 0001. Physical Address:

230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries) street, Pretoria, 0001

NOTE

: Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, copies of qualifications, ID and a valid drivers' license where applicable, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at www.gov.za

POST 18/178

: **SPECIALIST: PROGRAMMER REF NO: HRMC 28/22/3**
Branch: Information Services
Chief Directorate: Application Maintenance and Support

**SALARY
CENTRE
REQUIREMENTS**

: R744 255 - R876 705 per annum (Level 11), all-inclusive salary package
: Head Office, Pretoria
: An undergraduate qualification in Information Technology or related at NQF level 6 as recognised by SAQA. 5 years' experience in database administration of technology-based solutions and supervisory. Functional experience in administering Microsoft SQL server and Oracle databases. Experience in SQL Server Integration Services (SSIS), SQL Server Reporting Services (SSRS) and SQL Server Analysis Services (SSAS). Experience in ETL (Extract-Transform-Load) development / data integration. Experience in SQL Server Clustering and HA technologies including mirroring, log shipping, failover cluster and various replication technologies would be an advantage. Experience participating in a team that is using Agile methodologies and tools. Sound understanding of application development, maintenance and support. Sound knowledge and application of the GITO Requirements and Frameworks. Knowledge of the E government policy framework consultation paper developed by GITO. Sound knowledge of the National Strategic Intelligence Act. Knowledge of other databases like MySQL and Oracle. Sound knowledge of programming languages and databases. Understanding of project management processes. Knowledge of State of Information Technology Act (SITA). Capability and leadership. Business continuity, project management, service delivery and innovation. Expenditure management. Excellent time management skills. People management. Client orientation, sound persuading and influencing. Excellent verbal and written communication skills, including communicating technical issues to non-technical issues audiences. Problem solving and analysis. Ability to brief all management levels. Ability to work independently and collaboratively in a team environment. Strong critical thinking and problem solving skills. Computer coding / programming. Troubleshooting. Computers and systems. A valid drivers' license and willingness to travel. On-call and working extended hours may be required.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate and implement the design and programming of systems and processes. Coordinate and implement of each program in comparison to the costs of the application's maintenance and operations. Design workflow charts and diagrams that describe input, output and logical operation and convert them into series of instructions coded in a computer language. Coordinate and recommend on cost by identifying duplication, redundancy and which programs can be replaced. Coordinate and maintain quality and expected lifespan of programming systems. Coordinate programming request, reports in relation to the cost to own and the business value delivered. Participate in the development of programming strategies on future development and enhancements. Conduct programming specifications and evaluation. Establish and implement programming specification per business requirements. Coordinate and assess the database and process documentation. Develop and implement program modules into production. Build partnerships with various stakeholders (internal and external). Develop and maintain excellent relationships with many different technical and business leaders. Collaboration with others within the department to ensure the internal clients receives the right solution and has a clear path moving forward. Manage customer satisfaction and expectations through communication channels. Work with diverse audiences including highly technical IT professionals, developers, architects and executive management. Ensure any solutions within the specific specialism fits with strategic and technical direction. Provide support to clients to solve technical challenges with the Microsoft Products. Liaise with Microsoft and third party vendors. Develop and maintain excellent relationships with various technical and business leaders. Ensure successful

business transformation. Compile tactical plans aligned to business requirements. Recommend and implement continuous performance improvement initiatives. Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution. Keep abreast with industry developments. Ensure successful system and process enhancements, updates and amendments. Work closely with stakeholders to ensure service delivery execution. Ensure effective Governance and Compliance. Keep up with the leading trends and technologies. Develop plans for improving the environment from a reactive culture to dynamic databases. Produce enterprise-level designs for database for departmental initiatives. Identify opportunities to innovate, extend and enhance service delivery. Create and maintain database for domain technologies. Ensures IT requirements are met and service quality maintained when introducing new services. Coordinate the development and implementation of Standard Operating Procedures (SOPs) and guidelines. Develop work plans and estimates as they relate to systems integration work tasks and team members. Manage the human, financial and physical resources in the unit. Develop work plans and estimates as they relate to systems integration work tasks and team members. Provide inputs into the compilation of the annual budget. Monitor the expenditure is in line with financial requirements and the unit's objectives. Make recommendation external contractors and suppliers within the unit in an effective and efficient manner. Liaise with internal business unit to ensure that supply chain management and asset management are effectively managed. Monitor the implementation of strategies, policies and procedures within the unit. Ensure effective capacity planning of IS resources in the unit.

ENQUIRIES : Mr M Makgoka, Tel No: (012) 406 2718
APPLICATIONS : Direct applications to the Department of Home Affairs Office as follows:-Head Office: Postal Address: Private Bag X114, Pretoria, 0001. Physical Address: 230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries) street, Pretoria, 0001

NOTE : Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, copies of qualifications, ID and a valid drivers' license where applicable, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at www.gov.za

POST 18/179 : **SPECIALIST: APPLICATION DEVELOPER REF NO: HRMC 28/22/4 (X2 POSTS)**
 Branch: Information Services
 Directorate: Solution Delivery

SALARY : R744 255 - R876 705 per annum (Level 11), all-inclusive salary package
CENTRE : Head Office, Pretoria
REQUIREMENTS : An undergraduate qualification in Information Technology or related field at NQF 6 as recognized by SAQA. A minimum of 5 years' experience as Specialist/ Junior Management/Assistant Director Level. Extensive experience in Applications Management environment. Sound experience in programming languages e.g Java, .net, C++, PHP, Python, HTML, JavaScript and VB. Solid experience in applications / systems development. Experience in different application development tools. Sound understanding of application development, maintenance and support. Sound knowledge and application of the GITO Requirements and Frameworks. Knowledge of the E government policy framework consultation paper developed by GITO. Knowledge and ability to demonstrate through understanding of application development within a complex project and organization. Knowledge and understanding of State of Information Technology Act (SITA). Working knowledge of the following database e.g SQL, Oracle and MySQL. Knowledge of system development methodology and processes. Understanding of the development challenges presented when applications or components of applications are developed in isolation or in conjunction with interfacing applications. Capability and leadership. Business continuity, project management, service delivery and innovation. Expenditure management. Excellent time management skills. People management and empowerment. Client orientation and customer focus. Dealing with pressure and setbacks. Excellent verbal and written communication skills. Problem solving and analysis. Ability to translate Technology language in to English. Planning and organising. Presentation

skills. Systems development, decision making, conflict and expenditure management.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate the development and implementation of new systems according to specifications. Analyse user requirements specifications and develop technical, functional and non-functional specification. Ensure the interpretation and translation of user requirements into design specifications and functions specification. Manage and support the design and development of application components/functionality, integration and configuration requests. Ensure that the application development tasks are performed (entering time, updating work orders, updating knowledgebase, providing status reports, etc.). Ensure that applications development documentation are written and maintained (operation of program, user manuals and requirements). Oversee the creation of definitions of applications and use the specific definition of an application. Create a catalog of new and existing applications that are installed in the Department. Oversee the development of a release plan and coordinate the implementation of tested and approved systems. Coordinate and provide technical leadership and advice on applications development matters. Measure the financial benefits of each application in comparison to the costs of the application's maintenance and operations. Make recommendations on managing cost by identifying duplication, redundancy and which systems can be replaced. Gather information about existing applications, the cost to build and maintain applications, quality of the application, and expected lifespan. Provide detailed reports on the performance of the applications in relation to the cost to own and the business value delivered. Provide input into applications strategy by planning future upgrades, enhancements, etc. Build partnerships with various stakeholders (internal and external). Develop and maintain excellent relationships with many different technical and business leaders. Collaboration with others within the Department to ensure the internal clients receives the right solutions and has a path moving forward. Manage customer satisfaction and expectations through communication channels. Work with diverse audiences including highly technical IT professionals, Developers, Architects and Executive management. Ensure any solutions within the specific specialism fits with strategic and technical direction. Provide support clients to solve technical challenges with the Microsoft Products. Liaise with Microsoft and third party vendors. Develop and maintain excellent relationships with various technical and business leaders. Ensure the implementation of effective risk and compliance management practices. Develop and implement governance processes, frameworks and procedures within the unit. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the unit. Ensure compliance with all audit requirements within the Unit. Represent the unit at management and other government forums. Monitor quality, risk, standards and practices against prescribed frameworks. Manage human, financial and physical resource as and when required. Develop the workplan for the unit. Participate in the development of the operational plan. Manage training and development needs of the unit and ensure that these are acted on. Manage and develop effective talent management processes within the unit (attraction, retention and development). Manage the implementation of complaint performance management within the Directorate. Decide on appropriate rewards and promotion on the basis of performance and contribution against agreed targets. Manage grievances, discipline and terminations within the Unit. Manage and monitor assets in the Unit with the Supply Chain Management framework. Manage and ensure employees are equipped with the required skills and resources to perform optimally.

ENQUIRIES
APPLICATIONS

: Mr L Kgopa Tel No: (012) 406 2554
: Direct applications to the Department of Home Affairs Office as follows:-Head Office: Postal Address: Private Bag X114, Pretoria, 0001. Physical Address: 230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries) street, Pretoria, 0001

NOTE

: Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, copies of qualifications, ID and a valid drivers' license where applicable, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at www.gov.za

<u>POST 18/180</u>	:	<p><u>ENTERPRISE ARCHITECTURE (IS) REF NO: HRMC 28/22/5 (X2 POSTS)</u> Branch: Information Services Chief Directorate: IS Governance</p>
<u>SALARY</u>	:	R744 255 - R876 705 per annum (Level 11), all-inclusive salary package
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	<p>An undergraduate qualification in Information Technology or related at NQF level 6 as recognised by SAQA. Minimum of 3 years' experience as specialist / Assistant Director level at Enterprise Architecture / IS Governance environment. Experience in IS governance processes. Certificate in The Open Group Architecture Framework (TOGAF) will be an added advantage. Knowledge of State Information Technology Act (SITA), the GITO Frameworks and policies. Understanding of the Public Service Regulations. Knowledge of Minimum Information Security Standards (MISS). Knowledge of the Departmental and Human Resource Management Regulatory Frameworks. Knowledge of Government Wide Enterprise Architecture Framework (GWEAF). Knowledge of the Open Group Architecture Framework (TOGAF). Knowledge of Corporate Governance of ICT Policy Framework. Accountability, capability and leadership. Business continuity. Ability to translate IT language into English. Enterprise architectural skills. Expenditure management. Programme and project management. Business analysis and time management. Stakeholder relations and customer focus. Conflict management and resolution. Communication, presentation and facilitation skills. Business report writing. Problem solving and strong analytical skills. Influencing and networking. Computer literacy. Modelling skills and data analysis. A valid drivers' license and willingness to travel. On-call and working extended hours may be required.</p>
<u>DUTIES</u>	:	<p>The successful candidate will be responsible for, amongst others, the following specific tasks: Develop, coordinate and implement models for the respective Enterprise Architecture domains. Ensure that all IT Solutions are in compliance with Enterprise Architecture Principles. Understand the business needs for the development of IT solutions. Coordinate, obtain, define, and explicitly represent various artefacts within Government Wide Enterprise Architecture Framework (GWEA) Framework. Develop and implement methodologies and techniques for modelling technologies for enterprise architecture domains. Conduct audit compliance within the Enterprise Architecture standards. Keep abreast with the latest technology in order to provide advice on technology trends to the department. Develop enterprise architecture artefacts including current state architecture, gap analysis and target state. Develop enterprise architecture roadmaps, referential architecture patterns and technology standards. Ensure an increase in re-use and reduced redundancy/ duplicate in technology and application designs. Manage compliance of the software and version used. Ensure alignment to Enterprise architecture principles throughout the life cycle of project initiatives. Coordinate and develop Enterprise Architecture plan, strategies, policies and processes within DHA. Develop and review Enterprise Architecture for the department. Coordinate all the Enterprise Architecture activities. Translate and map departmental strategy into IT Strategy. Provide in-depth analysis of the business needs. Assist in aligning business and enterprise initiatives with the Enterprise Architecture. Provide an advice to senior business management on business and information integration strategies. Develop weekly and monthly EA plans. Build and maintain relationship with various Internal and External stakeholders. Ensure business transformation and partnership with various stakeholders. Compile tactical plans aligned to business requirements. Liaise with internal and external stakeholders on enterprise architectural matters. Benchmark with various institutions for best practice. Revisit, review and streamline all processes to ensure accuracy and efficiency. Participate in the implementation improvement of change management projects. Facilitate best practices to contribute towards improved change management matters with stakeholders. Ensure operational efficient and service delivery improvement in the Department. Ensure operational efficient and service delivery improvement in the department. Communicate with different stakeholders both within and outside the department on EA matters. Assist the department to accomplish goals and needs through architecture activities. Keep up to date with any changes in the legislative framework and taking ownership and implement necessary steps/actions to ensure that client is compliant. Establish and implement a quality control, norms and standards framework for human</p>

resource stakeholder interaction and service delivery. Ensure the implementation of effective risk and compliance management practices. Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements. Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format. Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation. Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business unit. Implement compliance with all duties of the employer in terms of the applicable legislative framework falling within office duties. Establish and implement a quality control, norms and standards framework for human resource stakeholder interaction and service delivery. Manage physical, human and financial resources. Provide inputs into the compilation of the annual budget. Monitor expenditure is in line with financial requirements and the unit's objectives. Manage external contractors and suppliers within the unit in an effective and efficient manner. Liaise with internal business unit to ensure that supply chain management and asset management are effectively managed. Submit proposals, plans and budgets in advance for all project initiatives that are required within the unit. Ensure that staff is motivated and committed to the vision and goals.

- ENQUIRIES** : Mr M Nkadameng Tel No: (012) 406 2576
- APPLICATIONS** : Direct applications to the Department of Home Affairs Office as follows:-Head Office: Postal Address: Private Bag X114, Pretoria, 0001. Physical Address: 230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries) street, Pretoria, 0001
- NOTE** : Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, copies of qualifications, ID and a valid drivers' license where applicable, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at www.gov.za
- POST 18/181** : **SPECIALIST: COMMUNICATION INFRASTRUCTURE SECURITY REF NO: HRMC 28/22/6**
Branch: Information Services
Chief Directorate: Infrastructure Management
- SALARY CENTRE REQUIREMENTS** : R744 255 - R876 705 per annum (Level 11), all-inclusive salary package
: Head Office, Pretoria
: An undergraduate qualification in Information Technology or related at NQF level 6 as recognised by SAQA. 3 years' experience at Assistant Director / Specialist / Junior Management. Experience in content filtering, antivirus, patch management, secure virtual private networks and biometric access. Experience in firewalls, Intruder detection and prevention. Knowledge of database security, server security and network security. Knowledge of policies, procedures, standard, encryption, government legislation. Knowledge of the Human Resource regulatory framework and departmental legislation and prescripts. Knowledge of Public Service Regulatory Framework. Knowledge of Minimum Information Security Standards (MISS). The position paper on information security ISO 17799 (Information Security framework). Knowledge of National Strategic Intelligence Act and the Draft Electronic Transactions Bill. Knowledge of the State Information Technology Agency Act 88 of 1998. Capability and leadership. Accountability, time management and ability to translate IT language into English. Project management, business continuity and conflict management. Decision making. People management. Presentation and training. Report writing. Planning and organizing. Team work. Strong analytical skills. Verbal and written communication. Problem solving. Stakeholder relations and customer focus. IT security management skills. A valid driver's licence and willingness to travel. Extended working hours will be required. Perform on-call duties is required occasionally.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate, identify develop and monitor communication security frameworks, systems, processes and procedures. Coordinate and control the communication security system by providing dynamic, wireless bridging in the event of disruption of the backbone at critical junctures. Prevent threats imposed on the backbone communication networks and their core. Prevent insider attacks that may easily circumvent all the counter measures

designed for outsider attacks. Protect the all-optical departmental network infrastructure to embedded sufficient intelligence and learning capacity to networks such as that it heals damages by itself and from unforeseen. Design, install and administer the intruder prevention, fire wailing, network application security on all DHA communication medium according to all policies and legislation. Research new technologies to ensure audit readiness, technical design and expertise. Coordinate and systems security design within the department and provide technical advise for all security aspects of the project. Coordinate and monitor all security authentication and access control. Advise DHA security management team on technical issues associated with security solution deployment. Coordinate, monitor and implement fire wailing, intruder prevention, anti-virus, spy ware, service security i.e. Web server or databases, content filtering and patch management. Ensure compliance to IS Security and quality management frameworks. Monitor and detect violations and exceptions to the mandated requirements. Liaise with internal audit to facilitate compliance with audit information requirements. Work with internal and external auditors on enterprise level deficiencies and ensure that communication security systems are mitigated or properly controlled. Provide objectives assessments of the company's compliance to legislation governing the organization's information technology systems and industry-specific regulations. Provide advice and guidance to IS users regarding the effective implementation of security processes and procedures. Develop, document, maintain and measure compliance with respect to policies, procedures and standards. Keep up to date with any changes in the legislative framework and taking ownership and implement necessary steps/actions to ensure that the client is compliant. Conduct studies, analysis or specific projects relating to IS security management. Develop IS security training programs and internal memos. Ensure the implementation of effective risk and compliance management practices. Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements. Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format. Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation. Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business unit. Implement compliance with all duties of the employer in terms of the applicable legislative framework falling within office duties. Establish and implement a quality control, norms and standards framework for human resource stakeholder interaction and service delivery. Ensure successful business transformation. Compile tactical plans aligned to business requirements. Recommend and implement continuous performance improvement initiatives. Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution. Keep abreast with industry developments. Ensure successful system and process enhancements, updates and amendments. Work closely with stakeholders to ensure service delivery execution. Manage resource (human, financial and physical) within the unit. Provide inputs into the compilation of the annual budget. Develop and implement a work plan according to the operational plan. Monitor the expenditure is in line with financial requirements and the directorate's objectives. Submit proposals and plans in advance for projects of the unit. Make recommendation external contractors and suppliers within the unit in an effective and efficient manner. Implement effective talent management processes within the unit (attraction, retention, development). Manage the implementation of compliant performance management system. Ensure that employees are equipped with the skills and resources to perform optimally. Manage the financial resources of programmes, asset management and projects in accordance with PFMA and supply chain management framework. Identify and monitor financial risks in relation to the projects in the unit.

ENQUIRIES
APPLICATIONS

: Mr Z Khuzwayo Tel No: (012) 406 2522
 : Direct applications to the Department of Home Affairs Office as follows:-Head Office: Postal Address: Private Bag X114, Pretoria, 0001. Physical Address: 230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries) street, Pretoria, 0001

NOTE

: Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, copies of qualifications, ID and a valid drivers' license where applicable,

together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at www.gov.za

POST 18/182 : **SPECIALIST: STRATEGIC IS ALIGNMENT ANALYST REF NO: HRMC 28/22/7**

Branch: Information Services
Chief Directorate: IS Governance

SALARY CENTRE REQUIREMENTS

: R744 255 - R876 705 per annum (Level 11), all-inclusive salary package
: Head Office, Pretoria
: An undergraduate qualification in Information Technology / Computer Science or IT related qualification at NQF level 6 as recognised by SAQA. Minimum 3 years' experience at Assistant Director / Junior Management / Specialist field in IT governance, compliance and risk management. Experience and knowledge of Cooperate Governance of ICT. Extensive experience in IS strategies alignment and analysis Extensive knowledge and implementation of CoBIT 5 (minimum) and IT governance processes. Knowledge of the DPSA CGICT Policy Framework. Knowledge of State Information Technology Act (SITA). Knowledge of Minimum Information Security Standards (MISS). Knowledge of the Public Service Regulatory Framework. Knowledge of Public Service Regulations. Knowledge of the Departmental Legislations and Prescripts. Knowledge of CoBIT and ITIL framework. Strategic capability and leadership. Accountability, financial management and stakeholder relations. Business continuity, program and project management. Ability to translate IT language into English. Time management. Conflict management and resolution. Business report writing. Customer focus, problem solving, influencing and networking. Communication, presentation and sound analytical skills. Computer literacy. Strategic analysis. A valid driver's licence and willingness to travel. Extended working hours will be required. On-call duties is required occasionally.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate and review strategic alignment and compliance within the Department. Define, manage and communicate a clear IT strategy to address business needs. Understand business strategies, priorities, issues and requirements in IS terms. Interpret Business Strategies into IT requirements, programme and initiatives. Conduct quantitative financial analysis to understand stakeholder implications of change programmes. Monitor and review services rendered by IS Branch to ensure customer satisfaction. Develop technical expertise within the directorate and keep abreast of technological advancements. Ensure the implementation of innovation IS initiatives. Manage the alignment of the IS strategy within the overall DHA strategy. Design, control and operate IT governance structures, capabilities, processes and tools for the Department. Monitor and adjust IT governance components according to business requirements. Liaise with all relevant Governmental Spheres regarding new IS initiatives and strategies. Coordinate, Identify and monitor the implementation of IS Strategic Initiatives. Conduct, review or coordinate feasibility, financial analysis and business cases for IS initiatives. Identify and monitor the implementation of IS strategic Initiatives. Coordinate the alignment and the implementation project, programmes or initiates. Monitor the benefit realisation and achievement of goals of IT- Business initiatives against business strategic goals. Coordinate the portfolio of initiatives within IS in conjunction with Special Initiatives Unit through monitoring and realignment of delivery and risks. Define and deploy relevant standards for solutions delivery, operations and performance management. Coordinate, maintain and implement IS strategy alignment control measures. Participate and contribute to the development of Annual Performance Plan, Operational and Business Plans. Monitor and frequently report the Branch Annual Performance Plans, Operational and Business plans. Coordinate business transformation and partnership with various stakeholders. Compile tactical plans aligned to business requirements to ensure effective strategy executive. Recommend and implement continuous performance improvement initiatives. Liaise with various internal and external stakeholders. Benchmark with various institutions for best practice. Coordinate and monitor the industry trends and dynamics. Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution. Implement successful system and process enhancements, updates and amendments within IS. Ensure that projects are implemented to best practice standards,

time, quality and budget. Facilitate best practices to contribute towards improved organizational performance. Report on the deliverance against the business plan to the Director. Build partnership with various internal and external stakeholders in order to enforce compliance and alignment. Develop, implement and appropriate policies, standards and procedures compliant with legislation and aligned to CoBIT. Cooperation with internal and external auditors and address audit findings. Ensure the IT steering committee operates as mandated including oversight of coordination of Committee meeting, minutes preparation and approval, documentation preparation and distribution and reporting action items. Ensure the implementation of effective risk and compliance management practices. Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements. Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format. Ensure compliance and adherence to regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation. Interpret and implement all organisational circulars, policy and other communications. Establish and implement a quality control, norms and standards framework.

**ENQUIRIES
APPLICATIONS**

: Ms P Mosia Tel No: (012) 406 4536
 : Direct applications to the Department of Home Affairs Office as follows:-Head Office: Postal Address: Private Bag X114, Pretoria, 0001. Physical Address: 230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries) street, Pretoria, 0001

NOTE

: Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, copies of qualifications, ID and a valid drivers' license where applicable, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at www.gov.za

POST 18/183

: **SPECIALIST: IS RISK AND QUALITY REF NO: HRMC 28/22/8**
 Branch: Information Services
 Chief Directorate: Infrastructure Management

**SALARY
CENTRE
REQUIREMENTS**

: R744 255 - R876 705 per annum (Level 11), all-inclusive salary package
 : Head Office, Pretoria
 : An undergraduate qualification in Information Technology or related at NQF level 6 as recognized by SAQA. Minimum of 3 years' experience at Assistant Director / Junior Management Specialist. Extensive experience in IS risk analysis or quality assurance consulting. Experience in IS governance processes. Knowledge of software product development and quality assurance methodologies. Capability and leadership. Business continuity. Expenditure management. Project management. Conflict management and resolution. Accountability. Risk and Quality Management. Time management. Ability to translate IT language into English. IS Risk Management. Business report writing skills. Initiating action. Problem solving and analysis. Dealing with pressures. Presentation skills. Communication skills. Computer literacy. Influencing and networking. Data analysis skills. Quality management. Knowledge of software product development and quality assurance methodologies. Knowledge of the GITO Frameworks and policies. Knowledge of risk management tools and understanding of methods for reducing operational risk. Knowledge of State Information Technology Act (SITA). Knowledge of the Departmental Legislation and Prescripts. Knowledge of Human Resource Regulatory Framework. A valid driver's licence and willingness to travel. Extended working hours will be required.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate and develop IS audit and risk structures, framework and practices. Develop quality and risk management frameworks for IS. Develop the implementation plans with identified IS risk and quality owners and risk sponsors and ensure approval. Establish the effective running of cross functional IS governance structures, systems and process. Liaise with other departments/ researching and collating needs and improvements. Access and implement information system controls, security, and business/ systems recovery programs or practices in accordance with risk and quality requirements. Coordinate and evaluate adequacy of IS controls. Facilitate the articulation and implementation of well-defined internal controls and measures to comply with audit requirements. Ensure development of disaster recovery plan in accordance with GITO Framework and maintain /update the plan

manually. Coordinate quality and risk management frameworks, systems, processes and procedures. Coordinate, identify and characterise risks in the different technological areas (General technology risks). Coordinate and conduct IT risk assessments and audits within the branch. Ensure consistency and uniformity of IS risk management processes in the branch. Coordinate and monitor the effective operation of IS risk management systems. Track risk management activities, including reporting, measuring and consolidation procedures. Prepare updates and reviews of the IS risk management program (risk register, process, status implementation). Consolidate and analyse the exposure to risks overall (viruses, overload, etc.). Coordinate and validate systems, software and quality assurance process. Conduct bi-annual tests with regards to recovery procedures. Coordinate risk and quality operations of the unit. Ensures appropriate technical standards and procedures are defined. Create and build partnerships with various internal stakeholders in order to enforce compliance. Plan and prioritise the portfolio of initiatives and ensure that the initiatives are defined in terms of their expected value to the business. Ensure the consistence monitoring of benefit realisation and customer satisfaction from IS initiatives implemented. Ensure that industry trends and dynamics are monitored and new technologies are subsequently evaluated for investment. Proactively invest and ensure implementation of new technologies to drive business performance. Ensure consistent alignment of technology initiatives with business goals and standards and take corrective action where required. Interpret business strategies, issues and requirements. Develop change programmes and projects to address them. Ensure the implementation of effective risk and compliance management practices. Monitor and detect violations and expectations to the mandated requirements. Liaise with internal audit teams to facilitate compliance with audit information requirements. Work with internal and external auditors on enterprise level deficiencies. Ensure that high- risk items are mitigated or properly controlled. Provide objective assessments of the company's compliance to legislation governing the organization's information technology systems and industry-specific regulations. Provide advice and guidance to IS users regarding the effective implementation of risk processes and procedures. Develop, document, maintain and measure compliance with respect to policies, procedures and standards. Keep up to date with any changes in the legislative framework and taking ownership and implement necessary steps/ actions to ensure that the client is compliant. Conduct studies, analyses or specific projects relating to IS quality and risk management. Develop IS risk management training programs and internal memos. Establish and implement a quality control, norms and standards framework for human resource stakeholder interaction and service delivery. Comply with the departmental policies, procedures and Treasury Regulations to ensure that supply chain management and asset are effectively. Manage the (Human, Financial and Physical) resources in the unit. Provide inputs into the compilation of the annual budget. Monitor the expenditure is in line with financial requirements and unit's objectives. Liaise with internal business unit to ensure that supply chain management and asset management are affectively managed. Provide information relative to the identification and development of objectives, goals and strategy relative to individual functional areas.

- ENQUIRIES** : Ms P Mosia Tel No: (012) 406 4536
- APPLICATIONS** : Direct applications to the Department of Home Affairs Office as follows:-Head Office: Postal Address: Private Bag X114, Pretoria, 0001. Physical Address: 230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries) street, Pretoria, 0001
- NOTE** : Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, copies of qualifications, ID and a valid drivers' license where applicable, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at www.gov.za
- POST 18/184** : **APPLICATION ADMINISTRATOR REF NO: HRMC 28/22/9**
Branch: Information Services
Chief Directorate: Application Maintenance and Support
- SALARY** : R382 245 - R450 255 per annum (Level 09), A basic salary. In addition, a range of competitive benefits are offered.
- CENTRE** : Head Office, Pretoria

REQUIREMENTS

: An undergraduate qualification in Information Technology / Computer Science or related at NQF level 6 as recognized by SAQA. 3 years' experience in Application Management environment. Solid experience in programming languages and system development and administration. Experience of systems analysis, prioritizing changes, reporting services and testing procedures. Experience and relevant knowledge in different maintenance and database tools, techniques. Knowledge of the basic configuration of the various systems used by DHA (National Population Register, EDMS, BAS). Knowledge of the E government policy framework consultation paper developed by GITO. Knowledge of the State Information Technology Agency Act 88 of 1998. Knowledge of all departmental Legislations and Prescripts. Sound knowledge of Minimum Information Security Standards (MISS). The position paper on information security ISO 17799. Knowledge of all departmental Legislations and Prescripts. Knowledge of the Public Service Regulatory Framework. Understanding of departmental legislation as well as Human Resources legislation and prescripts. Project Management and administration. Time management, business continuity and business report writing. Applications administration and maintenance. Ability to translate IT language into English. Conflict management and resolution. Supervisory and presentation skills. Work Style: foresight, analysis and logic, systematic and orderly planning. Proficient in development environment, Ms Office Suite, Visio, Ms Project. Problem solving and analysis. Teamwork, assertiveness and attention to detail. Ability to meet deadlines. A valid drivers' license and willingness to travel. On-call and working extended hours may be required.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Provide End User application support relating to specified applications. Deliver telephone and physical support to end-user community on application related problems, questions, use and assist with resolution of errors. Track IS solution defects and their resolutions and make recommendations to Management in terms of trends. Research, plan, install, configure, troubleshoot, maintain and upgrade applications. Connect users to applications and provide initial training on applications where required. Perform installation services and upgrades for clients in accordance with the appropriate work order. Conduct maintenance of user roles and implement authorisation configurations. Ensure availability of applications to SLAs. Resolve system problems and document resolutions for future reference. Take actions to ensure prevention of defects. Implement tools to monitor and track application performance. Maintain and implement applications in accordance with business requirements. Collaborate with management regarding application changes. Ensure configuration and delivery of reports as delegated by Manager based on request from management and business analysts. Take ownership of application configurations. Collect information to analyse and evaluate existing Programme change requests. Coordinate the customization and adaptation of existing programs to meet users' requirements. Ensure effective execution of batch jobs, interface and output services. Ensure successful business transformation. Compile tactical plans aligned to business requirements to ensure effective strategy execution. Recommend and implement continuous performance improvement initiatives. Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution. Keep abreast with industry and specifically international Public Sector developments. Oversee successful system and process enhancements, updates and amendments in the unit. Monitor and participate in the implementation of efficiency improvement projects. Ensure the implementation of effective risk and compliance management practices. Comply to all relevant regulatory, internal and external compliance requirements. Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format. Ensure compliance and adherence to regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation. Interpret and implement all organisational circulars, policy and other communications. Establish and implement a quality control, norms and standards framework. Manage physical and human resources. Develop an activity plan for the unit against the work plan. Assess performance of divisions against targets and objectives and recommend training and development interventions. Implement tools for efficient sharing of information and foster commitment of employees towards achieving similar objective. Monitor and report on the utilization of assets. Co-ordinate

memorandum of understanding, service level agreements and expenditure review. Evaluate and monitor performance and appraisal of employees. Recommend methods for improving performance and to integrate methods into the management of the organization. Ensure employee decision making, by developing new ideas, and personal expression. Ensure fairness and equitability exists among staff, and that ethical standards are upheld on a continual basis. Coordinates the process to ensure all employees are contracted during a given performance period and that PDP information is complete and aligned.

ENQUIRIES
APPLICATIONS

: Mr M Makgoka Tel No: (012) 406 2718
: Direct applications to the Department of Home Affairs Office as follows:-Head Office: Postal Address: Private Bag X114, Pretoria, 0001. Physical Address: 230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries) street, Pretoria, 0001

NOTE

: Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, copies of qualifications, ID and a valid drivers' license where applicable, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at www.gov.za

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<u>CLOSING DATE</u>	:	06 June 2022
<u>NOTE</u>	:	Interested applicants must submit their applications for employment to the address specified in each post. The application <u>must include only</u> completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , a CV, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary. Application that do not comply with the above specifications will be disqualified. 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 this position. Women and people with

MANAGEMENT ECHELON

<u>POST 18/185</u>	:	<u>CHIEF DIRECTOR: POLICY AND STRATEGY, (RELATING TO MASTER SERVICES) REF NO: 22/106/MAS</u>
<u>SALARY</u>	:	R1 269 951 – R1 518 396 per annum, (all inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria An LLB or 4 year recognized legal qualification; 5 years' experience at Senior Management level in project management environment/strategic planning; Knowledge in the following areas Curatorship, Deceased Estates, Guardians, Insolvency matters, Trust and Wills; Admission as an Attorney will be an added advantage. Skills And Competencies: Strategic capacity and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills.
<u>DUTIES</u>	:	Key Performance Areas: Manage the determination and development of the Master's services' policy and strategy; Manage a consultative service aimed at assisting and facilitating improved stakeholder relations; Manage strategic projects within the Branch aimed at improving productivity and service levels for business and members of the public; Research current and proposed legislative processes which could impact on the Branch; Manage and co-ordinate multi-disciplinary project teams and liaise with stakeholders; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. S Maeko ☎ (012) 315 1996 Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001.OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria.
<u>NOTE</u>	:	Women and People with disabilities are encouraged to apply

OTHER POSTS

POST 18/186 : **OFFICE MANAGER: (IN THE OFFICE OF THE CHIEF FINANCIAL OFFICER) REF NO: 22/101/CFO**

SALARY : R744 255 – R876 528 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office, Pretoria
Degree/National Diploma in Public Administration Management or equivalent qualification; At least 3 years' experience in management; Knowledge of Public Finance Management Act, 1999 and government planning cycle; Knowledge and understanding of public service policies and procedures; A valid driver's licence. Skills and Competencies: Computer literacy (Microsoft Office); Applied strategic thinking; Applying technology; Budgeting and financial management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Planning and organizing; Networking and interpersonal skills; Problem solving and decision making; Project management; Communication and information management.

DUTIES : Key Performance Areas: Undertake policy or line function tasks as required; Coordinate external strategic alliances between the office of the CFO and other stakeholders; Provide support within the office of the Chief Financial Officer; Manage general support services, human, financial and other resources in the office in the office of the CFO.

ENQUIRIES APPLICATIONS : Mr. Maluleke Tel No: (012) 315 1090/ (012) 357 8591
Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

NOTE : People with disabilities are encouraged to apply.

POST 18/187 : **SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6) REF NO: 22/102/SA**

SALARY : R518 088 – R1 210 842 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement

CENTRE REQUIREMENTS : State Attorney: Kimberley
An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/ litigation experience; A thorough knowledge of legal practice, office management, accounting systems and trust accounts; The right of appearance in the High Court of South Africa; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Conveyancing experience; A valid driver's licence. Skills And Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.

DUTIES : Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Courts, Land Claims, CCMA, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration, register trust and debt collection training to other professional staff; Provide supervision and training to other professional staff.

ENQUIRIES APPLICATIONS : Mr. E. Seerane Tel No: (012) 315 1980
Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

NOTE : People with disabilities are encouraged to apply. A current certificate of good standing from the relevant Law Society must accompany the application.

POST 18/188 : **PROGRAMME ADMINISTRATOR: PROGRAMME SUPPORT AND DONOR FUNDS REF NO: 22/102/DG**

SALARY : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Pretoria
: 3 year Bachelor/Degree or equivalent qualification in Management and or Administration; At least 2 years in projects administrative experience; Knowledge of the Projects Management, Public Finance Management Act and Regulations; General knowledge of the Public Service and the working of Government; A valid driver's license. Skills and Competencies: Financial and management skills; Communication (verbal & written) skills; Report writing skills; Computer literacy; Planning and organizing skills; Programming and project management; Interpersonal skills; Ability to work in a team.

DUTIES : Key Performance Areas: Assist in identifying project needs and gaps; Ensure all documentation regarding the donor coordination are achieved and filed according to departmental prescripts; Assist in the management of stakeholder relationships; Assist with the implementation and sustaining of new and existing projects; Provide administrative support to meetings and workshops.

ENQUIRIES APPLICATIONS : Mr. S. Kgafela 📞 (012) 315 1042
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

NOTE : People with disabilities are encouraged to apply.

POST 18/189 : **COURT INTERMEDIARY REF NO: 22/VA35/NW**

SALARY : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Lichtenburg Magistrate Court
: Three-year Bachelor's degree / National Diploma / Academic Qualification in one of the following fields: Teaching, Social work/ Family Counselling, 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; Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages; (please check submission of relevant motivation); Knowledge of the relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children's Act, 2005 (Act No 38 of 2005); Domestic Violence Act, (Act No 116 of 1998); A Valid driver's licence. Language proficiency: Candidate must be able to speak fluent Afrikaans and Sesotho; English and Setswana are compulsory languages. Skills and Competencies: Good communication and empathetic listening skills (with children and persons with mental disabilities and traumatized witnesses); Customer focus and responsiveness; Sound interpersonal relations; Problem solving and decision-making skills; Computer literacy (Ms word, PowerPoint, Outlook, Excel); Ability to work under pressure.

DUTIES : Key Performance Areas: Provide intermediary services to children, persons with mental disabilities and other traumatized witnesses; Provide specialized children language and disability services; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Render administration support services in court; Assist children to testify with the aid of anatomically-detailed dolls.

ENQUIRIES APPLICATIONS : Ms. L Shoai 📞 (018) 397 7054
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand it at 22 Molopo Road, Ayob Gardens, Mafikeng.

POST 18/190 : **ADMINISTRATIVE OFFICER REF NO: 61/22/LMP**

SALARY : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.

<u>CENTRE REQUIREMENTS</u>	:	Mahwelereng Magistrate Court
	:	3-year Bachelor's Degree /National Diploma in Public Management Administration or equivalent; 3 years administration experience; Knowledge of Human Resource Management, Supply Chain Management and risk management; Knowledge of Public Financial Management Act, Knowledge of Financial Management (Vote and Trust Account); Departmental Financial Instructions, BAS and Justice Yellow Pages. Skills and Competencies: People management; Computer literacy (Microsoft packages); Sound Leadership and management skills; Good interpersonal relations.
<u>DUTIES</u>	:	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 the strategic and business planning processes; Control of the section related to Family Courts, Supply Chain; Management of the office (Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections and human resources in the office Compile statistics to show performance and trends; 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; Perform any other duties necessary to ensure smooth office running.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Manyaja P.M ☎ (015) 287 2026 OR Ms. Phalane M.R ☎ (015) 287 2036
	:	Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 <u>OR</u> Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700
<u>POST 18/191</u>	:	<u>PRINCIPAL COURT INTERPRETER REF NO: 62/22/LMP</u>
<u>SALARY</u>	:	R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Giyani Magistrate Court
	:	NQF level 4 / Grade 12 and a Diploma in Legal Interpreting (NQF level 5) or any other relevant tertiary qualification at NQF level 5; Five 5 years of practical experience as court interpreting with minimum two years' supervisory experience. Proficiency in English; Proficiency in two or more indigenous languages; A valid driver's license. Language requirements: Afrikaans, Sepedi, Tsonga and Venda. Skills and Competencies: Communication skills, Listening skills, Interpersonal skills, Time management, Computer literacy, Analytical thinking, Problem solving, Planning and organizing; Confidentiality; Ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Procure Foreign Language Interpreters and Casual Interpreters in line with the PFMA.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Manyaja PM ☎ (015) 287 2026 OR Mr Lamola V ☎ (015) 287 2147
	:	Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 <u>OR</u> Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
<u>POST 18/192</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 22/22/NC/COL</u>
<u>SALARY</u>	:	R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Office: Colesburg
	:	Grade 12 and National Diploma: Legal Interpreting at NQF Level 5 or any other equivalent qualification in the field of languages with minimum of three (3) years' practical experience as a Court Interpreter OR Grade 12 with ten (10) years practical experience as a court interpreter; Knowledge of legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended; A valid drivers' license. Language: IsiXhosa, Setswana, English, Afrikaans are Compulsory. Skills and Competencies: Excellent communication, Listening, Inter- personal relations; Problem solving; Planning and organizing and analytical thinking skills; Time management; Confidentiality and ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Manage and supervise court interpreters; Render interpreting services; Translate legal documents and exhibits; Develop

- terminology; Assist with the reconstruction of the court records; Attend to personnel administrative aspects.
- ENQUIRIES** : Ms LN Esterhuizen ☎ (053) 8021300
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: 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. Email or faxed applications will not be considered.
- POST 18/193** : **LEGAL ADMINISTRATION OFFICER (MR1 – MR5) REF NO: 2022/33/MP**
- SALARY** : R201 387 – R926 193 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office, Mpumalanga
- REQUIREMENTS** : An LLB or four year recognized legal qualification; Sound knowledge of the South African Legal System; A valid driver's license. Skills and Competencies: Computer literacy; Excellent Communication (Verbal and Written); Good interpersonal and intercultural relations; Problem solving and analytical; Accuracy and attention to details; Report writing and research skills; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Recover and/or dispose of losses/damage to state money and property; Draft Legal documents and give legal advice on variety of issues; Deal with civil proceedings instituted by and against the Department; Respond to petitions, representations and complaints from civil society and other government Departments; Perform Legal research; Provide effective people management.
- ENQUIRIES** : Ms. KN Zwane ☎ (013) 753 9300 Ext 249
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249 Nelspruit, 1200.
- NOTE** : People with Disabilities are encouraged to apply
- POST 18/194** : **REGISTRAR (MR 1 – MR 4) REF NO: 60/22/LMP**
- SALARY** : R201 387 – R357 072 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Polokwane Regional Court
- REQUIREMENTS** : LLB or four year recognized legal qualification; A valid driver's licence. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Numeracy skills; Office management, planning and organization skills; Communication (written & verbal); Computer literacy (MS Office); Ability to interpret acts and regulations.
- DUTIES** : Key Performance Areas: Co-ordinate Case Flow Management Support Services to the Judiciary and prosecution at regional level; Coordinate all processes that initiate court proceedings; Compile and submit monthly reports on the Civil statistics and Performance for the office of the Regional Court President and DOJ & CD; Coordinate and liaise with the Office of the Regional Court President and Regional Magistrates on civil and related matters and Court Sittings; Consideration of judgments by default and taxation of attorneys unopposed and opposed bills of cost; Issue , keep, check and analyse court statistics; Issue court orders, advise Magistrates on cases that are distributed and allocated to the courts; Manage Appeals, Reviews and Applications for request for Access to information, Court Records and all relevant registers; Authenticate signatures of legal practitioners, notaries, sworn translators and conveyancers; Provide effective people management to Assistant Registrars at civil seats and in Regional Division.
- ENQUIRIES** : Ms. Mongalo M.P ☎ (015) 287 2037 OR Mr. Maakamedi TP. ☎ (015) 287 2025
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

DEPARTMENT OF MILITARY VETERANS

The Department of Military Veterans is an equal opportunity affirmative action employer. It is our intention to promote representativity (Race, Gender and Disability) through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

- APPLICATIONS** : Please forward your applications, quoting the relevant reference number, to the Department of Military Veterans, Private Bag X943, Pretoria, 0001 or hand deliver at Department of Military Veterans corner 328 Festival & Arcadia Streets, Hatfield, Pretoria, 0001.
- FOR ATTENTION** : The Director: Human Resource Management
- CLOSING DATE** : 17 June 2022 at 15h30
- NOTE** : Applications must be submitted on a new Z83 Form, obtainable from any Public Service Department or on the internet at <http://www.dmv.gov.za/documents/Z83.pdf> which must be fully completed and signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV with contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified documents of ID and qualifications on or before the day of the interview. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence to his/her application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). No faxed or e-mailed applications will be considered. Shortlisted candidates may be required to make a presentation to the interview panel and/or undertake a written test. 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.

OTHER POSTS

- POST 18/195** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DMV2022/05-01**
- SALARY** : R382 245 – R450 255 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : Senior Certificate and A Degree or Diploma in Financial Management, Supply Chain or an appropriate qualification. 3-5 years of experience at senior administrative level executing supply chain related duties. The ideal candidate must have knowledge in Public Finance Management Act, Supply Chain Management related policies, guidelines and directives. Government wide policies. Ability to interpret and apply policies and legislations. Analytical, facilitation and coordination skills. Personal attributes: Interpersonal relations, Integrity, Courteous, Responsive, Fairness, Credibility, Commitment, and Compassionate.
- DUTIES** : Provide demand management services. Implement and comply with supply chain management policies, procedures and guidelines. Undertake SCM risk management and implementation of internal controls. Support line functionaries in the drafting of terms of reference and specifications. Prepare submissions to the bid committee. Ensure that the sittings of bid committees are supported. Coordinate the provision secretariat services to the bidding processes. Provide acquisition management services. Support the development and implementation of best practice standards for the procurement of goods and services. Develop the departmental acquisition management plan. Implement the departmental acquisition management plan. Ensure the verification of the availability of budget for orders. Procure goods and services in line with authorised procurement processes. Administer LOGIS and BAS. Ensure the credibility of LOGIS / BAS as well as application in line with the relevant norms, standards and legislative framework. Administration of the departmental fixed assets. Administer the departmental fixed assets.

Ensure the administration of the asset life cycle inventory. Development and maintain the electronic asset register. Coordinate the disposal of fixed assets. Conduct asset verification. Mark and register the departmental assets. Ensure the identification, recording and reporting of loss assets. Provide facilities and transport management services. Administration of departmental stores and warehouse. Handle the receipt of ordered goods. Ensure the balancing / confirmation of delivered goods against orders. Coordinate the issuing of goods to line functionaries. Ensure optimum stock levels. Handle the packaging and safe storage of stores items. Administer proper procedures for ordering and issuing of stores.

ENQUIRIES : Ms Dineo Masemola Tel No: (012) 765 9454

POST 18/196 : **ADMINISTRATIVE ASSISTANT REF NO: DMV2022/05-02**
(Directorate: Socio-Economic Support)

SALARY : R211 713 – R249 378 per annum (Level 06), plus benefits
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate and a Diploma or Degree in Office Management, Public Administration or equivalent qualification. One to three years' experience at clerical or senior clerical level. Knowledge of Relevant legislation, policies, prescripts and procedures. Information Management and Basic financial /budget management. Basic knowledge of MS office programs. Operating switchboard equipment. Skills: Computer, Interpersonal relations, Telephone etiquette, Customer relations, Office management, Organizational, and Communication. Personal attributes in Interpersonal relations, Integrity, Courteousness, Responsive, Credibility, Commitment and Loyalty.

DUTIES : Provide secretariat support services. Type documents. Take minutes during meetings. Compile and distribute agendas and minutes. Circulate and collect attendance registers during meetings. Receive and re-route incoming calls. Record and relate messages. Operate and ensure that office equipment is in good working order. Coordinate and schedule meetings. Coordinate the provision of refreshments and water during meetings. Follow-up with the supervisor regarding scheduled meetings and appointments. Manage the cancellation and rescheduling of appointments. Provide records management and filing services. Ensure the effective flow of information to and from the office. Receive and register incoming correspondence. File and safe keep documents in line with the file plan and other relevant regulations and practice. Register and distribute outgoing correspondence. Maintain the confidentiality of documents. Receive clients and visitors. Provide refreshments to clients and visitors where necessary. Respond to general enquiries of visitors. Manage the tidiness of the office. Provide administrative and logistical support services. Order stationary for the office. Serve as a chief user clerk and coordinate the procurement of Office supplies, computer consumables and stationary for the office. Check invoices for correctness and certify them for payment. Coordinate the payment of invoices. Make bookings for venues, accommodation and manage travel arrangements. Ensure the processing of S&T and overtime. Collate and compile reports and any other information as requested. Obtain the necessary signatures on documents. Scrutinise documents to determine actions. Manage the leave register and the submission of leave forms for the office. Monitor budget spending for the office in order to note under and over utilisation. Collect and coordinate all documents that relate to the budget and funding requirements.

ENQUIRIES : Ms Dineo Masemola Tel No: (012) 765 9454

POST 18/197 : **ADMINISTRATIVE ASSISTANT: OFFICE OF THE DIRECTOR-GENERAL REF NO: DMV2022/05-03**

SALARY : R211 713 – R249 378 per annum (Level 06), plus benefits
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate and a Diploma or Degree in Office Management, Public Administration or equivalent qualification. One to three years' experience at clerical or senior clerical level or as an intern in a relevant office. Knowledge of Relevant legislation, policies, prescripts and procedures. Information Management Basic financial / budget management. Basic knowledge of MS office programs. Operating switchboard equipment. Skills: Computer, Interpersonal relations, Telephone etiquette, Customer relations, Office management, Organizational, and Communication. Personal attributes in

DUTIES

Interpersonal relations, Integrity, Courteousness, Responsive, Credibility, Commitment and Loyalty.

: Provide secretariat support services. Type documents. Take minutes during meetings. Compile and distribute agendas and minutes. Circulate and collect attendance registers during meetings. Receive and re-route incoming calls. Record and relate messages. Operate and ensure that office equipment is in good working order. Coordinate and schedule meetings. Coordinate the provision of refreshments and water during meetings. Follow-up with the supervisor regarding scheduled meetings and appointments. Manage the cancellation and rescheduling of appointments. Provide records management and filing services. Ensure the effective flow of information to and from the office. Receive and register incoming correspondence. File and safe keep documents in line with the file plan and other relevant regulations and practice. Register and distribute outgoing correspondence. Maintain the confidentiality of documents. Receive clients and visitors. Provide refreshments to clients and visitors where necessary. Respond to general enquiries of visitors. Manage the tidiness of the office. Provide administrative and logistical support services. Order stationary for the office. Serve as a chief user clerk and coordinate the procurement of Office supplies, computer consumables and stationary for the office. Check invoices for correctness and certify them for payment. Coordinate the payment of invoices. Make bookings for venues, accommodation and manage travel arrangements. Ensure the processing of S&T and overtime. Collate and compile reports and any other information as requested. Obtain the necessary signatures on documents. Scrutinise documents to determine actions. Manage the leave register and the submission of leave forms for the office. Monitor budget spending for the office in order to note under and over utilisation. Collect and coordinate all documents that relate to the budget and funding requirements.

ENQUIRIES

: Ms Dineo Masemola Tel No: (012) 765 9454

POST 18/198

: **ADMINISTRATIVE ASSISTANT REF NO: DMV2022/05-04**
(Directorate: Information Communication and Technology)

**SALARY
CENTRE
REQUIREMENTS**

: R211 713 – R249 378 per annum (Level 06), plus benefits
: Pretoria

: A Senior Certificate and a diploma or Degree in Office Management, Public Administration or equivalent qualification. One to three years' experience at clerical or senior clerical level or as an intern in a relevant office. Knowledge of Relevant legislation, policies, prescripts and procedures. Information Management and Basic financial /budget management. Basic knowledge of MS office programs. Operating switchboard equipment. Skills: Computer, Interpersonal relations, Telephone etiquette, Customer relations, Office management, Organizational, and Communication. Personal attributes in Interpersonal relations, Integrity, Courteousness, Responsive, Credibility, Commitment and Loyalty.

DUTIES

: Provide secretariat support services. Type documents. Take minutes during meetings. Compile and distribute agendas and minutes. Circulate and collect attendance registers during meetings. Receive and re-route incoming calls. Record and relate messages. Operate and ensure that office equipment is in good working order. Coordinate and schedule meetings. Coordinate the provision of refreshments and water during meetings. Follow-up with the supervisor regarding scheduled meetings and appointments. Manage the cancellation and rescheduling of appointments. Provide records management and filing services. Ensure the effective flow of information to and from the office. Receive and register incoming correspondence. File and safe keep documents in line with the file plan and other relevant regulations and practice. Register and distribute outgoing correspondence. Maintain the confidentiality of documents. Receive clients and visitors. Provide refreshments to clients and visitors where necessary. Respond to general enquiries of visitors. Manage the tidiness of the office. Provide administrative and logistical support services. Order stationary for the office. Serve as a chief user clerk and coordinate the procurement of Office supplies, computer consumables and stationary for the office. Check invoices for correctness and certify them for payment. Coordinate the payment of invoices. Make bookings for venues, accommodation and manage travel arrangements. Ensure the processing of S&T and overtime. Collate and compile reports and any other information as requested. Obtain the necessary signatures on documents. Scrutinise documents to determine

actions. Manage the leave register and the submission of leave forms for the office. Monitor budget spending for the office in order to note under and over utilisation. Collect and coordinate all documents that relate to the budget and funding requirements.

ENQUIRIES

: Ms Dineo Masemola Tel No: (012) 765 9454

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



CLOSING DATE : 03 June 2022 at 16H00

NOTE : Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form as failure to do so will result in their application being disqualified. The Z83 form must be signed when submitted, To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants must submit application with the following attachment (1) copies of qualifications, (2) identity document and (3) driver's licence (where applicable) and any other relevant documents, such copies need not be certified when applying for the post. The communication from the HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. 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 or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next 3 months, please regard your application as unsuccessful.

ERRATUM: Kindly note that the following post were advertised in Public Service Vacancy Circular 17 dated 13 May 2022, Deputy Director: Facilities Management with Ref No: 2022/184, Centre: Durban Regional Office, have been withdrawn.

OTHER POSTS

POST 18/199 : **DEPUTY DIRECTOR: REGIONAL SECURITY MANAGER REF NO: 2022/188**

SALARY : R744 255 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service).

CENTRE : Bloemfontein Regional Office

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in the Security Management field/discipline or equivalent qualification. Extensive experience in security management. NIA Security Advisory Training. Driver's license. Must be prepared to travel. Willingness to successfully attend prescribed training courses. Prepared to work irregular and long hours. Security clearance. Knowledge: Relevant legislation related to public security, including the Minimum Information Security Standards Act (MISS) and Minimum Physical Security Standards (MPSS). Disciplinary procedures and what constitutes unprofessional conduct. Regional Business Processes. National Information Security policy. Risk and threats management. Safety and security management and administration, including-(security auditing, physical security measures, contingency planning, occupational health and safety, personnel security, document security, surveillance, information technology security, fire regulation and fire protection and communication security). Security environment (State Security Agency), South African Policy Service). Security breaches and investigations. Skills: Leadership and management skills. Effective communication at all levels. Report writing. Presentation skills. Planning and organising. Programme and project management. Interpersonal and diplomacy skills. Computer literacy. Detecting skills. Analytical thinking. Problem solving skills. Decision making skills. Motivational skills. Conflict management.

DUTIES : Conduct physical security audits to the building to determine suitability of physical security measures. Conduct threats and risk assessment and implement recommendations. Create security awareness regarding access control measures and compliance thereof. Manage access control security system and maintenance thereof. Provide and manage access cards to staff and visitors. Develop and manage related security registers (laptop, visitors, etc.). Develop and implement procedures for the movement of movable assets and information documents. Identify information security risks and threats to the security of the department and vulnerabilities in the organisational capacity to counter such. Develop and implement appropriate information security 40 measures and procedures. Advise Regional Manager regarding the security implications of executive decisions. Facilitate the management of information security-related issues by the Security Committee. Maintain records of information security breaches/incidents. Conduct information security audits. Monitor the extent of information security compliance. Ensure effective implementation of information security recommendation. Recommend interventions/improvements/disciplinary measures where appropriate. Conduct After-hours inspection. Compile and provide management reports. Develop security specifications for the tender. Leading regarding the procurement of service provider. Develop and implement service level agreement for security service providers. Conduct periodic inspection to guarded sites. Hold regular meetings with security service providers. Process payment of service providers. Identify staff who deal with sensitive information for vetting. Conduct vetting and screening awareness to the Regional staff. Liaise and interact with Head of Vetting and Screening. Coordinate screening of recommended candidates for employment. Provide pre-employment screening results to Regional HR. Liaise with SCM and Project Management for screening of appointed service providers. Develop and implement security breaches reporting procedures. Investigate all reported security breaches incidents and write reports. Report security breaches to the SSA or SAPS. Develop, implement, evaluate and monitor the performance agreements with security personnel. Assess performance of security staff. Supervise and mentor security staff. Maintain discipline.

ENQUIRIES : Ms T Zulu Tel No: 051 408 7306
APPLICATIONS : Bloemfontein Regional Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300.

FOR ATTENTION : Mr D Manus

POST 18/200 : **ASSISTANT DIRECTOR: UTILIZATION AND CONTRACTS ADMINISTRATION REF NO: 2022/189**

SALARY : R477 090 per annum
CENTRE : Polokwane Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Real Estate / Property Science/ Urban and Regional Planning/ Built Environment or Law. Appropriate

<u>DUTIES</u>	:	working experience in Property Management with exposure to physical verification of fixed assets and letting out of fixed properties ; Knowledge of property related legislation; A valid driver's licence and willingness to travel extensively; Computer literacy, good communication and interpersonal skills.
	:	Conduct physical verification to ensure that state owned properties are utilized efficiently and optimally. Ensure that Property Management Information System is able to reflect all relevant property related information. Keep track of developments with regard to property management trends. Liaise with all relevant stake holders and units to ensure that property information is captured correctly and in good time. Assist in the preparation of reports to top management and all relevant stake holders. Liaise with client departments to ensure optimal utilization of state owned properties. Comply with the requirements of the PFMA. Supervision of staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Y.T. Siweya Tel No: (015) 291 6415
	:	Polokwane Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane.
<u>FOR ATTENTION</u>	:	Mr. NJ Khotsa
<u>POST 18/201</u>	:	<u>ADMINISTRATION OFFICER: ACQUISITION-SCM REF NO: 2022/190</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum Bloemfontein Regional Office A three year tertiary qualification (NQF Level 6) in Supply Chain Management/ Purchasing Management/ Business Management/Finance/Public Administration/ Public Management/Administration. Relevant experience in Procurement / Supply Chain Management. Experience in Construction or Infrastructure Procurement will be an added advantage. Knowledge of Supply Chain Management Framework, procurement related legislation and regulations, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act, CIDB Act, CIDB Regulations and CIDB Practice Notes and Guides. Understanding of government procurement systems and processes within the built environment is essential. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and negotiation skills, problem solving skills, decision making skills and computer literacy are critical competency areas. The ability to work and deliver under pressure and within tight time frames is essential.
<u>DUTIES</u>	:	Execute, facilitate, support, and performance manage the following SCM functions - Demand: Conduct needs assessments by collecting and analysing relevant data, categorizing commodities and confirming availability of funds, Coordinate and collate business/line functions' and Regional inputs for procurement plans, Conduct a market and industry analysis, Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives, Oversee; coordinate and advise on the process of drafting Specifications/terms of reference and special conditions of contract. Acquisitions: ensure that the bid/quotation processes are compliant and fully executed within the requisite legislative and regulatory frameworks and stipulations. Provide and account for SCM administrative and technical support to All Bid Committees, systems and related structures. Ensure that procurement source documents are verified, standard bidding documents are compiled, captured and authorized in accordance with departmental policies and procedures and compliant with applicable legislative requirements, SCM Performance Reporting: Consolidate monthly Regional Offices' inputs to produce SCM performance reports against the Annual Performance Plan, Collate data; prepare reports and presentations for management use, Monitor and report on BBBEE/Preferential Procurement spending in terms of the Department's targets and report on a weekly/monthly basis on performance against the Procurement Plan. Risk Management: participate, support and provide assistance in the conduct of the annual SCM Risk Assessment and development of the SCM risk universe, response plan and quarterly strategic/operational risk reports. Regularity Audit Support: Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Ensure timeous reporting to Treasury and

Auditor General (AG). Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the PMTE/DPWI.

ENQUIRIES APPLICATIONS : Mr. M Mnyaka Tel No: (051) 408 7369

: Bloemfontein Regional Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300.

FOR ATTENTION : Mr D Manus

POST 18/202 : **ADMIN OFFICER: DEMAND MANAGEMENT REF NO: 2022/191**

SALARY : R261 372 per annum

CENTRE : Mmabatho Regional Office

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Supply Chain Management/ Logistic or relevant qualification with appropriate experience in Procurement/ Supply Chain Management. Knowledge of PPPFA, SCM Policy, PFMA and Treasury Regulations, BBBEE Policy, Computer Skills and Financial reconciliation skills. Good communication skills, written and verbal. Knowledge of Government procurement systems. Understanding of advertising process. Suppliers Database Management, scheduling of the Bid Committees and committee secretarial functions and reporting at regional level. Drivers license.

DUTIES : Compile reports, Conduct internal procurement research and provide advisory support to Project Managers., Works Managers and Project Leaders on procurement processes on Built Environment (Capital and Maintenance), Serve as Scribe and advice in the Regional Bid Specification and Evaluation Committees. Open tenders. Record tenders on the registers. Screening of tender documents for compliance. Submit bid documents to the Project Leaders. Capture adverts and awards on the Government Bulletin. Knowledge of CIDB prescripts and Departmental Website. Gather information to resolve audit queries. Nominate Contractors on the Database. Compile tender documents, issue tender documents to Contractors. Record the receipts number for tenders issued, attending site briefing, compile and submit monthly and Quarterly reports. Act as custodian for all records of awards approved by Supply Chain Management Committee.

ENQUIRIES APPLICATIONS : Mr. A. Matseke Tel No: (018) 386 5268

: Mmabatho Regional Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.

FOR ATTENTION NOTE : Mr T. Oagile

: People with disabilities are encouraged to apply

POST 18/203 : **PHOTOCOPIER OPERATOR: REGISTRY REF NO: 2022/192**

SALARY : R124 434 per annum

CENTRE : Cape Town Regional Office

REQUIREMENTS : Senior certificate/Grade 12 with relevant working experience in central Registry. Knowledge of Operation of machinery and tools. Departments procurement processes and the Occupational health and safety Act. Knowledge of records/ documents and invoice management. Operation of heavy duty photocopying machine. Competencies needed: Planning and organizing skills. Communication (verbal and written) Skills. Customer care and Client orientation skills. Computer literacy. Liaison skills, Interpersonal Skills. Telephone etiquette. Operation of heavy duty photocopying machine. Safety conscious, hardworking, trustworthy, punctuality, accuracy.

DUTIES : The successful candidate will be responsible for the provision of management support service with regards to document request of heavy duty bulk photocopying and binding, shredding and laminating documents as requested. Ensure that all documents have been neatly bonded, stamped accordingly. Provide bulk shredding and messenger services. Perform any other administrative tasks as per instruction of the supervisor.

ENQUIRIES APPLICATIONS : N Ntunja Tel No: (021) 402 2095

: Cape Town Regional Office: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book.

FOR ATTENTION : Ms. C Rossouw

DEPARTMENT OF SOCIAL DEVELOPMENT

It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference.

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. No faxed or e-mailed applications will be considered.
- FOR ATTENTION** : Ms E Steenkamp
- CLOSING DATE** : 03 June 2022
- NOTE** : Curriculum vitae with a detailed description of duties, the names of two referees and copies of qualifications and identity document must accompany your signed application for employment (Z83). Short listed candidates for a post will be required to submit certified documents on or before the date of the interview. Applicants are advised that from 1 January 2021, a new application for employment (Z83) form is effective and failure to use the new Z83 will result in disqualification. The new form can be downloaded online at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za/vacancies). Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours. It is not required that an applicant submit such when applying for the post prior to the closing date but the nominated candidate (first and second choice) must have completed the pre-entry certificate and must be in possession of such prior to issuing the offer of employment letter. The nominated candidate must submit the pre-entry Certificate as proof that the course has been completed within 15 days from the conclusion of the interviews. 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. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance. Candidates nominated for posts on salary levels 2 - 12 may be subjected to a competency assessment during the selection process. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Regulations, 2016, Regulation 67. Applications received after the closing date will not be taken into consideration. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Ms E Steenkamp. DSD reserves the right not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

<u>POST 18/204</u>	:	<u>EXECUTIVE DIRECTOR: INSPECTORATE FOR SOCIAL ASSISTANCE</u> <u>REF NO: K1/A/2022</u> (5-Year Fixed Term Contract) Branch: Comprehensive Social Security Senior Management Service
<u>SALARY</u>	:	R1 544 415 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<u>CENTRE REQUIREMENTS</u>	:	Harlequins Office Park, Groenkloof An appropriate undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognised by SAQA, preferably in the legal field PLUS a minimum of 8 to 10 years' experience at senior management level. Knowledge of the relevant Public Service legislation. Knowledge and understanding of the Social Assistance Act and South African Social Security Agency Act. Knowledge of the PFMA and Treasury Regulations. Knowledge of public management and administration principles. Knowledge of MACRO, MISO & MICRO policies such as DORA, MTSF, NDP, MTEF etc. Knowledge of integrity management. Knowledge of anti-corruption legislation, frameworks and systems. Competencies needed: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Change management skills. Knowledge management skills. Communication skills. Service delivery innovation. Problem solving and change management skills. People management and empowerment skills. Client orientation and customer focus. Stakeholder management skills. Presentation and facilitation skills. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Independent thinker. Ability to work in a team and independently. Adaptability. Confidentiality. Political sensitivity. Cost consciousness. Honesty, Integrity and Ethics. Emotional intelligence. Strategic awareness.
<u>DUTIES</u>	:	Provide strategic leadership and manage all the processes for the establishment of the Inspectorate for Social Assistance as a government component in terms of section 24 of the Social Assistance Act, 2004 (as amended). Manage the creation and maintenance of appropriate organisational capability and appropriate infrastructure requirements for the Inspectorate for Social Assistance. Manage the development of a strategic human resource plan to support the implementation of the Inspectorate for Social Assistance strategy. Manage the development of the governance and business model, enterprise operations and systems, strategic plan and budget requirements for the Inspectorate. Ensure that the necessary systems, procedures and capacity are in place for implementation of priorities and attainment of Inspectorate outcomes. Oversee the design, establishment and maintenance of appropriate processes, structures, procedures and norms and standards for conducting compliance and financial audits. Manage the design, establishment and maintenance of central Inspectorate platforms for complaints and investigations functions. Manage the development and maintenance of appropriate collaboration instruments with all relevant key stakeholders.
<u>ENQUIRIES NOTE</u>	:	Ms B Sibeko Tel No: (012) 741-6803 In terms of the Department's employment equity targets, Coloured and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.
<u>POST 18/205</u>	:	<u>DIRECTOR: FINANCIAL ADMINISTRATION AND ACCOUNTING REF NO: K1/B/2022</u> Chief Directorate: Financial Management and Administration
<u>SALARY</u>	:	R1 073 187 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	HSRC Building, Pretoria An appropriate undergraduate qualification (NQF level 7) in Cost and Management Accounting or Economics or Public Finance as recognized by

SAQA PLUS a minimum 5 years' experience at a middle/senior management level. Knowledge of the relevant Public Service legislation. Knowledge of Cost and Management Accounting. Knowledge of public finance and economics. Knowledge of the Public Finance Management Act and Treasury Regulations. Competencies needed: Financial performance monitoring and evaluation. Strategic capability and leadership. Programme and project management. Financial management. Policy analysis and development. Computer literacy. Communication. Service delivery innovation. Problem solving and change management. Economic and statistical analysis. People Management and empowerment. Client orientation and customer focus. Stakeholder management. Presentation and facilitation. Attributes: Good interpersonal relationship. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Diplomatic. Independent thinker. Cost consciousness. Honesty and Integrity.

- DUTIES** : Provide financial accounting and reporting services. Administer payments. Manage revenue and debts. Administer salary payments. Manage financial systems. Provide bookkeeping services.
- ENQUIRIES** : Mr D Naidoo Tel No: (012) 312 7688
- NOTE** : In terms of the Branch's employment equity targets, African and Coloured males and Coloured, Indian and White females as well as persons with disabilities are encouraged to apply.

OTHER POSTS

- POST 18/206** : **DEPUTY DIRECTOR: POPULATION POLICY STRATEGY MONITORING AND EVALUATION REF NO: K1/C/2022**
Directorate: Population Policy and Monitoring Evaluation

- SALARY** : R882 042 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.

- CENTRE** : HSRC Building, Pretoria
- REQUIREMENTS** : An appropriate recognized Bachelor's degree in Social Science or equivalent qualification PLUS three years' experience in population and development field. Post-graduate in Social Science will be an added advantage. Knowledge of the relevant Public Service regulatory framework such as the PSR, PFM and Acts. Knowledge of social development sector. Knowledge of Population and Development Policy and legislations. Knowledge of government monitoring and evaluation. Knowledge of Quality Control Methods. Competencies needed: Project management skills. Computer literacy. People management skills. Planning and organizing skills. Communication (written, verbal and liaison) skills. Financial management skills. Interpersonal relations. Customer care skills. Problem solving skills. Analytical skills. Coordination skills. Research, monitoring and evaluation skills. Data manipulation skills. Multi-stakeholder liaisons and networking skills. International relations skills. Statistical software packages skills. Attributes: Diligent. Ability to work under pressure. Ability to work in a team and independently. Friendly and trustworthy. Diplomacy. Confident. Assertive. Accuracy. Creativity.

- DUTIES** : Coordinate the review and development of national population policy strategies. Coordinate the planning of all internal and external population and development activities. Coordinate and manage the development, implementation, monitoring and evaluation of South Africa's international strategy on population and development. Develop and manage monitoring and evaluation systems in relation to population policy. Conduct and commission evaluation studies on population and development. Render technical support to stakeholders to integrate population issues into policies, strategies and development planning.

- ENQUIRIES** : Ms T Gumbeni Tel No: (012) 312 7924
- NOTE** : In terms of the Chief Directorate: Population and Development's employment equity targets, African and Coloured males and African females as well as persons with disabilities are encouraged to apply.

<u>POST 18/207</u>	:	<u>DEPUTY DIRECTOR: INVESTIGATIONS REF NO: K1/D/2022</u> Chief Directorate: Investigations and Complaints
<u>SALARY</u>	:	R882 042 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Harlequins Office Park, Groenkloof An appropriate recognised Bachelor's degree in policing or related field and at least three years junior management experience in fraud and corruption investigations. Knowledge of criminal law and procedures and law of evidence. Knowledge of the Public Service Regulatory Framework. Knowledge of the PFMA and Treasury Regulations. Knowledge of the South African Judiciary System. Knowledge of Social Assistance Act. Knowledge of Management of Information Security System (MIS). Competencies needed: Communication (written and verbal). Planning, coordination and organisation. Problem solving. Diagnostic and analytical. Project management. Computer literacy. Facilitation and presentation. Client orientation. People management. Fraud investigation. Persuasion. Attributes: Interpersonal and liaison skills. Ability to work under pressure. Ability to work in a team and independently. Innovative and creative. Assertiveness. Achievement orientated. Cost consciousness. Business ethics. Confidentiality.
<u>DUTIES</u>	:	Develop and implement framework for investigations of fraud and corruption in the social assistance system. Manage, allocate and co-ordinate fraud and corruption cases and investigations. Compile and quality assure investigation reports. Conduct research in respect of fraud and corruption related matters. Advice on and investigate fraud and corruption investigations.
<u>ENQUIRIES NOTE</u>	:	Mr J Khumalo Tel No: (012) 741 6805 In terms of the Chief Directorate: Investigations and Complaints's employment equity targets, African, Coloured, Indian and White males and females as well as persons with disabilities are encouraged to apply.
<u>POST 18/208</u>	:	<u>INSPECTOR: INVESTIGATIONS (FRAUD AND CORRUPTION) REF NO: K1/E/2022 (X2 POSTS)</u> Chief Directorate: Investigation and Complaints
<u>SALARY</u>	:	R477 090 per annum
<u>CENTRE REQUIREMENTS</u>	:	Harlequins Office Park, Groenkloof An appropriate Bachelor's Degree in policing or related field Plus 2 to 3 years' experience in fraud and corruption investigations field. Knowledge of criminal law and procedures and law of evidence. Knowledge of Management of Information Security Systems (MIS). Knowledge of Social Assistant Act. Knowledge of the Public Service Regulatory Framework. Knowledge of the PFMA and Treasury Regulations. Competencies needed: Communication (written and verbal). Planning, coordination and organising. Facilitation and presentation. Project administration. Policy analysis. Problem solving. Computer literacy. Analytical. People management. Records management. Fraud detection. Client orientation. Attributes: Interpersonal and liaison skills. Ability to work under pressure. Ability to work in a team and independently. Innovative and creative. Assertiveness. Achievement orientated. Cost consciousness. Business ethics. Confidentiality. Persuasive.
<u>DUTIES</u>	:	Administer fraud and corruption cases. Plan investigations of alleged fraud and corruption cases. Conduct investigations on alleged fraud and corruption cases. Conduct interviews with suspects and witnesses and obtain affidavits. Conduct searches and collection of evidence. Compile and present investigation reports.
<u>ENQUIRIES NOTE</u>	:	Mr J Khumalo Tel No: (012) 741-6805 In terms of the Chief Directorate: Investigations and Complaints's employment equity targets, African, Coloured, Indian and White males and females as well as persons with disabilities are encouraged to apply.
<u>POST 18/209</u>	:	<u>INSPECTOR: COMPLIANCE AUDITS REF NO: K1/I/2022</u> Chief Directorate: Audits and Compliance
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE REQUIREMENTS</u>	:	Harlequins Office, Groenkloof An appropriate Bachelor's Degree in Auditing/ B-Com Accounting with Auditing as a major subject or equivalent qualification Plus a minimum of 3 years proven

experience in compliance risk based auditing. Must be a member of the Institute of Internal Auditors. Knowledge of SASSA and DSD sector. Knowledge of the International Standards for the Professional Practice of the Internal Auditing. Knowledge of Internal Auditors Code of Ethics. Knowledge of Enterprise Risk Management Framework. Knowledge of King Report. Knowledge of Combined Assurance Model. Knowledge of Teammate Audit Software. Data manipulation and analysis. Knowledge of the PFMA and Treasury Regulations. Knowledge of the Public Service Regulatory Framework. Knowledge of Minimum Information Security Standards (MISS). Knowledge of the Social Assistance Act. Knowledge of the Protection of Personal Information Act (POPIA). Competencies needed: Analytical skills. Numerical skills. Records Management skills. Interviewing skills. Handling of audit evidence and confidential information skills. Project management skills. Report writing skills. Financial management skills. Communication (written and oral) skills. Problem solving skills. Presentation and facilitation skills. Computer literacy. Attributes: Technical and job knowledge. Analytical thinking. Achievement orientation. Ability to work under pressure. Ability to work independently and as part of a team. Tenacity. Accurate. Systematic and logical. Adaptable. Disciplined. Trustworthy. Diplomacy. Assertive and persuasive. Confidentiality. Willingness to travel around South Africa.

DUTIES : Conduct compliance audits by gathering all relevant data and audit evidence in line with prescripts and professional standards. Provide inputs into the audit plans to assess compliance at SASSA and DSD offices in line with the Social Assistance Frameworks and Systems. Compile and provide reports on all audit findings. Conduct follow up audits to verify that agreed management action plans are implemented economically, efficiently and effectively.

ENQUIRIES : Ms K Gaesale Tel No: (012) 741-6801
NOTE : In terms of the Chief Directorate: Audits and Compliance's employment equity targets, African, Coloured and White males and females as well as persons with disabilities are encouraged to apply.

POST 18/210 : **INSPECTOR: FINANCIAL AUDITS REF NO: K1/J/2022**
 Chief Directorate: Audits and Compliance

SALARY : R382 245 per annum
CENTRE : Harlequins Office, Groenkloof
REQUIREMENTS : An appropriate Bachelor's Degree in Auditing/B-Com Accounting with Auditing as a major subject or equivalent qualification Plus a minimum of 3 years proven experience in financial risk based auditing. Must be a member of the Institute of Internal Auditors. Knowledge of SASSA and DSD sector. Knowledge of the International Standards for the Professional Practice of Internal Auditing. Knowledge of Modified Cash Standards (MCS). Understanding of Generally Recognised Accounting Practice (GRAP) and related financial prescripts. Knowledge, proficiency and skill of auditing financial statements. Knowledge of Internal Auditors Code of Ethics. Knowledge of Enterprise Risk Management Framework. Knowledge of King Report. Knowledge for Combined Assurance Model. Knowledge of Teammate Audit Software. Data manipulation and analysis. Knowledge of the PFMA and Treasury Regulations. Knowledge of the Public Service Regulatory Framework. Knowledge of Minimum Information Security Standards (MISS). Knowledge of the Social Assistance Act. Knowledge of Protection of Personal Information Act (POPIA). Competencies needed: Analytical skills. Numerical skills. Records Management skills. Interviewing skills. Handling of audit evidence and confidential information skills. Project management skills. Report writing skills. Financial management skills. Communication (written and oral) skills. Problem solving skills. Presentation and facilitation skills. Computer literacy. Attributes: Technical and job knowledge. Analytical thinking. Achievement orientation. Ability to work under pressure. Ability to work independently and as part of a team. Tenacity. Accurate. Systematic and logical. Adaptable. Disciplined. Trustworthy. Diplomacy. Assertive and persuasive. Confidentiality. Willing to travel all around South Africa.

DUTIES : Conduct financial audits by gathering all relevant data and audit evidence in line with prescripts and professional standards. Provide inputs into the audit plans to assess compliance at SASSA and DSD offices in line with the Social Assistance Frameworks and Systems. Compile and provide reports on all audit findings. Conduct follow up audits to verify that agreed management action plans are implemented economically, efficiently and effectively.

<u>ENQUIRIES</u>	:	Ms K Gaesalle Tel No: (012) 741-6801
<u>NOTE</u>	:	In terms of the Chief Directorate: Audits and Compliances' employment equity targets, African, Coloured and White males and females as well as persons with disabilities are encouraged to apply.
<u>POST 18/211</u>	:	<u>SOCIAL WORK POLICY DEVELOPER GRADE 1 REF NO: K1/F/2022</u> Directorate: Welfare Services to Persons with Disabilities
<u>SALARY</u>	:	R369 258 – R413 739 per annum, (salary will commensurate with years of experience)
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker plus eight (8) years' appropriate experience in social work after registration as Social Worker with the SACSSP. Knowledge of the relevant Public Service legislation. Knowledge of disability legislative framework and policies. Competencies needed: Project management skills. Planning and organizing skills. Networking skills. Coordination skills. Communication (verbal and written) skills. Professional counselling skills. Policy Analysis and development skills. Financial Management skills. Presentation skills. Monitoring and evaluation skills. People management skills. Ability to compile complex reports. Attributes: Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Compliant. Assertive.
<u>DUTIES</u>	:	Develop, implement and maintain persons with disabilities legislation and policies. Monitor, interpret and review legislation, policies and procedures relating to persons with disabilities to determine whether the legislation, policies and procedures are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required as well as the costing thereof. Facilitate sector coordination on persons with disabilities matters. Facilitate the development and maintenance of a national directory of persons with disabilities services. Keep up to date with new developments in the social work and management fields. Conduct research and development. Perform the administrative functions required in the unit.
<u>ENQUIRIES</u>	:	Ms M Molamu Tel No: (012) 312-7400
<u>NOTE</u>	:	In terms of the Chief Directorate: Welfare Services to Persons with Disabilities's employment equity targets, African females and persons with disabilities are encouraged to apply.
<u>POST 18/212</u>	:	<u>SOCIAL WORK POLICY DEVELOPER GRADE 1 REF NO: K1/G/2022</u> Directorate: Child Protection
<u>SALARY</u>	:	R369 258 – R413 739 per annum, (salary will commensurate with years of experience)
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker plus eight (8) years' appropriate experience in social work after registration as Social Worker with the SACSSP. Knowledge of the relevant Public Service legislation. Knowledge of alternative care legislative framework and policies. Competencies needed: Project management skills. Planning and organising skills. Networking skills. Coordination skills. Communication (verbal and written) skills. Professional counselling skills. Policy Analysis and development skills. Financial Management skills. Presentation skills. Monitoring and evaluation skills. People management skills. Ability to compile complex reports. Attributes: Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Compliant. Assertive.
<u>DUTIES</u>	:	Develop, implement and maintain alternative care legislation and policies. Monitor, interpret and review legislation, policies and procedures relating to alternative care to determine whether the legislation, policies and procedures are still relevant and comply with current requirements. Maintain database of children placed in alternative care. Liaise with relevant stakeholders on issues related to alternative care. Coordinate capacity building of the implementers on the legislation, policies and procedures. Keep up to date with new developments in the social work and management fields. Conduct research and development. Perform the administrative functions required in the unit.
<u>ENQUIRIES</u>	:	Ms N Cekiso Tel No: (012) 312-7989

- NOTE** : In terms of the relevant Chief Directorate's employment equity targets, African, Coloured, Indian and White males and females as well as persons with disabilities are encouraged to apply.
- POST 18/213** : **SOCIAL WORK POLICY DEVELOPER GRADE 1 REF NO: K1/H/2022**
Directorate: HIV Care and Support
- SALARY** : R369 258 – R413 739 per annum, (salary will commensurate with years of experience)
- CENTRE** : HSRC Building, Pretoria
- REQUIREMENTS** : Registration with the South African Council for Social Service Professions (SACSSP) plus eight (8) years' experience in social work and extensive exposure in the field of HIV and AIDS. Knowledge and understanding of human development systems and social work approaches. Knowledge and understanding of legislations and policies related to HIV and AIDS. Experience in working with the NPO sector. Competencies needed: Project management skills. Policy analysis and development skills. Financial management skills. Social Research and analytical skills. Planning and organising skills. Monitoring and evaluation skills. Presentation and facilitation skills. Communication (written and verbal) skills. People management skills. Problem solving skills. Attributes: Ability to work under pressure. Ability to work in a team and independently. Compliant. Innovative. Adaptable.
- DUTIES** : Design implementation guidelines and programme for care and support to mitigate the psychosocial impact of HIV. Identify gaps in service delivery and make recommendations for action. Provide guidance and capacitate provinces and other stakeholders in the implementation of policies and guidelines. Oversee the implantation of psychosocial support in provinces. Monitor the compliance of implementation agencies to the norms and standards of the Home and Community Based Care programme. Assist in the development of monitoring the implementation of strategies of care and support programme. Facilitate and maintain coordination among stakeholders, development agencies and donors within the Care and Support programme. Participate and represent the Care and Support programme in stakeholder forums.
- ENQUIRIES** : Ms R Pooe Tel No: (012) 312-7832/ 066 480 6834
- NOTE** : In terms of the Directorate: HIV/AIDS Care and Support's employment equity targets, Coloured and White males and Coloured females as well as persons with disabilities are encouraged to apply.

DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

The Department of Sport, Arts and Culture is an equal opportunity affirmative action employer. It is our intention to promote representivity in the Public Service through the filling of posts and we reserve the right not to fill a position. Persons whose transfer/promotion/appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications.

<u>APPLICATIONS</u>	:	recruitment@dsac.gov.za
<u>CLOSING DATE</u>	:	03 June 2022 at 16:00
<u>NOTE</u>	:	Please quote the reference number in the heading/ subject line. There will be no follow up emails to this address, correspondence will be limited to shortlisted candidates only. Please indicate the post title/ reference number in the subject line of the email. Applications received after the closing date, as well as applications received via mail or hand delivery will NOT be considered or accepted. Applications are hereby invited from suitably and qualified persons to apply for the following positions. Applicants are advised that a new application for employment (Z83) has been in effect since 01 January 2021. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies . Applications submitted using the old Z83 form will not be considered. Ensure that you sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed and initialled will be deemed a regret. All sections of the Z83 must be completed. The application form should be accompanied by a recent comprehensive CV; with three contactable referees (telephone numbers and email addresses must be indicated); Applicants must submit copies of qualifications (Matric certificate and other educational qualifications), Identity Document and Drivers licence (where required). Such copies need not be certified when applying for a post. Only send documents related to the requirements in the advert. Failure to submit the required documentation will automatically disqualify applications. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Must be a South African citizenship or a Permanent Resident; All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. If an applicant wishes to withdraw an application, it must be done in writing. Correspondence will be limited to shortlisted candidates only. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from the Department in that regard. Shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. The appointment will be subject to positive vetting results. We encourage all applicants to declare any criminal and or negative credits records. Short-listed candidates must avail themselves for an interview on a date, time at the venue/ method to be determined by the Department. Interviews will/ may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. Since employees are encouraged to work remotely during the period of lockdown, the successful candidate will be required to enter into a remote working contractual agreement in order to manage accountability, performance and liabilities based on clearly agreed upon deliverables with the respective Supervisor/ Manager. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of the competency-based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency tools. NOTE: Prior to appointment for SMS post, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-

programme/. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. Since employees are encouraged to work remotely during the period of lockdown, the successful candidate will be required to enter into a remote working contractual agreement in order to manage accountability, performance and liabilities based on clearly agreed upon deliverables with the respective Supervisor/ Manager. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. DSAC reserves the right not to make appointments. Employment Equity_It is the Department's intention to promote equity (race, gender and disability) through the filling of this position with candidates whose transfer / promotion / appointment will promote representivity. Therefore, African Males, Coloured Males, Indian Males, Coloured Females and Indian Females and people with disabilities are encouraged to apply.

OTHER POSTS

- POST 18/214** : **DEPUTY DIRECTOR: PROJECT MANAGEMENT PRESIDENTIAL STIMULUS FUND REF NO: DSAC- 01/05/2022 (X2 POSTS)**
(Fixed Term Contract Up To 31 March 2024)
The purpose of this position is to project manage the Presidential Stimulus Fund and any other special projects as designated by DDG.
- SALARY** : R744 255 per annum, (an all-inclusive remuneration salary package) consisting of a basic salary, State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules Middle Management Services Guidelines)
- CENTRE REQUIREMENTS** : Pretoria
: An appropriate National Diploma or Degree in Business Public administration or related field. A postgraduate qualification especially in Project Management would be an added advantage; 3-5 years' experience in managing Special Projects/programme; Knowledge and understanding of Public Service Regulatory Framework; Knowledge and Understanding of all Departmental Legislations and Prescripts; Knowledge of all communication strategies and processes, Service delivery innovation; Client orientation and customer focus; People management and empowerment; Financial management; Program and project management; Change management; Communication; Knowledge management; Decision Making; Presentation skills; Problem solving and analysis; Business report writing; Influencing and networking; Planning and organizing; Interpersonal skills; Technical Skills: Commercial Skills; Computer literacy; Negotiation Skills. Additional requirements: Traveling and extended working hours may be required occasionally.
- DUTIES** : Project management of the Presidential Stimulus Funding: Daily managing of the implementation of PESP Projects by the FIVE Implementing Entities; Application of relevant Project Management tools to ensure efficient implementation of the PESP. Monitoring and Evaluation: Holding Technical and Strategic meetings with the five Implementing Entities; to ensure proper monitoring and evaluation of the projects. Report to the PMO and DG: Provide weekly and monthly Reports to the DDG; DG and the Presidential Monitoring Office. Conduct site visits: Verification of all submitted reports through site visits of funded projects and beneficiaries. Manage any other special projects as designated by DDG: Project manage other special projects as designated by DDG; in line with the Economic Recovery and Reconstruction Plan of the Branch.
- ENQUIRIES** : Inquiries: Ms N Ngcama Tel No: (012) 441-3430
- POST 18/215** : **ADMINISTRATION OFFICER REF NO: DSAC-02/05/2022**
(Fixed Term contract up to 31 March 2024)
The purpose of this position is to provide an efficient and effective administrative support to the PMU.
- SALARY** : R261 372 per annum, (an all-inclusive remuneration salary package) consisting of a basic salary, State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be

		structured in terms of applicable rules Middle Management Services Guidelines)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	An appropriate National Diploma or Bachelor's Degree in Public Management and Administration/ Public Administration or equivalent qualification; knowledge and understanding of Public Service Regulations, Public Service Act, Public Finance Management Act and Treasury Regulations; 1-2 years relevant experience; Planning and Organising skills; Communication Skills; Problem solving skills; Documents Management skills; Office Management Skills; Computer Literacy Skills; Project Management Skills; Monitor the workflow in the office. Implement and maintain an electronic document management system to enable easy tracking of all incoming and outgoing correspondence; Basic Financial Management Skills; Interpersonal Skills; Time Management Skills.
<u>DUTIES</u>	:	Process all incoming and outgoing correspondence: Respond to enquiries received from internal and external stakeholders; Ensure outgoing correspondence is recorded, distributed and tracked appropriately. Provide an efficient and effective administrative support to the unit; Ensure the safekeeping of all documentation in the unit in line with relevant legislation and policies; Ensure the effective flow of information and documentation to and from the unit; File all documents for the unit; Draft documents as required; Coordinate with and advise Project Managers regarding engagements with the DDG and Implementing Agencies. Attend to all logistical arrangements for the Unit: Operate and ensure that office equipment are in good working order; Make the necessary logistical arrangements and distribution of notices, minutes and agenda for meetings, and take minutes at meetings; Facilitate travel logistics/arrangements; Order stationery and other office equipment on a regular to ensure operational productivity. Provide administrative support services with regard to financial administration: Ensure that all advances and claims for the unit are done within the specific time frame set out in the S&T policy; Ensure that the petty cash is managed as per the petty cash policy; Ensure that any procurement is done as per departmental procurement policy.
<u>ENQUIRIES</u>	:	Ms N Ngcama Tel No: (012) 441 3430

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

- APPLICATIONS** : Applications directed to the addresses as indicated below or Hand Delivery as indicated below:
Tower Psychiatric Hospital – Post to: HR Office, Private Bag X228, Fort Beaufort, 5720 or hand deliver to: HR Office, Tower Psychiatric Hospital, Street, Fort Beaufort, Eastern Cape, 5720. Enquiries: Mrs V Whitecross Tel no 046 645 5008.
Komani Psychiatric Hospital - Post to: Human Resource Office, Komani Psychiatric Hospital Private Bag x 7074, Queenstown 5320 or Hand deliver to Komani Psychiatric Hospital 1833, National Road Queenstown 5320: Enquiries: Mrs A Sokutu Tel 045 858 8400.
- CLOSING DATE** : 03 June 2022
- NOTE** : Applications must be posted on the new Z83 Form accompanied by copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Furthermore, such copies need not be certified when applying for a post. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

OTHER POSTS

- POST 18/216** : **HEAD CLINICAL UNIT (PSYCHIATRY) REF NO: ECHEALTH/HCU-PSY/KOMH/ ARP01/01/05/2022**
- SALARY CENTRE REQUIREMENTS** : R1 754 739 – R1 862 412 per annum, (OSD)
 : Chris Hani District, Komani Psychiatric Hospital
 : An Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Medical Specialist. A minimum of 5 years' appropriate experience after registration experience with HPCSA as a Medical Specialist. Outstanding clinical skills in the field of Psychiatry preferably in the public service environment. Ability and practical experience to setup and provide training program for undergraduate and post graduates. Candidates with published research will be an added advantage. Ability to work as a team. Knowledge of relevant health & labour legislation. Proven leadership skills. Proven ability to perform ophthalmic surgery in order to provide a comprehensive eye care service to the catchment population.
- DUTIES** : Provision of a quality, cost effective and efficient 24-hour ophthalmic service in keeping with Batho Pele Principles. Responsible for training & guidance of Registrars, Medical Officers, Medical Interns, Community Service Medical Officers, Medical Students & other categories in the department including running of an academic/in service program for doctors and optometrists. Ensure that the department is compliant with the National Core Standards Ideal Hospital Realisation Framework. Coordinate and compile Medico-legal reports & attend to all legal issues pertaining to the department. Development operational plans, quarterly & annual reports. Oversee performance of Clinical audits & departmental mortality & morbidity meetings. Direct clinical governance activities in the department. Establish protocols for the management of patients. Co-ordinate with relevant departmental heads to ensure optimal care for patients. Lead and supervise departmental research activities.

<u>ENQUIRIES</u>	:	Mrs A Sokutu Tel No: 045 858 8400
<u>POST 18/217</u>	:	<u>MEDICAL SPECIALIST GRADE 1 -3 (PSYCHIATRY) REF NO: ECHEALTH/MS-PSY/ ARP01/KOMH/01/05/2022</u>
<u>SALARY</u>	:	Grade 1: R1 122 630 – R1 191 510 per annum, (OSD) Grade 2: R1 282 592 – R1 362 363 per annum, (OSD) Grade 3: R1 489 665 – R1 862 412 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Chris Hani District, Komani Psychiatric Hospital An appropriate qualification that allows registration with HPCSA as a Medical Specialist in Psychiatry. Experience: Grade 1: none. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. A valid driver's license. Knowledge and Skills: Evidence of research capability. Experience in lecturing students.
<u>DUTIES</u>	:	Provide clinical leadership and supervision to District and Primary Health Teams. Work with MDT to assess patients with mental emotional and behavioural disorders, including substance related mental health problems and develop intervention plans with MDT. Review and managing of State Patients who are on LOA or conditional discharged. Support the MDT to develop and implement strategies and interventions targeted towards mental health promotion and prevention. Training and upskilling of colleagues and other staff in mental health with focus on primary care interventions. Liaise with colleagues and stakeholders within health system and multisectorally to advance primary health strategies of mental health delivery and refer on cases that need further intervention. Develop and manage a referral system between the District Mental Health Team, primary care mental health clinics, secondary care and other health institutions that offer a higher level of care systems. Supporting mental health clinics in the District by providing multidisciplinary guidance for complicated cases. Support the District Team in conjunction with MDT to analyse mental health service and usage statistics and project resource needs to ensure services meet the community needs. Establishing and maintaining effective Teaching & learning, research supervision of both undergraduate and post graduate programs in the Department of Psychiatry and Faculty of Health Sciences at the WSU in line with the professional bodies.
<u>ENQUIRIES</u>	:	Mrs A Sokutu Tel No: 045 858 8400
<u>POST 18/218</u>	:	<u>MEDICAL SPECIALIST GRADE 1 -3 (PSYCHIATRY) REF NO: ECHEALTH/MS-PSY/ARP01/TOWH/01/05/2022 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 122 630 – R1 191 510 per annum, (OSD) Grade 2: R1 282 592 – R1 362 363 per annum, (OSD) Grade 3: R1 489 665 – R1 862 412 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Amathole District, Tower Psychiatric Hospital An appropriate qualification that allows registration with HPCSA as a Medical Specialist in Psychiatry. Experience: Grade 1: none. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. A valid driver's license. Knowledge and Skills: Evidence of research capability. Experience in lecturing students.
<u>DUTIES</u>	:	Provide clinical leadership and supervision to District and Primary Health Teams. Work with MDT to assess patients with mental emotional and behavioural disorders, including substance related mental health problems and develop intervention plans with MDT. Review and managing of State Patients who are on LOA or conditional discharged. Support the MDT to develop and implement strategies and interventions targeted towards mental health promotion and prevention. Training and upskilling of colleagues and other staff in mental health with focus on primary care interventions. Liaise with colleagues and stakeholders within health system and multisectorally to advance primary health strategies of mental health delivery and refer on cases that need further intervention. Develop and manage a referral system between the District Mental Health Team, primary care mental health clinics, secondary care and other health institutions that offer a higher level of care systems. Supporting mental health clinics in the District by providing multidisciplinary guidance for complicated cases. Support the District Team in conjunction with

MDT to analyse mental health service and usage statistics and project resource needs to ensure services meet the community needs. Establishing and maintaining effective Teaching & learning, research supervision of both undergraduate and post graduate programs in the Department of Psychiatry and Faculty of Health Sciences at the WSU in line with the professional bodies. Mrs V Whitecross Tel No: 046 645 5008

ENQUIRIES

POST 18/219

DEPUTY MANAGER NURSING REF NO:
ECHEALTH/DMN/KOMH/ARP01/01/05/2021

SALARY
CENTRE
REQUIREMENTS

R856 272 – R963 723 per annum, (OSD)
Chris Hani District, Komani Psychiatric Hospital
Basic R425 qualification Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse General. Minimum of 9 years after registration as a Professional Nurse, at least 4 years' appropriate recognizable experience must be at Management Level. Demonstrate advanced understanding and application of Nursing legislation and related legal and ethical nursing practices. Knowledge of PFMA, HR Management. Knowledge of Public Sector Legislation and relevant Prescript/Regulation, Batho Pele Principles and patient Right Charter. Strong leadership, good interpersonal relations, effective problem solving, management and decision making skill. Good verbal and written communication skills are essential requirements. Valid driver's license.

DUTIES

To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objectives of the specialized unit in line with the strategic plan of the institution and Department. Coordinate and maintain conducive/constructive working relationships with Nursing and other stake holders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.

ENQUIRIES

POST 18/220

CLINICAL PSYCHOLOGIST REF NO:
ECHEALTH/CLIPSY/TOWH/ARP01/01/05/2022 (X2 POSTS)

SALARY
CENTRE
REQUIREMENTS

Grade 1: R724 062 – R796 041 per annum, (OSD)
Grade 2: R844 884 - R937 704 per annum, (OSD)
Grade 3: R986 529 – R1 155 006 per annum, (OSD)
Amathole District, Tower Psychiatric Hospital
Appropriate qualification that allows registration with the health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Registration with HPCSA as a Clinical Psychologist and proof of current registration, **Grade 1:** (No experience required after registration with HPCSA as a Psychologist in respect of RSA qualified employees who performed community service in the relevant profession as required in South Africa), **Grade 2.** A minimum of 8 years' relevant experience required after registration with HPCSA as a Psychologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa), **Grade 3:** A minimum of 16 years 'relevant experience required after registration with HPCSA as a Psychologist in respect of RSA qualified employees. Appropriate knowledge and experience in the field of clinical psychology with special emphasis on Mental Health Care Users. Knowledge of current Mental Health and Public Health Legislation, acts/amendments and policies of the National department of health. Sound knowledge of professional ethics. Computer literacy and proficiency appropriate for level of the post. Ability to work as part of a multi-disciplinary team and with other clinical department to render a holistic service to mental health care users. Supervision of interns and training experience in the public health sector.

DUTIES

Develop and implement departmental service delivery plan for Clinical Psychology services and rehabilitation and support services for users in the District. Provide specialized Psychological interventions to maintain psychological wellbeing by providing programs promoting mental health

awareness and prevention of mental illness. Provide psychology consultation services for users in the district. Forms part of multi – disciplinary team for Forensic Assessment (panel / psychological assessment as may be required). Provide an outreach service to the DHS as well as CHCs and Primary Health care sites. Consultation of State Patients waiting at Correctional Centres. Establishing and maintaining effective Teaching & learning, research supervision of both undergraduate and post graduate programs in the Department of Psychiatry and Faculty of Health Sciences at the WSU, NMMU, Rhodes and other Education institutions in line with the professional bodies. Conduct forensic mental evaluations and observations in the designated psychiatric hospitals where beds are available (panel observations) in terms of Criminal Procedure Act No. of 1977 as amended i.e. panel observation) in the designated psychiatric hospitals where beds are available. Conduct pre - court assessments as may be required by courts. Conduct psychometric tests as may be required. Conduct assessments for proof of criminal capacity for children older than 10yrs but younger than 14 years in terms of Child Justice Act. Provide psychological interventions to users referred in the district. Attend multi – disciplinary meetings for the Districts.

ENQUIRIES : Mrs V Whitecross Tel No: 046 645 5008

POST 18/221 : **OPERATIONAL MANAGER SPECIALTY (PSYCHIATRY) REF NO: ECHEALTH/OMS-PSYC/TOWH/ ARP01/01/05/2022**

SALARY CENTRE REQUIREMENTS : R571 242 – R622 223 per annum, (OSD)
 : Amathole District, Tower Psychiatric Hospital
 : Basic R425 qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Advanced Psychiatry Nursing Science accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in general Nursing. At least 5 years of period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one year post basic qualification in the relevant specialty. Valid driver's license.

DUTIES : To plan /organize and monitor the objectives of the specialized unit in consultation with subordinates. To provide a therapeutic environment for staff, patients and the public. To provide a comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patients, based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/ housekeeping and to give guidance. To ensure continuity of patient care on all levels i.e. work book, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinates. Utilize all resources effectively and efficiently in a specialty department. Coordination of the provision of effective training and research.

ENQUIRIES : Mrs V Whitecross Tel No: 046 645 5008

POST 18/222 : **OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OM-G/TOWH/ARP01/01/05/2022**

SALARY CENTRE REQUIREMENTS : R450 939 – R507 531 per annum, (OSD)
 : Amathole District, Tower Psychiatric Hospital
 : Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A Minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies,

ENQUIRIES

nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
Mrs V Whitecross Tel No: 046 645 5008

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

- APPLICATIONS** :
- HEAD OFFICE (SHO)** Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001 Enquiries: Check Enquiries on the Advert. Districts Ekurhuleni North (EN) Physical Address: 78 Howard Avenue, Munpen Building, Benoni Postal Address: Private Bag X059, Benoni, 1500 Enquiries: Emily Mochela Tel No: (011) 746-8190,
- DISTRICT EKURHULENI SOUTH (ES)**: Physical Address: Infinity Office Park, 2 Robin Close, Meyersdal Private Bag X8001, Alberton, 1456 Enquiries: Xolani Kheswa Tel No: (011) 389-6062
- GAUTENG EAST (GE)**: Physical Address Corner 7th Street and 5th Avenue, 5th Floor Telkom Towers, Postal Address Springs: 1560 Enquiries: Mpho Leotlela Tel No: (011) 736-0717
- DISTRICT GAUTENG NORTH (GN)**: Physical Address: Yorkcor Park Building, 86 Watermeyer Street, Val De Grace, Pretoria Postal Address: Private Bag X75 Pretoria, 0001 Enquiries: Ettlete Legodi Tel No: (012) 846 3652
- DISTRICT GAUTENG WEST (GW)**: Physical Address: Corner Boshoff & Human Street, Krugersdorp Postal Address: Private Bag X2020, Krugersdorp 1740 Enquiries: Louisa Dhlamini Tel No: (011) 660-4581
- DISTRICT JOHANNESBURG CENTRAL (JC)**: Physical Address: Corner Morola & Chris Hani Road Soweto College Pimville Postal Address: P.O. Box 900064, Bertsham, 2013 Enquiries: Linda Mabutho: Tel No: (011) 983-2231,
- DISTRICT JOHANNESBURG EAST (JE)**: Physical Address: Sandown High School, 1 North Road, SANDOWN, Postal Address: Private Bag X9910, Sandton, 2146 Enquiries: Elizabeth Moloko: Tel No: (011) 666-9109
- DISTRICT JOHANNESBURG NORTH (JN)**: Physical Address: Corner Biccard & Jorrison street FNB Building Braamfontein Postal Address: Private Bag X01, Braamfontein, 2017 Enquiries: Nelisiwe Mashazi: Tel No: (011) 694 9378,
- DISTRICT JOHANNESBURG SOUTH (JS)**: Physical Address: 100 Northern Parkway, Crownwood Ormonde, Johannesburg Postal Address: Private Bag X13, Lenasia, 1820 Enquiries: Patrick Sesane: Tel No: (011) 247-5957.
- DISTRICT SEDIBENG EAST (SE)**: Physical Address: Corner Joubert & Kruger Street SL & M Building Vereeniging Postal Address: Private Bag X05, Vereeniging, 1930 Enquiries: Peter Nkgage: Tel No: (016) 440-1861
- DISTRICT TSHWANE WEST (TW)** Physical Address: Klippgat Road Old Hebron College Postal Address: Private Bag X38, Rosslyn, 0200 Enquiries: Priscilla Ravele Tel No: (012) 725 1451
- CLOSING DATE** : 03 June 2022
- NOTE** :
- It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at www.dpsa.gov.za /documents, which must be completed in full, originally signed and initial each page. Failure to complete or disclose all information will automatically disqualify the applicant. An updated detail CV as well as copy of your identity document, qualifications and drivers' licence where applicable must be attached. Such copies need not be certified when applying for a post. All required information on the Z83 must be provided (Section A, B, C and D compulsory and section E, F and G ignore if CV attached) and should accompanied by a fully completed initiated and signed new form Z83. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. All candidates for MMS positions will be required to undergo competency assessment and security clearance. The specific reference number of the post must be quoted. The Department reserves the right not to make appointment(s) to the advertised post(s). Due to the large number of applications we envisage to receive, applications will not be acknowledged. If

you do not receive any response within 3 months, please accept that your application was unsuccessful. Department reserves the right not to make appointment(s) to the advertised post(s). No faxed, emailed and late applications will be considered.

OTHER POSTS

POST 18/223 : **DEPUTY DIRECTOR: TRANSVERSAL HUMAN RESOURCE SERVICES**
REF NO: GE2022/05/09
 Sub-Directorate: Transversal Human Resource Services

SALARY : R744 255 per annum, (all-inclusive package)
CENTRE : Gauteng East District
REQUIREMENTS : An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) in Human Resource Management or three-year related qualification majoring in HR/Personnel Management plus a minimum of 3 years relevant working experience in Human Resources Management environment at a Junior Management/Assistant Director level. Knowledge and understanding of the current HR prescripts and public service legislations, regulations and policies. Excellent communication (verbal & written) and interpersonal skills. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use PERSAL and provide expert advisory support to business. Computer literacy in MS Excel, MS Word, MS Access and MS Office. A valid South Africa driver's license is required.

DUTIES : Manage the HRM operations at the district, in a matrix environment; oversee the sub-directorates conditions of service, performance management and development, recruitment and selection in accordance with the relevant prescripts and collective agreements with the Education sector. Coordinate implementation of the approved post and staff establishment. Manage employee records at the district. Establish system to ensure successful implementation of the operational plan as sponsored by Head Office. Provide input to the HRA budget plan. Fulfill the internal quarterly reporting requirements and provided analysis to management. Interpret HR Policies and prescripts. Establish systems to improve customer engagement on HR issues at the District. Supervise staff and manage their performance according to the PMS. Provide, co-ordinate and manage policy and procedure on Incapacity Leave for Ill-Health retirement (PILIR) and the management injury on duty. Management and capturing of posts establishment, creation, translations, vacancies and abolishment in accordance with affordability and priorities of the department on PERSAL. Ensure timeous implementation of changes on PERSAL / SAP and validation of PERSAL information. Manage the internal and external auditing of personnel administration matters and ensure that Auditor-General queries are appropriately managed. Supervise staff.
ENQUIRIES : Mr. Philani Zulu Tel No: (011) 843 6675

POST 18/224 : **DEPUTY DIRECTOR: SOCIAL MEDIA AND CAMPAIGNS REF NO:**
HO2022/05/10
 Directorate: External Communication & Media Liaison

SALARY : R744 255 per annum, (all-inclusive package)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) in Public Relations/ Communication/ Digital (Social) Media or a three-year related qualification plus a minimum of 3 years relevant working experience in Stakeholder Management or Communication/ Marketing Environment at a Junior Management/Assistant Director level. Knowledge and understanding of the social dynamics of Communities, Relevant Education Acts and Policies, Public Service Act and Regulations, Government Information and communication systems and Public Finance Management Act. Excellent communication (verbal & written) and interpersonal skills. Ability to work under pressure, Computer literacy in MS Excel, MS Word, MS Access and MS Office, Planning and organising. A valid South Africa driver's license.

DUTIES : Liaise with the relevant media houses including external stakeholders for coordinating Departmental projects/ campaigns and activities on social media. Develop and implement Social Media strategies and plans for key Department campaigns and projects. Develop social media targeted plans and schedules

to the public. Coordinate social media interviews and engagements. Develop Social Media responses and content to the public. Write speaking notes and opinion pieces. Co-ordinate the compilation, and distribution of the Departments Social Media content. Conduct research on new trends on social media and change the narrative to the benefit of the organisation. Gather all relevant material including photographs for posting on social media (Facebook/ twitter/ blog). Oversee and monitor the distribution of the publications/content on social media (Facebook/ twitter/ blogs). Participate in the coordination of Departmental events / campaigns for the Executive Authority/ Departmental Head on social media. Liaise with stakeholders for departments promotional events/ campaigns. Maintain and update Departmental content database on social media including WhatsApp Groups. Oversee the Uploading of new information such as statements, advisories, speeches, speaking notes and audio visuals. Oversee the establishment of an effective WhatsApp Group. Establish an efficient Social Media Monitoring System (Facebook/twitter/ blogs). Ensure the effective, efficient and economical management of resources allocated to the Department as outlined in the legislative framework for good governance. Ensure departmental compliance in terms of POPI Act and posting of visuals of learners. Monitor Directorate Budget to comply with the imperatives set by the PFMA. Design and apply the Functional Policies and Procedures. Provide advice and guidance in respect of all Communication services, policies, systems and development.

ENQUIRIES : Mr. Khuitsemang Diseko Tel No: (011) 355 0732

POST 18/225 : **DEPUTY DIRECTOR: WEBSITE & PUBLICATIONS REF NO: HO2022/05/11**
Directorate: External Communication & Media Liaison

SALARY : R744 255 per annum, (all-inclusive package)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate 3-year National Diploma/Degree qualification (NQF Level 6/7) in Public Relations/ Communication/ Digital (Social) Media or three-year related qualification plus a minimum of 3 years relevant working experience in Stakeholder Management or Communication/ Marketing Environment at a Junior Management/Assistant Director level. Knowledge and understanding of the social dynamics of Communities, Relevant Education Acts and Policies, Public Service Act and Regulations, Government Information and communication systems and Public Finance Management Act. Excellent communication (verbal & written) and interpersonal skills. Ability to work under pressure, Computer literacy in MS Excel, MS Word, MS Access and MS Office, Planning and organising. A valid South Africa driver's license.

DUTIES : Manage the conducting of in-dept research and collection of relevant information for publication of posters, brochures, banners and newsletters. Manage the design/ layout, styles of departmental content publications. Manage the development, update and sourcing of photographic content for intranet/ internal platforms. Manage the proofreading and editing of content for all departmental Publication. Chair the newsroom style editorial team in terms of editing and translation of departmental content intended for communities into 4 Gauteng official languages. Manage the creation of content for booklets, newspaper adverts, posters & flyers, maintain accuracy and identify errors. Manage the printing and distribution of Departmental Publications. Ensure that departmental strategic publications is in line with Government Communications and Information Systems (GCIS) editorial guidelines. Promote Stakeholder Engagement. Provide advice on format, length and content of all publications intended for internal/ external communication. Development of Communications and Publication policies prescripts, procedures and guidelines. Monitor news daily and advise the Management within the Directorate and GDE. Participate with the development of an extensive media strategies aimed at marketing/ promoting GDE. Ensure and advise the department and clients on latest publications prescripts such as (POPI Act) Protection of Private Information Act. Supervise and develop Staff. Ensure that staff are assessed in line with the performance management system. Identify the need for training and development of staff.

ENQUIRIES : Mr. Khuitsemang Diseko Tel No: (011) 355 0732

POST 18/226 : **DEPUTY DIRECTOR: SAFE SCHOOL SUPPORT REF NO: HO2022/05/12**
Directorate: Security Services & Safe School Management

SALARY : R744 255 per annum, (all-inclusive package)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate 3-year National Diploma/Degree qualification (NQF Level 6/7) in Safety Management/ Security Risk Management Disaster Management/ Environmental Management or three-year related qualification plus a minimum of 3 years relevant working experience in Safety Management Environment at a Junior Management/Assistant Director level. Experience in (PSIRA) Public Security Industrial Regulatory Authority registration with a Grade "A/B" will be an added advantage. Knowledge of Public Service Act and Regulations, Employment Equity Act, Occupational Health and Safety Act, South African Schools Act, Labour Relations Act, Protection of Childers Act and Workplace Ethics. Excellent communication (verbal & written), Investigation and Incident Management skills. Good interpersonal relation skills. Computer literacy, Planning and Organising, Analytical, Conflict Management, Report writing, Problem Solving, Facilitation and Presentation skills. A valid South Africa driver's license.

DUTIES : Oversee the development of Occupational Health and Safety measures and compliance protocols by schools. Manage the establishment and appointment of an Occupational Health and Safety Committee at schools. Manage the development of safety emergency plans and conduct awareness at schools such as emergency evacuation drills. Oversee that schools conduct safety audits using the provided OHS audit tools. Liaise with Infrastructure Management directorate in prioritization and fixing of occupational hazards and defects whenever they are detected. Oversee the establishment and administration of the Safety and Security Unit in the districts. Manage the establishment and administration of SAC: School Safety in district offices. Manage the coordinate and provision of scholar patrol assistance to alleviate security risk at schools. Manage the coordination of campaigns that advocates and aim at addressing social ills impacting on teaching and learning at schools. Oversee the coordination and presentation of security and safety awareness and challenges at schools within the responsible district. Oversee the Rehabilitation programme for learners that are in conflict with the law. Coordinate linking of schools to their responsible psychologists and social workers within the district i.e. SANCA, FBO in order to initiate rehabilitation of distressed learners (anti-drugs and substance abuse). Manage the provision of social ills interventions in disciplinary and bullying of learner cases in the local courts in order to comply with the South African judicial system. Manage the creation of local social and law enforcement services database and other stakeholders to manage learner behaviour. Oversee that schools implement the approved School Safety Policy Exemplar of 2012. Manage the development of and customization of schools Code of Conduct for their learners according to approved School Safety Policy Exemplar of 2012. Oversee that schools are linked to their local SAPS stations within the district. Oversee that schools comply with and customize their safety in line with the recommended COVID-19 safety protocols. Supervision of Staff. Ensure that staff are trained, developed and assessed in line with the PMDS policy to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES : Mr Cedric Ranchor Tel No: 010 600 6392

POST 18/227 : **ASSISTANT DIRECTOR: DISPUTE MANAGEMENT REF NO: HO2022/05/20**
Directorate: Dispute Management

SALARY : R382 245 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate, recognised three-year National Diploma/ Degree in Labour Relations or three-year related qualification plus a minimum of 3 years relevant working experience in Labour Relations at a supervisory level and or at a post equivalent to salary level 8/7). Knowledge of legislations which include but not limited to: LRA; Employment of Educators Act; EEA; PSA; PSR; BCEA; SDA; COIDA; SASA. Knowledge of Collective agreements concluded at PSCBC; GPSSBC and ELRC. Ability to work independently as well as in a team. Good written and verbal communication skills. A valid South Africa driver's license.

<u>DUTIES</u>	:	Implement policy regarding disciplinary enquiries. Facilitate the resolution of dispute and grievances, as well as ensuring sound Employment Relations. Promote efficient labour relations policies. Maintain labour peace within the organization.
<u>ENQUIRIES</u>	:	Mr. Patrick Selowa Tel No: (011) 355 1505
<u>POST 18/228</u>	:	<u>ASSISTANT DIRECTOR: CONDITIONS OF SERVICE (X2 POSTS)</u> Sub-Directorate: THRS
<u>SALARY CENTRE</u>	:	R382 245 per annum Johannesburg East District Ref No: JE2022/05/21 Ekurhuleni South District Ref No: ES2022/05/22
<u>REQUIREMENTS</u>	:	An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) in Human Resource Management or three-year related qualification majoring in HR/ Personnel Management plus a minimum of 3 years relevant working experience in human resource management/administration at a supervisory level and or at a post equivalent to salary level 8/7). Experience in structuring of packages for the SMS / MMS members will be an added advantage. Knowledge of SMS / MMS policies and prescripts. Knowledge and understanding of current education and public service legislations, regulations and policies. Excellent communication (verbal and written) and interpersonal skills. Computer literacy in MS Excel and the ability to be expert level on Microsoft Word usage, MS Access and MS Office and Presentation. PERSAL reporting experience, Ability to be able to solve complex salary related matters and the skill to perform manual salary related calculations will be an advantage. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use of PERSAL and provide expert advisory support to business. A valid South African driver's license.
<u>DUTIES</u>	:	Ensure the provision of all personnel administrative aspects on conditions of service. Maintain policies and ensure compliance with the relevant regulatory framework. Advise line managers and employees on conditions of service, staffing practices and remuneration. Ensure conditions of services processes and standard operating procedures are effective and efficient. Compile reports and assist in the conducting of HR Audits. Ensure the implementation of termination transactions on PERSAL and update records on PERSAL. Advise finance on termination for recovery of assets. GDF (e-Gov) on debt not captured on PERSAL. Submit completed exit questionnaire to notify Performance Management Development on resignation for intervention. Support members of the senior management services, on all service termination payments and benefits. Advice SMS/MMS members on how to structure packages. Verify that PILIR register is prior to the processing of termination. Train Office/District based employees on the completion of documents and the termination policy for the following resignation, contract expiry, retirement, death, ill Health retirement, early retirement, severance package, exit interviews. Quality assures the correct capturing of termination on PERSAL against outcome. Participate in the development of all departmental Human Resource Transaction policies, strategies, procedures and ensure the implementation and adherence by Departmental personnel thereof. Participate in the development of HR Procedure manuals and Facilitate HR administration activities or processes. Provide a Human Resource advisory on conditions of services to all departmental personnel. Ensure effective, efficient supervision of staff and management of resources. Ensure human resources in the unit and maintain discipline and the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions.
<u>ENQUIRIES</u>	:	Ms. Elizabeth Moloko Tel No: 011 666 9109 (JE) Mr. Xolani Kheswa Tel No: 011 389 6062 (ES)
<u>POST 18/229</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING REF NO: HO2022/05/23 (X2 POSTS)</u> Directorate: Recruitment and Selection
<u>SALARY CENTRE</u>	:	R382 245 per annum Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized three-year National Diploma/Degree (NQF Level6/7) in Human Resource Management or three-year related qualification

majoring in HR/Personnel Management plus a minimum of 3 years relevant working experience in the HR working environment at a supervisory level and or at a post equivalent to salary level 8/7). Knowledge of Public Service Act and Regulations. Knowledge of Basic Conditions of Employment Act. Knowledge of applicable resolutions. National and provincial policy frameworks. Basic Knowledge of PERSAL. PFMA. Computer literacy. Good verbal and written communication skills. Report writing. Strong leadership skills and qualities. Listening skills. Conflict management. Negotiation skills. Time Management. Project management and Project leader skills. Good interpersonal relations skills. Problem solving skills. Presentation skills. Self-disciplined and able to work under pressure with minimum supervision. Valid driver's license is essential.

DUTIES

: Assist in the development and implementation of the GDE recruitment, selection, retention and placement strategies and ensure the implementation thereof. Participate in the identification and solving of gaps and challenges in existing recruitment, selection, and retention and placement strategies. Circulate and clarify recruitment strategies to relevant stakeholders. Participate in the development of HR policies based on gaps identified in the District. Coordinate the administration of all response handling, recruitment, selection, appointments, movements, transfers, placement, absorption and retention of staff. Ensure that an up-to-date response handling database is maintained. Coordinate effective receipt, sifting, capture, distribution, storage and disposal of applications. Coordinate the advertisement of departmental vacancies, transfers and absorption. Verify qualifications for suitable candidates. Coordinate the monitoring, evaluation and reporting of recruitment, selection, retention and placement outputs. Collate reports from Cluster Heads and Branches, partake in advising line management on matters related to response handling, recruitment, selection, appointments, movements, placement and retention of staff. Partake in provision of advisory services to shortlisting and interview panels. Partake in guiding and advising personnel on human resource provisioning matters in order to enhance the correct implementation of personnel administration practices and policies. Partake in the compilation of reports and memos on Human Resource Provisioning issues and provide inputs in recommendations where necessary. Coordinate compliance, background and reference checks. Manage Resources (Human, Capital and Physical). Ensure that job descriptions are in place for all staff members. Coordinate the signing of job descriptions and performance agreements for subordinates. Conduct performance reviews and submit to the Performance Management and Development unit timeously. Assist Deputy Director, Human Resource Provisioning in compiling monthly, quarterly and annual report.

ENQUIRIES

: Ms. Tlaleng Ngubeni Tel No: 011 843 6544

POST 18/230

: **ASSISTANT DIRECTOR: OFFICE SERVICE POOL REF NO: ES2022/05/24**
Directorate: Finance and Administration

SALARY
CENTRE
REQUIREMENTS

: R382 245 per annum
: Ekurhuleni South District
: An appropriate recognized three-year National Diploma/Degree (NQF Level6/7) in Public Administration/Public Management/ Office Management /Transport management/Archives and Records Management or three-year related qualification plus a minimum of 3 years relevant working experience at a supervisory level and or at a post equivalent to salary level 8/7). Knowledge of Treasury Regulations and PFMA. Building and office administration. Fleet management. Filing systems. Administration procedures relating to specific working environment, including norms and standards. Skills Planning and organizing. Client service. Interpersonal relations. Problem solving. Conflict resolution. Computer literacy. Report writing skills. Ability to perform routine tasks. A valid South Africa driver's license.

DUTIES

: Check if the Registry is compliant to the National Archives and Records Service Act, 1996. Ensure the distribution of mail between the District and Schools and within the District. Ensure the collection of mail from the Post Office and the distribution thereof. Management of the Courier Services at the District Office. Create and manage database for disposal of records. Maintenance and cleanliness of the building. Procurement of cleaning material. Inventory management for cleaning material. Provide assistance on office needs for resources. Management of bulk Printing. Maintenance of the outside environment. Management of contracts, VIZ: Cleaning contract, Hygiene

services, Labour Saving Devices Wastepaper management. Manage the delivery, distribution and storage of goods ordered. Manage and control of consumable inventories. Liaise with units regarding other resource related to office administration. Maintenance of infrastructure. Booking of venues. Ensure Departmental Security Policy is implemented. Ensure access control for officials, visitors and cars. Ensure the safeguard of officials and GDE property. Ensure parking is allocated to officials and parking fees are paid as per the policy. Management and control of Logbooks for both Sub cars and G-Fleet as prescribed by Policy. Management of the Asset registers for both G-Fleet and Subsidized vehicles. Monitor effective utilization on of both G-Fleet and Subsidized vehicles. (PFMA compliance) Ensure GG Cars are sent for maintenance. Ensure License disks are replaced. Submission of monthly expenditure reports related to the mileage and fuel usage. Ensure the capturing of expenditure for GG-vehicles take place on a monthly basis on the ELS-system. Attendance of monthly meetings and provide feedback to the District team. Monthly reporting based on start and end dates of subsidized vehicles to avoid refunds after the officials have left the system. Monitor and manage the allocated budget for the unit. Ensure that the goods and services are procured for the unit and District auxiliary service needed. Ensure that the budget is presented accurately and timeously on a monthly basis. Ensure that the expenditure report aligns with the Operational Plan and Procurement Plan. Mr. Xolani Kheswa Tel No: (011) 389 6062

ENQUIRIES

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POST 18/231

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ASSISTANT DIRECTOR: EXAMINATIONS ADMINISTRATION REF NO: EN2022/05/25
Sub-Directorate: Curriculum Management and Delivery

SALARY
CENTRE
REQUIREMENTS

:

R382 245 per annum

:

Ekurhuleni North District

:

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

DUTIES

:

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

and collect certificates for external clients (Public). Attend to queries from the public regarding registration, results and certification. To coordinate and monitor the budget, resources and overall management of the unit. General supervision of employees and manage performance. Draft the overtime budget of the unit and ensure approval. Collaborate with other Business Units on exam related issues.

ENQUIRIES : Ms Emily Mochela Tel No: 011 746 8190 (EN)

POST 18/232 : **ASSISTANT DIRECTOR: TRANSPORT MESSAGING SERVICES REF NO: HO2022/05/26**
Directorate: Auxiliary Services and Fleet Management

SALARY CENTRE REQUIREMENTS : R382 245 per annum
: Head Office, Johannesburg
: An appropriate recognized three-years National Diploma or Degree in Public Administration/Public Management/Records and Archives Management/Transport Management or related three-year qualification plus a minimum of 3 years relevant working experience in Transport messaging services, Fleet or Records management services at a supervisory level and or at a post equivalent to salary level 8/7). Knowledge of PFA, Transport policies, Public Act Regulations, Supply Chain Management policies, Memorandum of Understanding and Batho Pele Principles. Good interpersonal skills, communication skills (verbal and written), Supervisor skills, Report-writing, Time management skills, Organising skills and Analytical skills, Computer Literacy (Ms Word, Excel, PowerPoint, and Outlook). Candidate must be in possession of a driver's licence (manual). Ability to lead work in a team as well as alone. Ability to work under pressure and meet deadlines.

DUTIES : Ensure the allocation of Drivers /messengers to the relevant unit. Verify and approve the driver/messaging requests in accordance with relevant procedures or guidelines. Compile and consolidate monthly reports for the sub-directorate. Ensure accident reports are completed accordingly and make follow-ups on progress. Implement the cost-control measures in line with the PFMA, Treasury Regulations and other internal budget-control policies in respect of official. Ensure the provision of driving support services. Monitor and oversee shuttle service and transportation of materials/equipment's to the relevant destinations. Organize, plan, control, and report operational activities. Develop work schedules according to workloads. Certify and sign all register books on a weekly basis. Ensure that all full register books are submitted to at records management for filing. Ensure provision of messenger support services within the Department. Ensure the effective, efficient, and economic utilisation of allocated resources. Ensure that Performance Management System is executed.

ENQUIRIES : Mr Robert Mudau Tel No. 011 843 6898

POST 18/233 : **ASSISTANT DIRECTOR: AUXILIARY SUPPORT SERVICES REF NO: HO2022/05/27 (X2 POSTS)**
Directorate: Auxiliary Services and Fleet Management

SALARY CENTRE REQUIREMENTS : R382 245 per annum
: Head Office, Johannesburg
: An appropriate recognized three- year National Diploma or Degree in Public Administration /Public Management/Logistic Management/ Supply Chain Management/ or related three- year qualification plus a minimum of 3 years relevant working experience in Auxiliary Support Services or provision of Admin Support at a supervisory level and or at a post equivalent to salary level 8/7) Knowledge of PFMA, Supply Chain Management Policies, Knowledge of Public Service Act and Regulations, Occupational Health and Safety, Auxiliary Support Services policies and procedures, Understand the Batho Pele Principles. A valid driver's license, Supervisory skills, Communication skills (verbal and written), Good interpersonal skills, Problem-solving skills, organising skills, Report writing skill, administrative skills; Time Management skills, Analytical skills; Financial Management skills, Computer Literacy (Ms Word, Excel, Outlook, and Power Point and Outlook). Ability to work under pressure and meet deadlines.

DUTIES : Ensure the provision of the cleaning and general assistance services. Provide inputs in the compilation of hygiene services contracts. Supervise and ensure preparation of inventory management for cleaning material. Monitor & resolve

queries related to general cleaning e.g., hygiene services. Manage and ensure that spot check is conducted on a weekly basis. Manage the delivery and storage of goods ordered. Ensure Compliance to Occupational Health and Safety Policy and Procedure within GDE. Ensure efficient and effective clean working environment. Compile monthly /quarterly reports. Supervise and provide administrative support services to the Business Unit. Report on the number of goods and services received on a quarterly basis. Provide inputs in the compilation of the budget, audit, and financial functions, and monitor expenditure and resources. Quality assures submissions on procurement of goods and services for the Unit. Monitor and report redundant/ stolen assets to the relevant Unit. Coordinate and ensure the provision of activities within the Unit, e.g. stationery, travel claim forms and other requests. Facilitate implementation of Auxiliary Support Service policy within GDE. Ensure that Performance Management System is executed. Ensure the effective, efficient, and economic utilization of allocated resources.

ENQUIRIES

: Mr Joe Mokhosi Tel No. 011 355 0761

POST 18/234

: **ASSISTANT DIRECTOR: PROVISIONING AND ADMIN FOR INSTITUTION REF NO: GW2022/05/28**
Sub-Directorate: Finance and Administration

SALARY

: R382 245 per annum

CENTRE

: Gauteng West District

REQUIREMENTS

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

DUTIES

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

ENQUIRIES : Job Descriptions, Performance Agreements, Assessments, and Performance Development Plan for staff. Supervise the staff.
Ms Louisa Dhlamini Tel No. 011 660 4581

POST 18/235 : **ASSISTANT DIRECTOR: IT SERVICE LEVEL MANAGEMENT REF NO: HO2022/05/29**
Directorate: Information Technology Service Management

SALARY CENTRE REQUIREMENTS : R382 245 per annum
Head Office, Johannesburg
An appropriate three-year National Diploma in Information Technology or related three-year qualification plus 3 years extensive experience in an ICT operational customer service environment. ITIL Foundations Certificate will be an added advantage. Experience of COBIT standards and/or certificate is a pre-requisite. Extensive knowledge of how Government systems work will be an added advantage. Valid unendorsed driver's license. Ability to work under pressure. Good verbal and written communication skills. Service delivery innovation skills. Client orientation and customer focused. Ability to take initiative and make decisions. Ability to analyse and develop reports for presentation to senior management.

DUTIES : Develop, implement, monitor and report on the underpinning contracts with external service provider, report on the SLAs with IT users, Service Level Agreements, Operational level Agreements, and Underpinning Contracts. Implement SIP from Service Level Agreements, Operational level Agreements and Underpinning Contracts. Review SLAs and service scope against business requirements and make recommendations for improvements. Ensure compliance of IT policies, procedures, processes and standards. Arrange SLM and IT meetings with different stakeholders. Prepare and provide IT SLM Weekly, monthly, quarterly and unexpected reports. Liaise with business all the time on services interruptions. Align incident processing and handling with overall service level. Provide the development of action plan for service breaches identified by business in service level reviews. Perform regular audit of incidents to manage trends analysis. Participate in business requirements for design and implementation of new services. Check that IT services meets required services levels. Ensure major incidents are reported and resolved to minimize business impact. Identify and manage poor performance and address effectively to improve team performance. Guide, train and advice staff on all financial administration services to enhance the correct implementation of policies and practices. Compile and submit work plan, performance development plan, job description and performance agreements of staff. Ensure staff is kept abreast of all new prescripts and policies. Provide input in terms of the compilation of Unit's Budget and monitoring thereof. Prepare submissions, letters and internal memorandums. Knowledge of IT processes Development and maintenance of service catalogue.

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

POST 18/236 : **ASSISTANT DIRECTOR: SECURITY SERVICES & SAFE SCHOOL MANAGEMENT (X2 POSTS)**
Directorate: Security Services & Safe School Management

SALARY CENTRE REQUIREMENTS : R382 245 per annum
Johannesburg Central District Ref No: JC2022/05/30
Johannesburg North District Ref No: JN2022/05/31
An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) in Safety Management/ Security Risk Management Disaster Management/ Environmental Management or three-year related qualification plus a minimum of three years' relevant experience in Safety Management Environment at a supervisory level and or at a post equivalent to salary level 8/7). Experience in (PSIRA) Public Security Industrial Regulatory Authority registration with a Grade "A/B" will be an added advantage. Knowledge of Public Service Act and Regulations, Employment Equity Act, Occupational Health and Safety Act, South African Schools Act, Labour Relations Act, Protection of Childers Act and Workplace Ethics. Excellent communication (verbal & written), Investigation and Incident Management skills. Good interpersonal relation skills. Computer literacy, Planning and Organising, Analytical, Conflict Management, Report writing, Problem Solving, Facilitation and Presentation skills. A valid South Africa driver's license.

- DUTIES** : Develop Occupational Health and Safety measures and monitor compliance protocols by schools. Coordinate the establishment and appointment of an Occupational Health and Safety Committee at schools. Develop safety and security emergency plans and conduct awareness at schools such as emergency evacuation drills. Ensure that schools conduct safety audits using the provided OHS audit tools. Liaise with Infrastructure Management directorate in prioritization and fixing of occupational hazards and defects whenever they are detected. Coordinate the establishment and administration of the Safety and Security Unit in the districts. Present Hazard Identification and Risk Assessment recommendations and mitigation plans and strategies to regional and provincial Safety Committee. Coordinate campaigns that advocate and aim at addressing social ills impacting on teaching and learning at schools. Coordinate the presentation of security and safety awareness and challenges at schools within the responsible district. Ensure that safety awareness posters are distributed at schools. Coordinate the Rehabilitation programme for learners that are in conflict with the law. Coordinate linking of schools to their responsible psychologists and social workers within the district i.e. SANCA, FBO in order to initiate rehabilitation of distressed learners. Ensure that schools implement the approved School Safety Policy Exemplar of 2012. Ensure that schools are linked to their local SAPS stations within the district. Ensure that schools comply with and customize their safety in line with the recommended COVID-19 safety protocols. Supervision of Staff. Ensure that staff are trained, developed and assessed in line with the PMDS policy to be able to deliver work of the required standard efficiently and effectively.
- ENQUIRIES** : Mr Linda Mabutho Tel No: (011) 983 2231(JC)
Ms. Nelisiwe Mashazi Tel No: (011) 694 9411. (JN)
- POST 18/237** : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: HO2022/05/34**
Directorate: Management Accounting
- SALARY** : R382 245 per annum
CENTRE : Head Office
REQUIREMENTS : An appropriate 3-year National Diploma/Degree qualification in Financial Management/Accounting/ Cost and Management Accounting plus a minimum of 3 years relevant working experience in the financial management environment at a supervisory level and or at a post equivalent to salary level 8/7). Knowledge of Legislative Frameworks (Public Finance Management Act, and Treasury Regulations. Financial Circulars, Government budget, expenditure process and Reporting Procedures. Computer literacy, Communication Skills, Project Management, Interpersonal relations, Presentation skills, Analytical skills Financial Management skills and Report writing and minutes taking skills.
- DUTIES** : Coordinate and facilitate budget management services in relation to the original, adjustment and year-end shiftings and virement budget. Coordinate the preparation and costing of operational plans as per applicable prescripts. Ensure that cash flow projections and procurement plans are prepared and aligned to the indicative allocation. Ensure that budget shifts requests are in accordance with Departmental policies, Treasury circulars and budget allocations. Provide advice and guidance during budget preparation of the department as per PFMA and applicable legislation. Coordinate the consolidation and compilation of the departmental cash flow projections (IYM) submissions in line with PFMA, Treasury Guidelines and Circulars. Coordinate the verification and submission of requisition forms (RLSO1). Submit monthly and year end accruals and commitments. Manage the analysis of expenditure and clearing of misallocations. Provide advice and support to responsibility managers on remedial measures to prevent over or under spending, and expenditure management related prescripts. Provide inputs on drafting and maintenance of expenditure management policies, circulars, etc. Maintain stakeholder relationships. Ensure that expenditure is in line with the operational plan and allocated budget. Provide inputs on drafting and maintenance of finance policies, processes and procedures, etc. Ensure the compilation of management reports in terms of the PFMA and Treasury Regulations. Ensure that all documents are filed for record-keeping and audit purpose. Provide inputs on audit queries to be resolved and reported. Ensure effective and efficient management of allocated financial, physical and human resources Provide inputs in terms of the compilation of sub-component's budget. Compile

		and submit job descriptions, performance agreements, assessments, and performance development plan for staff.
<u>ENQUIRIES</u>	:	Ms Matshediso Kobe Tel No: 011 355 0033
<u>POST 18/238</u>	:	<u>ASSISTANT DIRECTOR REF NO: HO2022/05/38 (X5 POSTS)</u> Directorate: Anti-corruption Ethics & Integrity Management
<u>SALARY</u>	:	R382 254 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate three-year National Diploma/ Degree (NQF 6/7) qualification in Accounting/Auditing/Investigations/Ethics/Integrity Management) or three-year related qualification plus a minimum of 3 years' relevant working experience in the Investigations/Auditing/Ethics/Anti-Corruption environment at a supervisory level and or at a post equivalent to salary level 8/7). Knowledge of Anti-Corruption, Ethics and Integrity Management Practices, Forensic Investigations/Auditing, Standards for the Professional Practice of Internal Auditing. General Recognised Accounting Principles, PFMA and Treasury Regulations, MTEF budget compilation and analysis. Public Service Act and Regulations, Policy development, South African Constitution, NQF Act. Prevention and Combating of Corrupt Activities Act, PAIA and Protected Disclosures' Act. Good verbal and written communication skills, Risk Management, Stakeholder management, People and Conflict Management, Research and analytical, Computer skills- MS Office (Word, Excel, PowerPoint), Presentation and Facilitation, Project management, Change management, financial management, Statistical and quantitative analysis. A valid South Africa driver's license.
<u>DUTIES</u>	:	Implementation of anti-corruption, Ethics and Integrity Management strategies. Assist in the compilation/ drafting of the departmental code of conduct. Facilitate the combating, monitoring and reporting of potential conflicts by officials while performing their duties. Draft letters memos on implementation and recovery of loss of state property by the department. Coordinate the promotion of sound ethics and integrity management. Collate and consolidate documents to E-disclosure system to DPSA and ensure compliance thereof. Maintenance of a gift register for all GDE officials. Conducting of Forensic Audits. Conduct preliminary and detailed investigations into allegations of maladministration, fraud, and corruption. Draft project plans for special projects associated with ethics, integrity, and anti-corruption. Monitor the implementation of remedial actions emanating from the forensic investigations. Development of anti-corruption, integrity, and ethics legislative frameworks (policies), procedures and guidelines for good governance. Develop and review risk management strategies and policies in line with the provincial and national ethics and integrity management frameworks. Conduct research and develop new methodologies, strategies, procedures manual and best practices relating to anti-corruption, ethics, and integrity management. Provide advice on all anti-corruption, integrity, and ethics enquiries internally and to relevant stakeholders. Supervision and Development of Staff. Ensure that staff are assessed in line with their Performance Management and Development System (performance development plans, job descriptions and performance agreement).
<u>ENQUIRIES</u>	:	Mr William Makgabo Tel No: (011) 355 0269
<u>POST 18/239</u>	:	<u>ASSISTANT DIRECTOR: FINANCE MANAGEMENT REF NO: JN2022/05/39</u> Sub-directorate: Finance and Administration
<u>SALARY</u>	:	R382 254 per annum
<u>CENTRE</u>	:	Johannesburg North District
<u>REQUIREMENTS</u>	:	An appropriate recognized three-year National Diploma/ Degree in Accounting, Financial Management or relevant three-year qualification plus 3 years relevant working experience at a supervisory level and or at a post equivalent to salary level 8/7). Knowledge of PFMA, preferential procurement policy framework, Treasury Regulations, public sector procurement and Supply Chain Management. Knowledge of BAS (Basic Accounting System) & PERSAL. Excellent communication skills. Computer literacy in Excel, Access, Word and PowerPoint. A valid South Africa driver's license.
<u>DUTIES</u>	:	Provide financial administration and procurement administration to the District office. Maintain all the accounting records of the district. Assist with clearing of accounts. Assist in the preparation and administration of district budget

allocation process. Budget forecasting and reporting. Prepare weekly Cash flow inputs (funds requisitioning). Prepare monthly and quarterly reports for the district. Co-ordinate and distribute payroll control sheets. Assist in with the audit process and clearing of all audit queries. Report in writing any unauthorized, irregular or fruitless and wasteful expenditure. Implement and maintain asset management policies of the department. Co-ordination of Risk management processes. Ensure compliance with PFMA and Treasury Regulations and Accounting principles and Departmental policies, Financial Delegations and also through applicable compliance certificates.

ENQUIRIES :

Ms Nelisiwe Mashazi Tel No: (011) 694 9411

POST 18/240 :

PERSONAL ASSISTANT REF NO: HO2022/05/33

Branch: Corporate Management

SALARY :

R261 372 per annum

CENTRE :

Head Office

REQUIREMENTS :

Secretarial Diploma or equivalent qualification plus 3-5 years' experience in rendering secretarial/administrative support service. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.

DUTIES :

Provide a secretarial/receptionist support service to the Deputy Director General. Record the engagements of the Deputy Director General. Ensure that office equipment is in working good order. Provide administrative support services in the Office of the Deputy Director General. Ensure the effective flow of information and documents to and from the office of the Deputy Director General. Ensure the safekeeping of all documentation in the office of the Deputy Director General in line with relevant legislation and policies. Respond to enquiries received from internal and external stakeholders. File documents for Deputy Director General and the unit where required. Provide support to Deputy Director General regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the Director/ Deputy Director General with the administration of the Office Budget. Keep a record of expenditure commitments for the Office of the Deputy Director General. Remain up to date with regard to the policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Director. Remain abreast with the procedures and processes that apply in the office of the Deputy Director General.

ENQUIRIES :

Ms. Rirhandzu Mabasa Tel No: (011) 843 6529

POST 18/241 :

PERSONAL ASSISTANT REF NO: HO2022/05/34

Directorate: Enterprise Risk Management

SALARY :

R261 372 per annum

CENTRE :

Head Office

REQUIREMENTS :

Secretarial Diploma or equivalent qualification plus 3-5 years' experience in rendering secretarial/administrative support service. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.

DUTIES :

Overall management of the office administration functions Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/Chief Director's budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director.

ENQUIRIES : Mr Puledi Selepe Tel No: (011) 355 1154

DEPARTMENT OF HEALTH

OTHER POSTS

POST 18/242 : **SENIOR MANAGER: MEDICAL SERVICES REF NO: TEMBI/2022/SM/01**
Directorate: Office of the CEO

SALARY : R1 534 689 – R1 862 412 per annum, (all-inclusive package)
CENTRE : Tembisa Provincial Tertiary Hospital
REQUIREMENTS : Appropriate qualification that allows registration with HPCSA as a Medical practitioner. A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner. 5 years at management level will be an added advantage. Post graduate Management qualification (e.g. MBA or MPH) Computer Literacy in Microsoft Package (MS Word, Excel and Power point) and a valid driver's license. Experience and knowledge in Administration, Finance and Supply Chain Management. Strong communication, customer management, leadership, interpersonal skills and strategic management the prospective incumbent should have knowledge of good administration procedures relating to specific working environment including norms and standards. Good Planning and organizing skills. Sound knowledge and ability to implement policies and Public Service Legislative framework (such as National Health Act, PFMA, PSA and its regulations, Mental Health Act, and other relevant statutes). Must be able to work under pressure, cope with high workload and be willing to manage the hospital after hours.

DUTIES : Responsible for the leadership and management of the delivery for clinical services to TPTH and Cluster Facilities. Coordinate and provide strategic leadership. Participate actively in administrative duties of the Departments. Ensure quality assurance, including clinical audits, are conducted in the Department in line with Ideal Hospital Framework, NHI preparations. Serve as the senior member of the hospital executive management team. Actively contribute to the formulation and implementation of the hospital operational plans. Support the hospital Executive and General Management with the day to day running of the department. Assist the EXCO in the discharge of any responsibilities which have been delegated. Participate in the management of activities of TPTH as a whole and attend all applicable management meetings. Ensure the employment of previously disadvantaged individuals in terms of race, gender and disability to enhance equity. Management of personnel performance and review thereof, (Contracting, quarterly review and final assessment). Report to the Office of the CEO. Perform any other duties delegated by the supervisor. Ability to work with people.

ENQUIRIES : Dr. A. Mthunzi Tel No: (011) 923-2023
APPLICATIONS : Applications to be addressed to: Tembisa Provincial Tertiary Hospital (HR Office) Or through Email at: TembisaHR1.HR@gauteng.gov.za

NOTE : Applications must be submitted with a New Z83 form accompanied by a comprehensive CV and copies of ID (if smart card it must be copied on both sides) and Certificate of qualifications. Applicants need not to certify the supporting documents. Applicant must indicate the post reference on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of the recommended candidates will be verified prior appointment. Persons in possession of a foreign qualification must furnish the department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83 (New Z83), obtainable from any Public Service Department or from the website, which must be completed in full and attached your CV, copies of your Identity document and academic qualifications. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Note: Tembisa Provincial Tertiary Hospital does not have budget for resettlement and S&T claims.

CLOSING DATE : 03 June 2022

POST 18/243 : **MEDICAL REGISTRAR REF NO: REFS/014059**
 Directorate: Orthopaedics

SALARY : R833 523 per annum, (all-inclusive package)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Registrar Medical. Registration with the HPCSA as Registrar (Medical). No experience required after registration with the HPCSA as Registrar (Medical).

DUTIES : Clinical assessment of orthopaedics patients, formulation, development, and execution of evidence based and compassionate patient care plans. Daily ward rounds and attendance at OPD, preparation of patients for theatre and performance of surgical procedures concordant with a registrar position. The application of cost containment measures in service delivery is important. Assessment and management of medical and orthopaedics emergencies. After-hours calls and execution of urgent orthopaedics procedures. Counselling and education of patients and families. Proper clinical record keeping and participation in ward / departmental administrative duties. Commitment to the highest level of care, ethics, professionalism and punctuality. Work responsibility within a multi-disciplinary team. Reporting all conflicts of interest and corruption. Work at, and participate in outreach, academic and research programmes at any of the Gauteng Health facilities affiliated with the Department of Orthopaedics Surgery of the University of the Witwatersrand. Academically: will participate in the orthopaedics teaching programme as per the Department of Orthopaedics Surgery at Wits University and conduct research under supervision, with the aim of attaining the MMed degree and CMSA Fellowship Final exam. The incumbent will train in the various disciplines of orthopaedics surgery and will teach and supervise medical officers, medical interns, and medical students.

ENQUIRIE APPLICATIONS : Prof. A. Robertson Tel No: 011 488 4990
 : Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject.

NOTE : Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with an updated, clear and detailed C.V with 3 contactable referees. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.

CLOSING DATE : 03 June 2022

POST 18/244 : **MEDICAL REGISTRAR REF NO: REFS/014060**
 Directorate: Diagnostic Radiology

SALARY : R833 523 per annum, (all-inclusive package)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Registrar Medical. Registration with the HPCSA as Registrar (Medical). No experience required after registration with the HPCSA as Registrar (Medical).

DUTIES : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient related administrative duties, participate in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing, and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns, and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO legal

Documents timeously. (e.g., Death Certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentation, lectures, and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hours (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).

- ENQUIRIE APPLICATIONS** : Prof D.P Ramaema Tel No: 011 488 3368/4556
- : Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject.
- NOTE** : Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with an updated, clear and detailed C.V with 3 contactable referees. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.
- CLOSING DATE** : 03 June 2022
- POST 18/245** : **MEDICAL OFFICER REF NO: REFS/014061**
Directorate: Surgery
- SALARY** : Grade 1: R833 523 per annum, (all-inclusive package)
Grade 2: R953 049 per annum, (all-inclusive package)
Grade 3: R1 106 037 per annum, (all-inclusive package)
- CENTRE REQUIREMENTS** : Charlotte Maxeke Johannesburg Academic Hospital
- : **Grade 1:** Appropriate qualification that allows for registration with HPCSA as a Medical Officer. Registration with the HPCSA as Medical Officer. No experience required after registration with the HPCSA as Medical Practitioner. **Grade 2:** Appropriate qualification that allows for registration with the HPCSA as Medical Officer. Registration with the HPCSA as Medical Officer. A minimum of 5 years' appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. **Grade 3:** Appropriate qualification that allows for registration with the HPCSA as Medical Officer. Registration with the HPCSA as Medical Officer. A minimum of 10 years' appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner.
- DUTIES** : Clinical assessment, history taking, mental status examination and physical examination of all patients, formulation, development and execution of management plans of all patients. Assessment and management of emergencies. Counselling and education of patients and families. Proper clinical record keeping. Prepare referral letters and discharge summaries for all patients. Proper record of all lab results. Participates in ward/ department admin in maintain ward record. Commitment to emergency care highest level of ethics, professionalism and punctuality. Expected ability to work in a team and report all potential conflict of interests and corruption.
- ENQUIRIES APPLICATIONS** : Prof. T.E Luvhengo Tel No: 011 488 3373
- : Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject.

NOTE : Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with an updated, clear and detailed C.V with 3 contactable referees. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.

CLOSING DATE : 03 June 2022

POST 18/246 : **MEDICAL OFFICER RADIOLOGY REF NO: REFS/014015 (X1 POST)**
Directorate: Emergency Department

SALARY : Grade 1: R833 523 – R897 939 per annum, (all-inclusive packages)
Grade 2: R953 049 – R1 042 092 per annum, (all-inclusive packages)
Grade 3: R1 106 037 – R1 382 802 per annum, (all-inclusive packages)

CENTRE REQUIREMENTS : Leratong Hospital
: Senior certificate or Grade 12, MBCHB or equivalent qualifications. Registration certificate with the HPCSA as Independent Medical Practitioner. Current registration with HPCSA. One year experience in discipline of Radiology. Sound clinical and radiological knowledge within the discipline. Ability to deal with all radiological emergencies. Knowledge of ethical medical practice. Ability to assess, diagnose and manage patient.

DUTIES : Render radiological duties – inpatient and outpatient; normal and after-hours. Render cost effective medical care, incorporating radiological management and follow-up. Maintain radiology records. Undertake on-going Medical Education and Professional Development. Suggest alternative medical imaging where necessary. Interpreting results and writing reports for CT, ultrasound, fluoroscopy and Plain Films. Communicate and discuss results and Diagnosis with Clinicals.

ENQUIRIES APPLICATIONS : Dr SW Mokae Tel No: 011 411 3787
: Applications to be done through E-Recruitment portal – <http://www.professionaljobcenter.gpg.gov.za>. No e-mailed, posted or hand delivered applications will be accepted.

NOTE : Applications must be submitted on a fully completed and signed New Z83 form 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 copies of all qualification/s and ID document. Only shortlisted candidates will be required to submit certified copies of documents before the interview. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants. People with disability are welcome to apply. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE : 03 June 2022

<u>POST 18/247</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE REF NO: REFS/014009 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255 per annum, (all-inclusive package structure) Leratong Hospital An appropriate 3-year Degree/NQF level 7 Tertiary qualification in Human Resource Management. Ten (10) years or more relevant experience in Human Resource Management sphere of which three (3) years must be at an Assistant Director level. Experience in HR for Health will be an added advantage. Ability to provide leadership on HR practices and Administration. Ability to develop, monitor and evaluate skills development legislations, HR policies and procedures. Ability to interpret and analyse HR data. Knowledge of developing, analysing, interpreting reports and presenting them to management. Demonstrate knowledge of managing PERSAL system and interpreting reports. Ability to manage staff, work independently, adhere to strict deadlines. Knowledge of the Public Service Act, Public Finance Management Act, Treasury Regulation, PSCBC Resolution, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Employment equity Act and other HR legislation and prescripts. Report writing skills, Computer proficiency, Presentation Skills and Driver's license are essential.
<u>DUTIES</u>	:	Responsible for the implementation of HR policies, plans and strategy. Develop internal controls and Standard Operating Procedures and strategies and ensure the alignment of the organisational structure to the institutional strategic plan. Manage Human Resource information and knowledge. Monitor and evaluate the implementation of Human Resources strategies. Render efficient human resource administration service. Ensure effective recruitment and retention strategy is in place, Manage appointments, transfers, and termination on PERSAL. Manage the compensation and conditions of services of staff members. Manage human resource personnel records. Manage salary administration and remuneration. Monitor and evaluate the quality of information captured on PERSAL and other HRM database. Authorise transactions and verify source documents. Maintenance of post establishment on HRM database. Management of HR Labour Relation matters and the interpretation and implementation of the collective bargaining agreement. Attend to Audit queries, HR risk management and compile reports for implementation of the recommendations thereof. Continually improve service delivery and measure performance through the development and pursuing a systematic approach to employee development based upon an Institutional skills gap analysis and PMDS system findings. Device appropriate monitoring mechanisms to ensure that all resources deployed yields the desired result with regards to HRD and planning activities. Attend to Ideal Hospital Framework and monitor and report on proper implementation of the Ideal Hospital Framework requirements of the Human Resource. Ensure compliance and maintaining the quality standard required by the institution. Advice CEO and hospital management on HR practices, procedures, guidelines and policies etc. Be part of the Executive management and participate in the development of strategic and operational plans for the hospital. Prepare reports for Provincial Office and represent the hospital at different forums. Manage and coordinate Human Resource Development Programme. Manage Training and Development budget and Departmental Skills Development Committee. Manage, monitor and coordinate the Workplace Skills Plan and Reports. Manage the Performance Management Development, Employee Wellness and OHS functions. Implement the Employment Equity in the department. Ensure effective management of PILIR and Reasonable Accommodation of employees.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. D.P. Moloi Tel No: 011 411 3531 Applications to be done through E-Recruitment portal – http://www.professionaljobcenter.gpg.gov.za . No e-mailed, posted or hand delivered applications will be accepted.
<u>NOTE</u>	:	Applications to be done through E-Recruitment portal – http://www.professionaljobcenter.gpg.gov.za . No e-mailed, posted or hand delivered applications will be accepted. Note: Applications must be submitted on a fully completed and signed New Z83 form 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 copies of all qualification/s and ID document. Only shortlisted

candidates will be required to submit certified copies of documents before the interview. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants. People with disability are welcome to apply. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

- CLOSING DATE** : 03 June 2022
- POST 18/248** : **DEPUTY DIRECTOR: ADMINISTRATION AND SUPPORT REF NO: REFS/014011 (X1 POST)**
 Directorate: Administration and Support Management
 Re-Advert, candidates who previously applied are encouraged to re-apply
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum, (all-inclusive package structure)
 : Leratong Hospital
 : A National Diploma or Degree in Public Administration/Public Management/Business Administration (NQF 6 or 7) with 10 years' experience in Administration and support services, of which 3 years is at the Assistant Director level, supervisory experience will be an added advantage. A valid driver's licence. Communication skills; Management skills; People skills; Conflict resolution skills; Reporting skills; Negotiation skills; Planning and organising skills; Project management skills; Presentation and facilitation skills; Problem solving skills; Operational planning; ability to work under pressure and being self-motivated; Ability to work in a diverse team; Ability to adapt to change; Ability to liaise with business partners; and Ability to perform multiple tasks and work overtime where necessary. Computer skills (MS Word and MS Excel). Hospital management skills and experience would be an added advantage. Knowledge of the Public Finance and Management Act, Public Service Act, Public Service Regulations, PAIA, PAJA, OHS Act, POPI Act, Disaster Management Act, Labour Relations Act, Treasury Regulations, Records Management Act, RICA Act, Mortuary guidelines, Linen Management Act, Loss and Risk Management. Knowledge of the public service systems and procedures and other relevant legislations. Must be a driven and customer focused individual with excellent leadership, planning, organizing, communication (verbal and written), interpersonal relations and conflict management skills. Must have report writing, research, numerical and analytical, project management, presentation, decision making and management skills. Ability to work under pressure, meet deadlines, ability to analyse and interpret financial information. Must have the ability to interpret and present policies and other prescripts. Excellent ability to facilitate and coordinate workshops and meetings. Ability to interact at strategic level and implement turnaround strategies. Be service delivery orientated.
- DUTIES** : Manage and supervise hospital administration and support services division. Responsible for Strategic Planning, Monitoring and Evaluation of hospital services, HIEM, Administration, Record Management, Facility Management, Security Management, Linen Management, Cleaning Department, and Information Technology. Implement benchmarking to ensure improved outputs. Implement, Manage, and monitor compliance with Service Level Agreements. Manage the budget and supervise human resource and ensure compliance with relevant prescripts and mandates of the department. Develop and implement skills development and training for staff in the division. Liaise with internal clients and external stakeholders. Management of personnel performance contracting and performance management reviews. Develop and implement guidelines and Standard Operating Procedures (SOP) in the

division. Compilation and monitoring of Operational Plan, Risk register, Audit Action for management reporting and analysis. Management of infrastructure. Ensure compliance with Ideal Hospital Framework. Represent the division in the hospital management meetings. Ensure implementation of Batho Pele principles in the division. Perform other related duties as delegated by the CEO.

ENQUIRIES : Dr D.P. Moloi Tel No: 011 411 3531
APPLICATIONS : Applications to be done through E-Recruitment portal – <http://www.professionaljobcenter.gpg.gov.za>. No e-mailed, posted or hand delivered applications will be accepted.

NOTE : Applications to be done through E-Recruitment portal – <http://www.professionaljobcenter.gpg.gov.za>. No e-mailed, posted or hand delivered applications will be accepted. Applications must be submitted on a fully completed and signed New Z83 form 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 copies of all qualification/s and ID document. Only shortlisted candidates will be required to submit certified copies of documents before the interview. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants. People with disability are welcome to apply. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE : 03 June 2022

POST 18/249 : **ASSISTANT MANAGER NURSING PN-A7: GENERAL REF NO: REFS/006583**
Directorate: Nursing
Re-advertisement, those who applied before are welcome to re-apply.

SALARY : R571 242 – R662 223 per annum, (plus benefits)
CENTRE : Dr Yusuf Dadoo Hospital
REQUIREMENTS : Grade 12. Basic qualification accredited with the South African Nursing Council In term of Government Notice 425, i.e diploma/degree in Nursing as a professional Nurse. A minimum of 8 years appropriate and recognizable experience in Nursing after registration as a professional Nurse with the South African Nursing Council. Diploma/degree in Nursing management qualification registered with South African Nursing Council. At least 3 years of the period referred above must be appropriate recognizable experience at Management Level in health Care Facility, i.e Operational/ Unit Manger Level. Current South African Nursing Council annual practicing certificate. Valid EB driver's license. Computer literacy. Strong leadership skills, knowledge of health programmes, good communication skills and sound interpersonal skills are necessary.

DUTIES : Delegate, supervise and co-ordinate the provision of effective patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant accurate and comprehensive information on health care. Establish and maintain constructive working relationships with nursing and other stakeholders (i.e inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, and procedures. Manage Human resources and Performance Management and Development System. Monitor and ensure proper utilization of financial and physical resources. Maintain professional growth ethical development of self and subordinates. Implementation and monitoring of Continuous Professional Development. Provide guidance and mentorship to Operational Manager under his/her supervision. Knowledge of data Management in the

		Hospital setting. Clear understanding and implementation of ideal Hospital realization framework. Broad knowledge of Management of Patient safety Incidence. Knowledge of Health risk management within the Hospital.
<u>ENQUIRIES</u>	:	Ms. DS Ngwenya Tel No: 011 951 6045
<u>APPLICATIONS</u>	:	must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.
<u>NOTE</u>	:	Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into Consideration
<u>CLOSING DATE</u>	:	03 June 2022: 13h00
<u>POST 18/250</u>	:	<u>OPERATIONAL MANAGER GRADE 1 – GENERAL REF NO: 18/2022 (X1 POST)</u> Directorate: Nursing
<u>SALARY</u>	:	R450 939 per annum, (plus benefits)
<u>CENTRE</u>	:	Kopanong Hospital
<u>REQUIREMENTS</u>	:	Degree or Diploma, i.e. Basic R425 qualification in nursing that allows registration with SANC as a Professional Nurse and Midwife. Seven years' appropriate experience as a nurse after registration with SANC. Ability to work independently and innovatively. Knowledge of legal prescripts that regulate nursing and health services. Ability to take charge and make appropriate independent decisions. Decision making and problem solving abilities within the limit of the public service and institutional policy framework. Display empathy for patient treatment and care. Knowledge of nursing care procedures, nursing strategy, statutes, core standards and other relevant framework such as Nursing Act OHS Act, Patient Rights Charter, Batho Pele Principles, and Procedures, Grievance Procedures, etc. Pertaining to the relevant resources under management.
<u>DUTIES</u>	:	Supervise and evaluate quality of nursing care as directed by professional scope of practice and set in the nursing Standards within a professional/legal framework. Implement nursing legislation and related framework and ethical nursing practices. Compile and analyses reports and data to improve quality of patients. Be allocated to work shifts and relieve the Supervisor when required. Perform as Operational Manager in accordance with the scope of practice. Demonstrate effective communication with patients, supervisors and other health Professionals and junior colleagues. Implement Ideal Hospital, Maintenance and Realization Standards. Maintain professional growth/ethical standards, research, training and self-development. Participate in analysis, formulation and Implementation of nursing guidelines, practices, standards and procedures. Maintain constructive working relationship with nursing and other stakeholders. Management of personnel Performance and review thereof.
<u>ENQUIRIES</u>	:	Ms ME Polo Tel No: (016) 428 7130
<u>APPLICATIONS</u>	:	must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.
<u>NOTE</u>	:	Fully completed new Z83, CV, copies of ID and qualifications. Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR. People With Disabilities Are Encouraged To Apply. If you did not hear from us within three months, please consider your application unsuccessful. Medical surveillance will be conducted to successful candidate.
<u>CLOSING DATE</u>	:	03 June 2022
<u>POST 18/251</u>	:	<u>OPERATIONAL MANAGER GENERAL (OPD) PNA5 REF NO: REFS/TMH/2022/05/01 (X1 POST)</u> Directorate: Nursing Services
<u>SALARY</u>	:	R450 939 – R507 531 per annum, plus benefits
<u>CENTRE</u>	:	Tambo Memorial Hospital

- REQUIREMENTS** : A Minimum of Diploma/ Degree in General Nursing Science, registration with SANC as a Professional Nurse. Current SANC receipt as a General Nurse and Midwife. A minimum of Seven (7) years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse. Have a good communication skills, leadership and conflict management skills. Manage own performance, be able to work as part of a Multidisciplinary team. Be able to supervise staff and patient care in the unit, be available at all times in case of an emergencies and shortage of staff.
- DUTIES** : Overall supervision and control of quality patient care in the unit. Ensure the formulation and availability of clinical patient care protocols and policies in her department. Efficient implementation and evaluation of patient care programmes in the unit according to department's strategic goals. Ensure adequate and appropriate staffing according to patient's needs. Effective monitoring and management of absenteeism. Accountable for overall and effective management of nursing duties. Establish efficient communication with the multidisciplinary team. Responsible for the implementation of disciplinary measures. Secure and allocate resources and budget to achieve workplace objectives. Proactively identify performance requirements to improve team work. Ensure performance, evaluation, management and development of staff. Ensuring the adherence to National Core Standards.
- ENQUIRIES APPLICATIONS** : Mrs. M.L Mashamba Tel No: (011) 898 8314
- Applications can be forwarded to the Human Resource Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1459. Physical Address: Railway Street, Boksburg, 1459.
- NOTE** : Applications must be filled on a new Z83 form (obtainable from any Public Service Department or on (www.dpsa.gov.za/documents) accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and copies of ID and qualifications. Only the shortlisted candidates will be required to submit certified copies of qualifications and Identity document on or before interviews. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons in possession of foreign qualification must furnish the Department with the evaluation certificate from the South African Qualification Authority (SAQA). Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 03 June 2022, Time: 12H00
- POST 18/252** : **OPERATIONAL MANAGER GENERAL (GYNAE) PNA5 REF NO: REFS/TMH/2022/05/02 (X1 POST)**
Directorate: Nursing Services
- SALARY CENTRE REQUIREMENTS** : R450 939 – R507 531 per annum, plus benefits
: Tambo Memorial Hospital
- DUTIES** : A Minimum of Diploma/ Degree in General Nursing Science, registration with SANC as a Professional Nurse. Current SANC receipt as a General Nurse and Midwife. A minimum of Seven (7) years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse. Have a good communication skills, leadership and conflict management skills. Manage own performance, be able to work as part of a Multidisciplinary team. Be able to supervise staff and patient care in the unit, be available at all times in case of an emergencies and shortage of staff.
- Overall supervision and control of quality patient care in the unit. Ensure the formulation and availability of clinical patient care protocols and policies in her department. Efficient implementation and evaluation of patient care programmes in the unit according to department's strategic goals. Ensure adequate and appropriate staffing according to patient's needs. Effective monitoring and management of absenteeism. Accountable for overall and effective management of nursing duties. Establish efficient communication with the multidisciplinary team. Responsible for the implementation of disciplinary measures. Secure and allocate resources and budget to achieve workplace objectives. Proactively identify performance requirements to improve team work. Ensure performance, evaluation, management and development of staff. Ensuring the adherence to National Core Standards.
- ENQUIRIES** : Mrs. M.L Mashamba Tel No: (011) 898 8314

- APPLICATIONS** : Applications can be forwarded to the Human Resource Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1459. Physical Address: Railway Street, Boksburg, 1459.
- NOTE** : Applications must be filled on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and copies of ID and qualifications. Only the shortlisted candidates will be required to submit certified copies of qualifications and Identity document on or before interviews. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons in possession of foreign qualification must furnish the Department with the evaluation certificate from the South African Qualification Authority (SAQA). Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 03 June 2022, Time: 12h00
- POST 18/253** : **PROFESSIONAL NURSE SPECIALTY REF NO: REFS/014050**
Directorate: Nursing Department: Maternity
- SALARY** : R388 974 per annum, (plus benefits)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Matric or equivalent. Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent 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 SANC in Post basic Midwifery and Neonatal Nursing. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Registration with SANC and proof of current registration.
- DUTIES** : Demonstrate an understanding of legislation and related and ethical nursing practices. Perform clinical nursing practice and promote quality nursing care in accordance with the scope of practice and nursing standards as determined by the institution. Work as part of multidisciplinary team to ensure good nursing care. Work effectively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support of personnel to ensure proper nursing care. Provision of quality patient care through adherence to set standards, policies and procedures. To provide more complex nursing care that leads to improved service delivery by upholding Batho-Pele Principles and Patient's Rights Charter. Render antenatal care, intrapartum care, post-natal care and neonatal care. Ensure and advocate for provision and supervision of patient's needs. Contribute to the improvement of perinatal mortality and morbidity through implementation of priority programmes, EMTCT, MBFI and ESMOE. Act as shift leader in Unit (when necessary). Effective utilisation of resources. Participation in training and research. Maintenance of professional growth, ethical standards and self-development. Must be prepared to work in allocated area due to service demands and work shifts as per allocation; this includes night shift, weekends and public holidays
- ENQUIRIES** : Mr. GNB Moeng Tel No: 011 481 5584
- APPLICATIONS** : Applications should be submitted strictly on a (PDF Format only) to the following email-address Responsehandling.Cmjah@gauteng.gov.za. Please use the reference as subject.
- NOTE** : Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with an updated, clear and detailed C.V with 3 contactable referees. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and

maintenance of diversity and equity employment, especially of race, gender, and disability.

CLOSING DATE : 03 June 2022

POST 18/254 : **PROFESSIONAL NURSE SPECIALTY REF NO: REFS/014057**
Directorate: Nursing Department: Critical Care

SALARY : R388 974 per annum, (plus benefits)

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS : Matric or equivalent. Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent 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 SANC in Critical Care Nursing. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Registration with SANC and proof of current registration.

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

ENQUIRIES : Mr. GNB Moeng Tel No: 011 481 5584

APPLICATIONS : Applications should be submitted strictly on a (PDF Format only) to the following email-address Responsehandling.Cmjah@gauteng.gov.za. Please use the reference as subject.

NOTE : Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with an updated, clear and detailed C.V with 3 contactable referees. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.

CLOSING DATE : 03 June 2022

POST 18/255 : **PROFESSIONAL NURSE SPECIALTY REF NO: REFS/014058**
Directorate: Nursing Department: Operating Theatre

SALARY : R388 974 per annum, (plus benefits)

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS : Matric or equivalent. Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent 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 SANC in Operating Theatre Nursing. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Registration with SANC and proof of current registration.

DUTIES : Demonstrate an understanding of legislation and related and ethical nursing practices. Perform clinical nursing practice and promote quality nursing care in accordance with the scope of practice and nursing standards as determined by

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

- ENQUIRIES** : Mr. GNB Moeng Tel No: 011 481 5584
- APPLICATIONS** : Applications should be submitted strictly on a (PDF Format only) to the following email-address Responsehandling.Cmjah@gauteng.gov.za. Please use the reference as subject.
- NOTE** : Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with an updated, clear and detailed C.V with 3 contactable referees. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.
- CLOSING DATE** : 03 June 2022
- POST 18/256** : **ENVIRONMENTAL HEALTH PRACTITIONER / HEALTH AND SAFETY OFFICER REF NO: REFS/006584**
Directorate: Allied Health Services
- SALARY** : R388 974 - R450 939 per annum, (plus benefits)
- CENTRE** : Dr Yusuf Dadoo Hospital
- REQUIREMENTS** : Grade 12 and a relevant Diploma or B- Tech Environmental Health /Occupational Health and Safety with a minimum of 2 years recognisable experience as Environmental Health Practitioner including community service/Health and Safety Officer. Current Registration with Health Professional Council of South Africa (HPCSA) or with the South African Institute of Occupational Safety Health (SAIOSH) Understanding of the relevant legislation and policies framework. Public Finance Management Act (PFMA), Public Sector Risk Management framework. OHS ACT No 85 OF 1993 and regulations, National Health Act 61 of 2003, Environmental Health norms and standards. Good communication (Verbal and written), good interpersonal relationship. Computer (MS Office packages), report writing skills, knowledge of Performance Management System & Development, conflict resolution, auditing, and all relevant departmental policies and procedures. Coordinate the activities of OHS, identify risks, and perform the secretariat function of the OHS Committee. Exposure to hospital environment and valid driver's licence.
- DUTIES** : Conduct Hazards Identification Risk assessment to ensure safety for the facility. Conduct regular inspections and OHS audit to ensure compliance with the OHS Act. Form an integral part of OHS committee and ensure commencement of OHS meetings Develop a risk assessment and update the hospital risk register with relevant stakeholders. Investigate OHS complains and provide reports and Quality improvement plan to management. Conduct incident investigation or any occupational diseases in collaboration with the OHS clinical programme coordinator. Ensure overall supervisory, coordination, implementation and monitor compliance of SHERQ programmes. Develop an emergency preparedness plan and ensure drills are conducted. Develop hospital floor plans for each unit and Conduct OHS awareness. Conduct OHS trainings and promote OHS culture in the facility. Work in collaboration with

Facility Manager to ensure that all contractors have safety files prior to handing over of site. Ensure a culture of innovation and performance. Ensure that the occupational health and safety rules are observed in a working environment. Distribution of emergency procedures and ensuring that the hospital is compliant in terms of fire safety. Work with Supply Chain Management to ensure procurement Personnel Protective Equipment's for employees.

ENQUIRIES APPLICATIONS : Ms D.S. Ngwenya Tel No: (011) 951 6045
: must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740. No faxed or emailed applications will be considered.

NOTE : Applications must be submitted on the (New Z83 Only) fully completed, obtainable from any Public Service Department or on the internet. Applicant must attach copies of all the necessary documents (qualifications) to the application including a valid identity document Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. 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) The suitable candidate will be subjected to medical surveillance. 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.

CLOSING DATE : 03 June 2022: 13h00

POST 18/257 : **ASSISTANT MANAGER: FINANCE REF NO: 17/2022 (X1 POST)**
Directorate: Finance

SALARY CENTRE REQUIREMENTS : R382 245 per annum, (plus benefits)
: Kopanong Hospital
: National Diploma/Bachelor's Degree in Commerce/Financial Management/Accounting. Minimum of 5 years' in Finance, 3 years' of which should be supervisory level (Financial Controller or State Accountant). Knowledge of relevant acts (PFMA, Treasury Regulations, DORA) and systems (BAS, SAP). Good leadership skills, must be able to plan, organize co-ordinate activities in the finance unit. Ability to work under pressure. Excellent verbal and written communication skills, good interpersonal and problem solving skills. Computer literacy is essential. Valid driver's license.

DUTIES : Development of an Operational Plan for Finance and give quarterly reviews on progress. Effective financial control and monitoring of current budget expenditure. Compiling of monthly reports. Ensure that monthly various expenditure reconciliations are performed. Clearing of work cycles. Ensure that suppliers are paid within 30 days and manage accruals. Assist in the preparations and budget allocations. Training of staff on Finance related matters. Supervision and mentoring of staff in Finance unit. Attend to Auditors and develop action plans to improve controls and eliminate audit findings. Evaluate performance of subordinates continuously. Monitor revenue and risk management.

ENQUIRIES APPLICATIONS : Ms. P. Mabena Tel No: (016) 428 7112
: must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.

NOTE : Fully completed new Z83, CV, copies of ID and qualifications. Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR. People With Disabilities Are Encouraged To Apply. The appointed employee will be subjected to Personnel Suitability Check (PSC), and Medical surveillance as required in the HBA, at no cost. If you did not hear from us within three months, please consider your application unsuccessful.

CLOSING DATE : 03 June 2022

POST 18/258 : **ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY) REF NO: REFS/014013 (X1 POST)**
Directorate: ICT

SALARY CENTRE : R382 245 – R461 745 per annum
: Leratong

- REQUIREMENTS** : Grade 12 plus 3 years National Diploma (NQF level 6) or bachelor's degree (NQF level 7) in Information Technology or Computer Science. A minimum five (5) years working experience in the role of desktop or network support. Experience in troubleshooting ICT equipment including basic network troubleshooting is a must. The candidate should have Supervisor experience in supporting Citrix, RX-solutions, PAAB / Medicom and latest Microsoft latest packages. Experience in a health / hospital environment. Knowledge of telephone switchboard, PABX, IP phones will be an added advantage. A valid driver's licence. Must be service orientated, self-driven, able to work independently without direct or constant supervision.
- DUTIES** : Responsible for overall planning of IT system for the hospital. Ensuring data integrity and network maintenance. Constantly monitoring the continuous functioning of the LAN, WAN Exchange services which includes active directory and back up storage solutions. Configurations of computer hardware and software. Configure network devices and email accounts for all users in the hospital. Monitor virus and spyware identification and removal. IT equipment maintenance and disposal by following prescribed procedure. Ensuring weekly antivirus runs and updates software regularly. Monitor usage of lease machine and restriction of access. Install troubleshoot Citrix, PAAB, RX-Solution and Microsoft packages. Manage packages. Manage procurement of cell-phones and hospital telephone expenditure. Assist with specification of ICT equipment. Attend relevant meeting and development opportunities. Develop, implement, and monitor related risks, IT policies and procedures. Relevant Public Service Regulations.
- ENQUIRIES** : Mr. S. Bambula Tel No: 011 411 3542
- APPLICATIONS** : Applications to be done through E-Recruitment portal – <http://www.professionaljobcenter.gpg.gov.za>. No e-mailed, posted or hand delivered applications will be accepted.
- NOTE** : Applications must be submitted on a fully completed and signed New Z83 form 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 copies of all qualification/s and ID document. Only shortlisted candidates will be required to submit certified copies of documents before the interview. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants. People with disability are welcome to apply. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- CLOSING DATE** : 03 June 2022
- POST 18/259** : **OCCUPATIONAL THERAPIST REF NO: 16/2022 (X1 POST)**
Directorate: Rehabilitation
- SALARY** : R322 746 per annum, (plus benefits)
- CENTRE** : Kopanong Hospital
- REQUIREMENTS** : Relevant Degree in Occupational Therapy. Current registration with the HPCSA as an independent Occupational Therapist. Proof of current registration. A maximum of 1 – 3 years' experience with community service is required. Candidate should have sound knowledge of general Occupational Therapy including Rehabilitation, Assessment and Analysis in all fields of Occupational Therapy. Good verbal and written communication skills. Ability to work in a multidisciplinary team. Ability to work under pressure in an acute and changing environment. Must be driven, patient focused individual with excellent planning, organizing, good interpersonal skills and presentation skills.

DUTIES : Render and manage Occupational Therapy services that comply with standards and norms. Implement individual and group programmes in keeping with recovery model. Adhere to provincial, hospital and departmental policies, procedures and regulations. Participate in quality assurance audits. Manage allocated human resources. Participate in continuous professional development and facilitate those of subordinates according to HPCSA and government regulations in allocated area of work. Provide training to allocated Community Service Occupational Therapist and contribute to research. Exercise care with all consumables and equipment.

ENQUIRIES : Dr. P. Mabena Tel No: (016) 428 7112

APPLICATIONS : must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.

NOTE : Fully completed new Z83, CV, copies of ID and qualifications. Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR. People With Disabilities Are Encouraged To Apply. If you did not hear from us within three months, please consider your application unsuccessful. Pre-employment screening will be conducted to successful candidates.

CLOSING DATE : 03 June 2022

POST 18/260 : **DIAGNOSTIC RADIOGRAPHER REF NO: 19/2022 (X1 POST)**
Directorate: Radiology

SALARY : R322 746 per annum, (plus benefits)

CENTRE : Kopanong Hospital

REQUIREMENTS : National Diploma or Degree in Diagnostic Radiology Qualification. Proof of original registration and current registration with HPCSA. Must have completed Community Service as per the requirements of Health Professions Council of South Africa. No experience required after Community Service. Must have Computer Skills, Good interpersonal skills, excellent time management skills and must have knowledge of public service legislation governing the health sector and Radiography profession.

DUTIES : Participate in providing 24 hours' radiographic services (all modalities). Be part of the standby, overtime roster/allocations. Adherence to Radiation Protection Safety Protocols. Be a team player within the department and the institution. Maintain proper record keeping. Perform and ensure that prescribed Quality Assurance Protocols are adhered to. Carry out duties delegated by the department management. Adhere to Batho-Pele, regulated norms and standards and Ideal Hospital Realization Framework.

ENQUIRIES : Ms. M. Kharodi Tel No: (016) 428 7054

APPLICATIONS : must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.

NOTE : Fully completed new Z83, CV, copies of ID and qualifications. Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR. People With Disabilities Are Encouraged To Apply. If you did not hear from us within three months, please consider your application unsuccessful. Pre-employment screening will be conducted to successful candidates.

CLOSING DATE : 03 June 2022

POST 18/261 : **FOOD SERVICE MANAGER REF NO: REF/202205**
Directorate: Cook Freeze Factory
(Re-Advertisement)

SALARY : R261 372 per annum (Level 07)

CENTRE : Masakhane Provincial Laundry and Cook Freeze Factory

REQUIREMENTS : Grade 12 with three years National Diploma in Food Service Management/Food and beverage management or equivalent qualification. B.Tech in Food Service management/ Food & Beverage management will be added advantage. Atleast 3 years' experience as a Food Service in Public hospital/Clinical environment Food Service Unit. Computer knowledge of Word, Excel and Power Point. Knowledge of Food Service policies. Knowledge of supply chain Management regulations, Labour relation Management and Human Resource Management. Must be willing to work under pressure, weekends, public holidays. Be willing to undergo continuous training and development. Management of personnel performance and review thereof in the sub-division.

- DUTIES** : Manage, control and direct the food services Unit effective and efficient services as well as nutritional care of patients by means of agreed budgets, quality standard and performance in accordance with the policies. Responsible for the overall management and administration of the Food Service Unit. Monitor ordering, receiving, storage and issuing of food items using the correct supply chain procedures. Monitor and manage customer care, Responsible for compliance with safety and health standards; Ensure compliance to hygiene standards within the food service unit; Monitor and ensure proper utilization of the finances and physical resources. Manage Food Service Staff and maintain proper communication within the Unit. Plan, implement and monitor all departmental activities related to procurement and financial system. Monitor plate wastage and opinion surveys to ensure that production, serving and distribution of meals follow the prescribed guidelines.
- ENQUIRIES APPLICATIONS** : Mr. AL Mokgetle Tel No: 012-564 6300
: Applications should be sent to Human Resource Manager, Masakhane Provincial Laundry and Cook Freeze Factory, Private Bag X 06, Rosslyn, 0200 or Hand Delivered at the Security gate 06 Piet Pretorius Street Rosslyn (Between 7:30am to 15:30pm Mondays to Fridays) and online at Gauteng Provincial Government <http://professionaljobcentre.gpg.gov.za>.
- NOTE** : The fully completed and signed new Z83 form should be accompanied by a recent updated CV as well as copies of all qualification and ID document (copies need not to be certified and only shortlisted candidates will be required to submit certified documents when invited for the interviews). Please ensure that the reference number is quoted correctly.). The recommended candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and will be subjected to positive results of the security clearance process (criminal records), and the verification of educational qualifications certificates. Incomplete applications or applications received after closing date will not be considered. Due to the large number of applications we envisage receiving, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was not successful.
- CLOSING DATE** : 03 June 2022
- POST 18/262** : **SECRETARY (NURSING SERVICE MANGER) REF NO: REFS/006585**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R176 310 – R207 681 per annum, (plus benefits)
: Dr Yusuf Dadoo Hospital
: Grade 12 with a minimum of 2 years recognisable experience as a secretary. Qualification in Secretarial Studies/ Office Management/Office Administration/Management Assistant, proof of computer literacy in Microsoft office suite. Proficient user of Microsoft package will be subjected to a test. Certificate of Microsoft package will be added as an advantage. A driver's license will be an added advantage (With exception to people with disabilities). Competencies: Excellent communication and writing skills with good interpersonal relation. Be reliable, punctual, and professional. Be creative and able to use own initiative. Good telephone etiquette. Be able to prioritize and have exceptional attention to detail. Ability to handle variety of tasks, work under pressure and meet the tight deadlines. Be able to relieve in the CEO and Clinical Manager office. Be prepared to go an extra mile.
- DUTIES** : Making and receiving telephone calls. Typing of letters, monthly Nursing allocation, memos and taking of minutes during the Nursing directorate minutes. Capturing of those minutes, presentation for signatures and adoption during and post the meetings. Managing diaries of Deputy Manager Nursing and other Area Manager Nursing. Organize and manage Nursing events. Ensure office is equipped with necessary needs and stationery. Manage enquiries. Develop and implement an efficient filing system. Ability to communicate well with people at different levels and from diversified backgrounds. Good verbal and written communication skills, sound organizational and planning skills. High level of reliability and ability to handle confidentiality. Good knowledge of the public service regulations and public service acts. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Knowledge and application of the Batho Pele Principles Basic skills on report writing. Ability to work independently and in a team under pressure. Must be self-motivated. Applicant should be prepared to undergo practical test and medical surveillance as an

inherent job requirement. Manage the nursing staff establishment, audit that yearly licences are paid to SANC and distribute all annual licenses to the nursing staff from South African Nursing Council. Ensure the effective flow of information and documents to and from the office of Nursing Service Manager. Receive and direct correspondence to relevant Managers and Departments Ensure safekeeping of all documentation in the office. Compile reports and documentations, administer the filing system in line with the Departmental Records Management. Ordering of office consumables and arranging for refreshment for visitors Liaise with relevant Hospital department for procurement of office equipment and stationery. Assist with ad-hoc tasks as and when required.

- ENQUIRIES APPLICATIONS** : Ms. DS Ngwenya Tel No: (011) 951 6045
 Applications must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.
- NOTE** : Please attach the following in your application: Z83 fully completed (Only New Z83 will be accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications including matric, SANC registration as a certificate and proof of current registration, relevant service certificates (where applicable). Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration
- CLOSING DATE** : 03 June 2022: 13h00
- POST 18/263** : **FOOD SERVICE AID REF NO: REFS/006586 (X1 POST)**
 Directorate: Support
- SALARY CENTRE REQUIREMENTS** : R104 073 – R122 592 per annum, (plus benefits)
 : Dr Yusuf Dadoo Hospital
 : Abet equivalent, ability to read and write and be prepared to work under pressure. Must have sound interpersonal relations. Food Service experience will be added advantage.
- DUTIES** : Perform specific duties regarding receiving, storage, preparation, cooking, dishing up, deliveries and serving of food, snack, and beverage to patients. Loading and off-loading of food containers/plates from the food trolley. Operate and care for equipment's and report broken equipment. Responsible for general neatness and hygiene with regards to cleaning tasks. Wear appropriate uniform and protective clothing. Work according to duty rooster and leave procedures. Act as a messenger when necessary. Perform all general work related to food service as delegated by the supervisor, expected to work as a team, work shifts and public holidays.
- ENQUIRIES APPLICATIONS** : Ms. PE Mantjane Tel No: 011 951 6036
 Applications must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.
- NOTE** : Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 03 June 2022: 13h00
- POST 18/264** : **CLEANER REF NO: REFS/006587 (X2 POSTS)**
 Directorate: Support
- SALARY CENTRE** : R104 073 – R122 592 per annum, (plus benefits)
 : Dr Yusuf Dadoo Hospital

- REQUIREMENTS** : Basic literacy/Abet. 2 years' experience in cleaning environment. Good interpersonal skills, be reliable and be able to work under pressure. Have physical endurance to perform cleaning duties. Provide excellent level of customer care to both internal and external costumers. Comply with safety policies and cleaning equipment's. Shift work compulsory.
- DUTIES** : Clean and disinfect sinks, counter tops, toilets, mirrors, etc. replenishes. Bathroom supplies. Polish metalwork such as fixtures and fittings. Sweep, mop, dump dusting, scrubbing, waxing, polishing furnishes, sluice dirty linen and hanging curtains. Wash windows, walls, doors, panel, and handles. Empty waste baskets and recyclables and transport to disposable area. Do other additional tasks which are given to you by supervisor or those in authority.
- ENQUIRIES APPLICATIONS** : Ms. GS Mazibuko Tel No: 011 951 6017
must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or Dadoo Yusuf Hospital, Private Bag X2006, Krugersdorp, 1740.
- NOTE** : Please attach the following in your application: Z83 fully completed (Only New Z83 will be accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into Consideration.
- CLOSING DATE** : 03 June 2022: 13h00

PROVINCIAL TREASURY

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** : should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107. 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
- CLOSING DATE** : 06 June 2022 @12H00
- NOTE** : Applications must be submitted on a duly New signed Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, comprehensive CV, only shortlisted candidates will submit certified documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. The copies of qualifications, ID, drivers' licence and relevant certificates need not be certified when applying for the post. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests

for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as at 01 January 2021, should an application be received using the incorrect application for employment (Z83) form, it will not be considered.

OTHER POSTS

POST 18/265 : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: PT/2022/05/01**
Directorate: Corporate Services

SALARY : R744 255 per annum, (all-inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable roles.

CENTRE REQUIREMENTS : Johannesburg
A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Human Resource Management. 3 – 5 years' experience in the HR Administration and Management field at Junior Management or ASD Level. Knowledge and understanding of Public Service Regulations, Public Service Act, Basic Conditions of Employment Act and Treasury Regulations Protected Disclosure Act. Knowledge of PERSAL. Conflict Management skills, Assertiveness, work ethics and integrity, Ability to work under pressure and must be willing to work irregular hours.

DUTIES : Manage Recruitment and Selection Process. Prepare presentations for recruitment progress. Develop recruitment plan. Manage conditions of service, payroll, administration, appointments, transfers, terminations of service, leave administration, housing allowances and other remunerative allowances. Ensure compliance with DPSA prescripts, Authorise Payment of salaries and conditions of service. Monitor evaluate and report on all HRM interventions, which entails compliance with HR prescripts, satisfying audit requirements, HR oversight report, HR plan and annual financial statement requirements. Provide timeous and accurate management information reports, provide information for preparation of employment equity report, compile a report for job creation in the province, provide PFMA report on quarterly basis. Assist in preparing and monitoring compensation budget, Provide IYM information to Office of CFO on monthly basis.

ENQUIRIES : Ms. Refiloe Mokadi Tel No: 011 227 9000

POST 18/266 : **DEPUTY DIRECTOR: COMMITTEES REF NO: GPT/2022/05/02**
Directorate: Office of the HOD

SALARY : R744 255 per annum, (all-inclusive package), consists of 70% basic salary and 30% flexible portion that maybe structured in terms of the applicable rule.

CENTRE REQUIREMENTS : Johannesburg
A three-year tertiary qualification (NQF level 06) as recognised by SAQA in Business Administration or Public Administration. 3 – 5 years' experience in Secretariat or Administration. The candidate must have good communication skills, technical proficiency, planning and organising skills, computer literacy, networking and building bonds.

DUTIES : Provide secretariat services to the executive committees, bid adjudication committee and strategic planning retreats. Analyse departmental deliver plans and prepare a programme of agendas, have draft agendas authorized, call in documentation, ensure that all logistical arrangements in respect of meetings are made. Take minutes, prepare minutes, action plans, disseminate. Follow up on action plans and provide feedback. Manage development and implementation of systems. Set up electronic information system, Set up documentation management system. Manage staff in the sub-directorate secretariat services. Manage the work-flow processes and deadlines of staff, provide monitoring and all necessary support to improve the quality of services, ensure that proper disciplinary measures are in place. Manage the budget of the sub-directorate secretariat services. Ensure procurement requests are within the directorate budget, prepare cash flow projections, manage additional authorization of expenditure.

ENQUIRIES : Mr. Teneko Bangelo Tel No: 011 227 9000

<u>POST 18/267</u>	:	<u>ASSISTANT DIRECTOR: COMPUTER AUDIT REF NO: GPT/2022/05/04</u> Directorate: Computer Audit
<u>SALARY</u>	:	R477 090 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification, e.g., BSc, BCom; National Diploma (Computer Science, IT Auditing, Internal Auditing, etc.). A professional qualification (e.g., CISA, CRISC, CISM, CGEIT accreditation) would be an added advantage. 3 – 5 years' experience in conducting IT Audits.
<u>DUTIES</u>	:	Planning for the audit projects. Compile audit programme. Performing work according to the ISACA standards. Reviewing the adequacy and efficiency of controls are appropriate to address the identified risks. Completion of all working papers in compliance with the IT Audit methodology. All findings, conclusions and recommendations are properly and sufficiently supported in the documentation. Completing planned/ad-hoc projects efficiently, effectively, economically and in a timely manner. Perform technical review of work done by junior staff to ensure adequate working papers and audit files to substantiate findings and recommendations. Ensure that ISACA standards are adhered to. Prepare and/or review audit reports, discussing findings with management and following up on issues raised in the reports. Inform the computer audit manager controls using flowcharts and other methods of evaluation. Evaluating the IT control environment to ensure that and client manager of audit progress and findings. Comply with departmental administrative requirements. Maintaining accurate time records. Evaluate performance for lower level staff to feed into their training and development plan. Provide on the job training to junior staff with regard to their relevant computer audit skills and transfer skills to other staff as well.
<u>ENQUIRIES</u>	:	Mr Sihle Hlomuka Tel No: (011 227 9000)
<u>POST 18/268</u>	:	<u>ASSISTANT DIRECTOR: PERFORMANCE AUDIT REF NO: GPT/2022/05/03 (X2 POSTS)</u> Directorate: Gauteng Audit Services
<u>SALARY</u>	:	R382 245 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF level 7 as recognised by SAQA) in Internal Audit or Accounting. 3 – 5 years' experience in performance audit.
<u>DUTIES</u>	:	Conduct audits in compliance with Gauteng Audit Services (GAS) Performance Audit methodology. Prepare and sign off audit working papers at each phase of the audit and clear coaching notes timeously on teammate. Prepare and sign off audit findings (exceptions) on teammate and assist to compile quality draft performance audit report for review by Supervisor. Performance Audit. Monitor time and progress on projects and report to Deputy Director.
<u>ENQUIRIES</u>	:	Mr. Teneko Bangelo Tel No: 011 227 9000
<u>POST 18/269</u>	:	<u>ASSISTANT DIRECTOR: MUNICIPAL ASSET MANAGEMENT REF NO: GPT/2022/05/05 (X3 POSTS)</u> Directorate: Municipal Asset Management
<u>SALARY</u>	:	R382 245 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF Level 7) as recognized by SAQA in Financial Management/ Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting. 3 – 5 years of working experience in Financial Management/ Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting. At least 2 years working experience in Asset management. At least 2 years local government experience in asset management or Provincial Treasuries experience in supporting municipalities.
<u>DUTIES</u>	:	Assist with the management of the operations of the sub-directorate. Monitoring of asset management issues in local authorities and advice, guidance and provide remedial actions where required. (Includes inventory management) Monitoring, evaluation and reporting on compliance by municipalities with asset management practices against the legislated prescripts. Provide support to municipalities pertaining to municipal asset management. Effective intergovernmental relations (internally and externally)
<u>ENQUIRIES</u>	:	Ms. Linda Ninzi Tel No: 011 227 9000

POST 18/270 : **SECURITY ADMINISTRATIVE OFFICER REF NO: GPT/2022/05/06**
Directorate: Corporate Services

SALARY : R261 372 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 plus three-year relevant tertiary qualification, (NQF level 6) related to security field as recognized by SAQA. Minimum of Grade C registered with SIRA (In case of the applicant being a SAPS, Correctional Services, SANDF, such candidates in case they are successful must register their security Grade with PSIRA within 6 months of appointment). 1 – 2 years' experience in the security field. Knowledge of relating to administration of the control room, monitoring of CCTV and DVR, access control systems, investigation of security breaches and Occupational Health and Safety (OHS).

DUTIES : Facilitate, coordinate, monitor, advise and render technical security and safety administration. Administration and maintenance of Access Control System, Administration of CCTV and DVR. Assist with investigation of security breaches. Assist in administration of departmental vetting process. Assist with Drafting OHS policies and guidelines in line with OHS Act. Implement health and safety programmes across the department. Monitor compliance to OHS and report. Ensure prompt response and resolution of faults.

ENQUIRIES : Mr. Teneko. Bangelo Tel No: 011 227 9000

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

- APPLICATIONS** : The Chief Director, Human Resource Management & Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or Hand Delivered To: The Chief Registry Clerk, 14th Floor North Tower, Natalia 330 Langalibalele Street, Pietermaritzburg.
- FOR ATTENTION** : Mr LA Zulu
- CLOSING DATE** : 03 June 2022, (Applications received after this date will not be accepted).
- NOTE** : Applications must be submitted on the new Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV together with copies of qualifications (including senior certificate), driver's licence (where applicable), ID and any other relevant documents. Such copies need not be certified when applying for a post. The Department discourages applications sent by registered mail and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Applicants who possess a qualification, which was obtained from a non-South African University, must produce SAQA evaluations when submitting their applications. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome obtained from State Security on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer and is committed to empowering people with disability.

MANAGEMENT ECHELON

- POST 18/271** : **CHIEF DIRECTOR: MONITORING & EVALUATION REF NO: 50/2022 (MESP)**
Business Unit: Monitoring Evaluation and Strategic Planning
- SALARY** : R1 269 951 per annum (Level 14), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service).
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Monitoring and Evaluation/ Performance Management/ Public Management/ Public Administration or a related qualification coupled with 5 years' experience at senior management level in the monitoring and evaluation and/or reporting environment as well as an SMS Pre-entry certificate as offered by the National School of Government (NSG). Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge and an understanding of relevant legislation, Knowledge of Public Sector legislation, Knowledge of M & E methodologies and Project Management, Planning and strategic planning skills, Team development, decision making and problem solving skills, Financial management skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 driver's licence.
- DUTIES** : The successful candidate will be required to manage the business unit responsible for monitoring and evaluation to keep track of the performance of the Department, municipalities and traditional affairs in order to inform the Province of the skills gaps with the following responsibilities, Develop and coordinate monitoring and evaluation systems for all departmental programmes, Develop a framework for monitoring the Five Year Local Government Strategic Agenda, Manage reporting of M & E, Facilitate co-operative governance between all spheres of government, Render programme manager functions.
- ENQUIRIES** : Mr T Tubane at Tel No: 033-260 8047

POST 18/272 : **DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: 29/2022 (CS)**
Chief Directorate: Corporate Services
Directorate: Information and Communication Technology

SALARY : R1 073 187 per annum (Level 13), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service).

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a Bachelor's Degree or NQF level 7 qualification as recognised by SAQA in Informatics or computer science or Information Technology coupled with 5 years' experience at a middle management/senior management level in information technology environment as well as an SMS Pre-entry certificate as offered by the National School of Government (NSG). Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Knowledge of policy analysis, Knowledge of Service Level Agreements, Knowledge of IT strategy development and project management, Knowledge of E-Government and enterprise architecture, Knowledge of systems development and IT service management, Knowledge of PFMA, Planning, team development and decision making skills, Problem solving skills and financial management skills, Good communication skills (verbal & written) , Computer literacy in MS Office and MS environment, Sound knowledge of ICT frameworks (TOGAF,GWEA) , A valid code 8 driver's licence.

DUTIES : The successful candidate will be required to manage an information and communication technology support service to the Department with the following key responsibilities:- Manage the provision of IT related business solutions, Manage the operation pertaining to user support, system maintenance, performance and service level, Development and manage implementation of a governance model and IMST architecture, Define and manage all IT service agreements, Manage e-governance implementation in the department, Manage resources of the component.

ENQUIRIES : Mr S Khanyi Tel No: 033-260 8025

OTHER POSTS

POST 18/273 : **DEPUTY DIRECTOR: TRADITIONAL GOVERNANCE REF NO: 30/2021(TGCM)**
Chief Directorate: Traditional Governance and Conflict Management
Directorate: Traditional Governance and Anthropology

SALARY : R882 042 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service).

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Public Management/ Public Administration/ Business Administration or a related qualification coupled with 3 years junior management experience within the Traditional Affairs environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Understanding and interpretation of relevant legislation, Understanding of Traditional Leadership and institutional matters, Sound working knowledge of the PFMA, Ability to analyse policies and apply correctly, Comprehensive report writing skills, Planning, decision making and problem solving skills, Research and presentation skills, Financial management, project management and control skills, Database management skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 drivers licence.

DUTIES : The successful candidate will be required to ensure institutional governance compliance with the following key responsibilities:, Establish and maintain strategies of Traditional Institutions, Manage the establishment and recognition of Traditional Institutions, Managing the process of the recognition of Izinduna, Manage the code of conduct of Traditional Institutions, Manage the resources of the Sub-Directorate.

ENQUIRIES : Ms KTB Ndlovu at Tel No: 033 3897560

- POST 18/274** : **DEPUTY DIRECTOR: ANTHROPOLOGY REF NO: 31/2022(TGCM)**
Chief Directorate: Traditional Governance and Conflict Management
Directorate: Traditional Governance and Anthropology
- SALARY** : R882 042 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service).
- CENTRE REQUIREMENTS** : Pietermaritzburg
The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Anthropology or Sociology or a related qualification coupled with 3 years junior management experience in an anthropology / Traditional Affairs environment Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Understanding and interpretation of relevant legislation, Understanding of Traditional Leadership and institutional matters, Sound working knowledge of the PFMA, Knowledge of IsiZulu, Zulu culture and customs, Ability to analyse policies and apply correctly , Comprehensive report writing skills, Planning, decision making and problem solving skills, Research methodology and presentation skills, Financial management, project management and control skills, Communication in vernacular language skills, Good communication skills (verbal & written) , Computer literacy in MS office, A valid code 8 drivers licence.
- DUTIES** : The successful candidate will be required to provide genealogical services in the recognition of traditional leadership with the following key responsibilities: Manage research on genealogical processes for the recognition of Amakhosi and Amabambabukhosi, Ensure that research is undertaken on customs and traditional rituals of various clans, Provide support during recognition and installation of Amakhosi, Provide advice and guidance to imindeni yobuKhosi, Manage the resources of the sub-Directorate.
- ENQUIRIES** : Ms KTB Ndlovu at Tel No: 033 3897560
- POST 18/275** : **DEPUTY DIRECTOR: MUNICIPAL CAPACITY OPERATIONS & IMPLEMENTATION REF NO: 32/2022 (CD)**
Chief Directorate: Capacity Development
Directorate: Capacity Operations and Implementation
- SALARY** : R882 042 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service).
- CENTRE REQUIREMENTS** : Pietermaritzburg
The ideal candidate must be in possession of a Bachelor's Degree or NQF level 7 qualifications as recognised by SAQA in HRM / HRD / Public Administration/ Public Management or a related qualification coupled with 3 years junior management experience in the public or local government sector in training; human resource development or capacity building field. Essential Knowledge, Skills And Competencies The successful candidate must have: - Knowledge of planning, Knowledge of team development, Knowledge of decision management, Knowledge of problem solving , Planning and team development skills, Decision making and problem solving skills, Good communication skills (verbal & written), Computer literacy in MS office, valid code 8 driver's licence.
- DUTIES** : The successful candidate will be required to develop and maintain capacity building systems with the following responsibilities, Implement and assess the impact of the performance of external capacity resources on the Province, Municipalities and Traditional Institutions, Monitor the learnership programmes, Assess and monitor the impact of training programmes implemented, Compile capacity status reports, coordinate capacity building programmes in various districts assigned.
- ENQUIRIES** : Ms S.B. Sewpersadh at Tel No: 033 355 6561
- POST 18/276** : **PROJECT MANAGER: PROJECT MANAGEMENT REF NO: 33/2022 (MI) (X2 POSTS)**
Chief Directorate: Municipal Infrastructure
Directorate: Infrastructure Development
- SALARY** : R882 042 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Pietermaritzburg

- REQUIREMENTS** : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Civil Engineering coupled with 3 years' junior management experience in the contract management environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge and understanding of the structure and functioning of government, project life cycle costing and cash flow management, Knowledge of relevant (municipal grant and infrastructure development) policies, Knowledge of supply chain management , Knowledge of labour intensive construction methodologies , Financial management skills, Analytical and problem solving skills, Information management and reporting skills, Planning, presentation and leadership skills, Innovation skills, Strategic planning and research skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 driver's licence.
- DUTIES** : The successful candidate will be required to manage infrastructure development programmes and project management with the following key responsibilities:-Manage implementation and co-ordination of municipal infrastructure development programmes, Support municipal project management, Infrastructure project business planning, Monitoring and evaluation of infrastructure development projects, Support financial management of infrastructure development programmes, Support reporting on infrastructure development programmes, Manage district capacity building programmes, Manage resources of the component.
- ENQUIRIES** : Ms C Jama at Tel No: 033 8975672
- POST 18/277** : **DEPUTY DIRECTOR: INVESTIGATIONS REF NO: 35/2022(MAG)**
Chief Directorate: Municipal Administration & Governance
Directorate: Municipal Investigations
- SALARY** : R882 042 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of a Bachelor's Degree or NQF level 7 as recognised by SAQA in Auditing /Finance /Law or a related qualification and a qualification as a certified Fraud Examiner by the Association of Certified Fraud Examiners, coupled with 3 years junior management experience and 5 years' experience as an investigator in an investigation environment. Furthermore, the candidate must be cleared in terms of National Security Clearance. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Extensive knowledge and understanding of the Prevention and Combatting of Corrupt Activities Act, the Public Service Act, the Municipal Finance Management Act and Local Government Legislation, Investigative and research skills, Planning, decision making and problem solving skills, Interpretation and application of legislation and policy skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 drivers licence.
- DUTIES** : The successful candidate will be required to execute forensic investigations within municipalities with the following key responsibilities: Manage the resources of the unit, Undertake investigations, Make recommendations on further forensic investigation to the MEC, Give evidence in civil recovery, criminal and disciplinary cases, Advise municipalities on investigative processes, Manage investigations undertaken by external teams, Approve investigation plans.
- ENQUIRIES** : Ms S Govender at Tel No: 033-355 6234
- POST 18/278** : **DEPUTY DIRECTOR: MUNICIPAL ADMINISTRATION REF NO: 36/2022 (MAG)**
Chief Directorate: Municipal Administration & Governance
Directorate: Municipal Administration
- SALARY** : R744 255 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Pietermaritzburg (Head Office)
- REQUIREMENTS** : The ideal candidate must be in possession of a Bachelor's Degree or NQF7 level qualification as recognised by SAQA in Public Administration/Management/Local Government or a related qualification coupled with 3 years' junior management experience in a public sector/local government/organisational development/ HR environment. Essential

Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of Public Finance Management Act, Knowledge of Public Service Regulations Act, Knowledge of Systems Act and Regulations, Knowledge of Municipal Structures Act, Knowledge of Municipal Financial Management Act , Knowledge of Local Government legislation, Knowledge of Ordinances, Knowledge of Treasury regulations and Occupational Health and Safety Act, Knowledge of Office Management and Archives Act, Knowledge of project management, Management, planning and organising ability skills, Leadership and strategic planning skills, Decision making, time management and problem solving skills, Financial management skills, Good communication skills (verbal & written), Computer literacy in MS office , A valid code 8 driver's license.

DUTIES : The successful candidate will be required to support efficient municipal administration with the following key responsibilities:- Ensure support to municipalities on human resource management, including organisational development/staff establishments and recruitment processes, Ensure support to municipalities on administrative statutory obligations, Ensure support to municipalities with regard to corporate support services, Develop policies, strategies and procedures aimed at improving service delivery within the municipal administration field, Manage the resources under your control.
Ms A Reddy at Tel No: 033 3556474/5

ENQUIRIES

POST 18/279 : **DEPUTY DIRECTOR: CONFLICT MANAGEMENT AND DISPUTE RESOLUTION REF NO: 37/2022 (TGCM)**
Chief Directorate: Traditional Governance and Conflict Management
Directorate: Conflict Management and Dispute Resolution

SALARY : R744 255 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a Bachelor's Degree or NQF level 7 qualification as recognised by SAQA in Business Administration/Management or Public Administration/ Management/ Human Resource Management/ Labour Relations coupled with 3 years' junior management experience in the dispute resolution and conflict management environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of Legal prescripts that guide Traditional Institutions and Zulu custom and cultures plus knowledge of legal prescripts used, Knowledge of prescripts that guide Public sector, Knowledge of Traditional Affairs policies, Understanding of Traditional Institution, Knowledge of dispute resolution, management of conflict and project management, Knowledge of research methodology, Planning and project management skills, Team development, decision making and presentation skills, Leadership, networking and organising skills, Research skills, Good communication skills (verbal & written) , Computer literacy in MS Office, A valid code 8 driver's licence.

DUTIES : The successful candidate will be required to oversee good governance and facilitate conflict management within the traditional sphere of governance with the following key responsibilities: -Manage investigations of disputes within the traditional sphere of governance, Manage projects with regards to conflicts management and dispute resolution (training and development / awareness workshops, recognition of traditional leaders, database, etc.), Attend to all Traditional institutional legal disputes wherein the department is cited, Develop policies and strategies on conflict management and dispute resolution aimed at improving service delivery, Manage resources of the Sub-directorate.

ENQUIRIES : Mr E Mthiya at Tel No: 033 8975606

POST 18/280 : **DEPUTY DIRECTOR: TRADITIONAL FINANCIAL ADMINISTRATION REF NO: 39/2022(F)**
Chief Directorate: Finance
Directorate: Traditional Financial Administration

SALARY : R744 255 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a Bachelor's Degree or NQF level 7 qualification as recognised by SAQA in Financial Management or a

related qualification coupled with 3 years' junior management experience in a financial management environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Knowledge of policy analysis and development ,Knowledge of financial management, Knowledge of Treasury Regulations, Knowledge of PFMA and and Public Service Act and Regulations, Communication and presentation skills, Team development, decision making and problem solving skills, Organising and coordination of meetings skills, Policy development skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 drivers licence.

DUTIES : The successful candidate will be required to manage comprehensive payment administration system for the Department with the following key responsibilities: Manage the financial control processes of the Traditional institutions, Manage the payment and recording of financial obligations of the traditional institutions, Attend to financial administration queries/enquiries, Develop policies and strategies aimed at improving service delivery, Manage the resources of the sub-directorate.

ENQUIRIES : Mr B Cele at Tel No: 033 2608017

POST 18/281 : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: 402022 (HRMD)**
Chief Directorate: Human Resource Management and Development
Directorate: Labour Relations

SALARY : R744 255 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a Bachelor's Degree or NQF level 7 qualifications as recognised by SAQA in Human Resource Management/ Labour Relations Management or a related qualification coupled with 3 years junior management experience in the labour relations environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Knowledge of Labour Relations Act, Knowledge of Public Service Act and Regulations, Knowledge of rules of the General Public Service Bargaining Council (GPSBC) also know the DPSA Guidelines and Circulars, Knowledge of collective agreement and bargaining structure, Knowledge of departmental policies, Negotiation, dispute resolution and facilitation skills , Good communication skills (verbal & written) , Computer literacy in MS office, A valid code 8 drivers licence.

DUTIES : The successful candidate will be required to manage labour relation matters with the following responsibilities, Development and implementation of Labour Relations Policies, Codes and Practices, Management of grievances and dispute resolution mechanisms, Manage discipline processes, Facilitate collective bargaining, Represent and attend to labour disputes that have been referred to the bargaining council, Management of the sub-directorates resources.

ENQUIRIES : Ms S Zondi at Tel No: 033 260803

POST 18/282 : **DEPUTY DIRECTOR: TRANSPORT REF NO: 51/2021 (CD)**
Chief Directorate: Corporate Services
Directorate: Auxiliary Services

SALARY : R744 255 per annum, (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualifications as recognised by SAQA in Ppublic Administration/ Business Administration/ Public Management or related qualification coupled with 3 years junior management experience in the transport environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Understanding of relevant legislation, Knowledge of project management, Knowledge of fleet management, Management and planning skills, Leadership and team development skills, Decision making and problem solving skills, the ability to organise, Financial management skills, Good communication skills (verbal & written) ,Computer literacy in MS Office , A valid driver's licence.

DUTIES : The successful candidate will be required to provide a transport management service to the Department with the following responsibilities Manage the

- operation of official vehicles Manage the process of subsidized vehicles
 Manage the provision of technical services Manage the provision of input of
 policies and guidelines Manage the resources of the sub-directorate.
 Ms Z Mtshali at Tel No: 033-260 8028
- ENQUIRIES** :
- POST 18/283** : **ENGINEER WATER REF NO: 34/2022 (MID) (X2 POSTS)**
 Chief Directorate: Municipal Infrastructure
 Directorate: Infrastructure Development
- SALARY** : R728 829 - R1 106 814 per annum, (OSD)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Civil Engineering coupled with 3 years post qualification engineering experience and a valid code 8 driving license. Registration with ECSA as a Professional Engineer is a prerequisite. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: A sound knowledge and understanding of policy analysis, Knowledge of legislation (MPRA, MFMA, Municipal Systems Act), Knowledge of engineering design and analysis, Knowledge of research and development, Knowledge of computer-aided engineering applications, Knowledge of legal compliance, Knowledge of technical report writing, Ability to create a high performance culture, Good professional judgement, Decision making and team leadership skills, Conflict management, problem solving and analysis skills , Planning, organising and presentation skills, Innovation, analytical and creativity skills, Self-management and financial management skills, Customer focus and responsiveness skills, People and change management skills, Programme and project management skills, Information management and reporting skills, Good communication skills (verbal & written), Computer literacy in MS Office.
- DUTIES** : The successful candidate will be required to perform all aspects of varied innovative and complex engineering and facilitate municipal infrastructure development programmes and projects with the following key responsibilities: Design new systems to solve practical engineering challenges, improve efficiency and enhance safety, Conduct research and development, Perform office administration and budget planning, Manage the effective utilization of resources.
- ENQUIRIES** : Ms C Jama at Tel No: 033 8975672
- POST 18/284** : **ASSISTANT DIRECTOR: MUNICIPAL ADMINISTRATION REF NO: 41/2022 (MAG) (X2 POSTS)**
 Chief Directorate: Municipal Administration & Governance
 Directorate: Municipal Administration
- SALARY** : R477 090 per annum (Level 10)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 qualification as recognised by SAQA in Public Administration/Management/Local Government or a related qualification coupled with 3 years' administrative experience in a public sector/local government/organisational development/ HR environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of policy analysis, Knowledge of project management, Knowledge of relevant legislation, Planning and organising skills, Time management and development skills, Decision making and problem solving skills, Management of finances skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 driver's license.
- DUTIES** : The successful candidate will be required to support efficient municipal administration with the following key responsibilities: Assist with support to municipalities on human resource management, including organisational development/staff establishments and recruitment processes, Support to municipalities on administrative statutory obligations, Support to municipalities with regard to corporate support services, Assist with the development and implementation of policies, strategies and procedures aimed at improving service delivery within the municipal administration field, Management of resources, Provide guidance and advise to municipalities and stakeholders.
- ENQUIRIES** : Ms A Reddy at Tel No: 033 3556474/5

POST 18/285 : **ASSISTANT DIRECTOR: FORENSIC AUDITS REF No: 42/2022(MAG)**
 Chief Directorate: Municipal Administration & Governance
 Directorate: Municipal Investigations

SALARY : R382 245 per annum (Level 09)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a Bachelor's Degree or NQF level 7 qualification as recognised by SAQA in Auditing/ Policing/ Forensic Auditing or related qualification coupled with 3 years' experience in an investigation environment. Furthermore, the candidate must be cleared in terms of National Security Clearance. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Extensive knowledge and understanding of the Criminal Procedure Act, Prevention of Organised Crime Act, Public Service Act, law of evidence, the Municipal Finance Management Act and Local Government Legislation, Knowledge of application of legislation and policy planning , Project management, decision making and problem solving skills, Good communication skills (verbal & written) , Ability to manage and lead a team, Computer literacy in MS office, A valid code 8 drivers licence.

DUTIES : The successful candidate will be required to conduct forensic investigation services on behalf of the Department with the following key responsibilities: Undertake investigation at municipalities to establish irregularities, fraud corruption and quantify losses to determine culpability, Apply proactive measures to combat theft, fraud and corruption, Ensure the development and implementation of the fraud prevention plans, policies and procedures for municipalities, Conduct desktop investigations on cases of alleged corruption reported through the anti-corruption hotline regarding municipalities, Manage the resources under your control.

ENQUIRIES : Ms S Govender at Tel No: 033 355 6292

POST 18/286 : **ASSISTANT DIRECTOR: TRADITIONAL ASSET MANAGEMENT REF NO: 43/2022 (F)**
 Chief Directorate: Finance
 Directorate: Supply Chain Management

SALARY : R382 245 per annum (Level 09)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a Bachelor's Degree or NQF level 7 qualifications as recognised by SAQA in Supply Chain Management/Asset Management coupled with 3 years' administrative experience in a finance environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Sound knowledge of Supply Chain Management, Sound knowledge of PFMA, Treasury regulations, SCM and other financial prescripts, Functional knowledge of asset management, Knowledge of Public Service Act, Public Service Regulations and Labour Relations Act, Numeracy and report writing skills, Interpersonal and listening skills, Good communication skills (verbal & written), Intermediate skills, Computer literacy in MS office, A valid code 8 driver's license.

DUTIES : The successful candidate will be required to manage asset administration service in respect of traditional assets with the following key responsibilities: Ensure financial reconciliations (incl. adjusting entries) are undertaken of the asset register with the general ledger and financial statements, Manage the maintenance of all asset register and support of stock takes within the Traditional Institutions, Attend to financial administration of asset management , Facilitate the loss control procedure and effect correct journal entries on the LOCO system, Provide advice and guidance and input to policy , Supervise staff.

ENQUIRIES : Mr N Ludidi at Tel No: 033 2608023

POST 18/287 : **ASSISTANT DIRECTOR: FINANCIAL ADMINISTRATION REF NO: 44/2022 (F)**
 Chief Directorate: Finance
 Directorate: Financial Administration Support

SALARY : R382 245 per annum (Level 09)
CENTRE : Pietermaritzburg

<u>REQUIREMENTS</u>	:	The ideal candidate must be in a possession of a Bachelor's Degree or NQF level 7 qualification as recognised by SAQA in Finance or related qualification, coupled with 3 years' supervisory and administrative experience in a financial environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of Policy analysis, Knowledge of project management, Knowledge of prescripts (PFMA, DoRA), Planning, decision making and problem solving skills, Team development skills, Financial management skills, Computer literacy (MS Word, Excel), A valid Code 8 drivers licence
<u>DUTIES</u>	:	The successful candidate will be required to manage the financial support processes of the Department with the following key responsibilities: Manage the processing of financial vouchers according to accounting policies processes and procedures, Manage financial transactions, Manage collection and banking of received funds (cashiers), Manage and develop staff.
<u>ENQUIRIES</u>	:	Mr B Cele at Tel No: 033 2608017
<u>POST 18/288</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL CONTROL REF NO: 45/2022 (F)</u> Chief Directorate: Finance Directorate: Financial Control
<u>SALARY</u>	:	R382 245.per annum (Level 09)
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	The ideal candidate must be in a possession of a Bachelor's Degree or NQF level 7 qualification as recognised by SAQA in Finance or related qualification, coupled with 3 years' supervisory and administrative experience in a financial environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of Policy analysis, Knowledge of project management, Knowledge of prescripts (PFMA, DoRA), Planning, decision making and problem solving skills, Team development skills, Financial management skills, Computer literacy (MS Word, Excel), A valid Code 8 drivers licence.
<u>DUTIES</u>	:	The successful candidate will be required to manage the financial control processes of the Department with the following key responsibilities:- Manage the voucher control processes of the Department, Manage payroll control processes of the Department, Co-ordinate and manage queries from the Office of the Auditor-General, Manage and develop staff.
<u>ENQUIRIES</u>	:	Mr B Cele at Tel No: 033 2608017
<u>POST 18/289</u>	:	<u>ASSISTANT DIRECTOR: CHIEF WORK STUDY ANALYST REF NO: 46/2022 (HRMD)</u> Chief Directorate: Human Resource Management & Development Directorate: Organisational Design And Job Evaluation
<u>SALARY</u>	:	R382 245.per annum (Level 09)
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 qualification as recognised by SAQA in Work Study/Management Services/ Human Resource Management/ and JE Certificate by DPSA/PALAMA/NSG coupled with 3 years' administrative experience in the work study/ job evaluation environment Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of Public Service Act and Regulations, Knowledge of PFMA, Knowledge of work study, Knowledge of job evaluation, Knowledge of procedures and methods, Research skills and financial management skills, Project management and facilitation skills, Information gathering and job analysis skills, Good communication skills (verbal & written), Computer literacy (MS Word, Excel), A valid Code 8 drivers licence.
<u>DUTIES</u>	:	The successful candidate will be required to provide and advice and make recommendations on organisational development and job evaluation with the following key responsibilities: - Provide organizational development, work study methods and change management , Provide Job Evaluation advice and services for the department, Facilitate the design of Job Descriptions, Research and analysis policies and procedures in the execution of duties, Exercise control of resources.
<u>ENQUIRIES</u>	:	Mr DM Cele at Tel No: 033 2608063

POST 18/290 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: 47/2022 (HRMD)**
Chief Directorate: Human Resource Management & Development
Directorate: Labour Relations

SALARY : R382 245 per annum (Level 09)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Human Resource Management/ Labour Relations Management or a related qualification coupled with 3 years' administrative experience in the Labour Relations environment and an overview in various Labour Relations fields/Misconduct/Grievance/Incapacity/Dispute Resolution processes. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of Labour Relations Act, Knowledge of Public Service Act, Knowledge of collective agreements and bargaining structures, Knowledge of departmental policies, Knowledge of Public Service Regulations, Negotiation, dispute resolution and facilitation skills, Innovation skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 drivers licence.

DUTIES : The successful candidate will be required to promote sound labour relations with the following responsibilities, Develop departmental Labour Relations strategy and policy, Provide advice and guidance in respect of labour issues, Manage dispute and grievance resolution mechanisms, Facilitate collective bargaining, Supervision of staff.

ENQUIRIES : Mr S Zondi at Tel No: 033 2608033

POST 18/291 : **ASSISTANT DIRECTOR: LABOUR DISCIPLINE & INVESTIGATIONS REF NO: 48/2022 (HRMD)**
Chief Directorate: Human Resource Management & Development
Directorate: Labour Relations

SALARY : R382 245 per annum (Level 09)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualifications as recognised by SAQA in Human Resource Management/ Labour Relations Management or a related qualification coupled with 3 years' administrative experience in the labour relations environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of investigation operating standards/procedures, Knowledge of Public Service Legislation, Knowledge of Code of Conduct , Knowledge of criminal codes, Acts and Regulations, Knowledge of internal discipline hearing procedures, Knowledge of applicable legislation in the field of investigations and discipline, Trial advocacy and report writing skills, Investigation and drafting of case files and presentation skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 drivers licence.

DUTIES : The successful candidate will be required to manage, undertake and coordinate discipline and investigation functions with the following responsibilities, Develop and maintain policies, Undertake investigations as assigned/allocated, Manage and assign case files/work assignments for investigations, Manage and monitor discipline cases, Verify charge sheets, Advise, guide and coordinate training on discipline and investigations procedures, Management of staff.

ENQUIRIES : Mr S Zondi at Tel No: 033 2608033

POST 18/292 : **ASSISTANT DIRECTOR: DISTRICT SUPPORT (UMGUNGUNDLOVU) REF NO: 49/2019 (CDWPP)**
Chief Directorate: Community Development Worker and Public Participation
Directorate: Community Development Workers and Rapid Response

SALARY : R382 245 per annum (Level 09)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 qualification as recognised by SAQA in Community Development /Social Science or a related qualification coupled with 3 years' administrative experience in a community development environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:-

Knowledge of dynamics, culture and language of targeted community, Knowledge of how government operates, Knowledge of human resource and financial management, Knowledge of project management, Knowledge of relevant legislation, Planning skills, Decision making and problem solving skills, Networking skills, Leadership and team work skills, Report writing skills, Employee development skills, Analytical and presentation skills, People management skills, Good communication skills (verbal & written), Computer literacy (MS Word, Excel), A valid Code 8 drivers licence.

- DUTIES** : The successful candidate will be required to manage the community development workers programme within the district with the following key responsibilities:- Convene regular meetings with CDWs for briefing and reporting purposes on progress problems experienced, Develop consolidated municipal and district analyses reports, Ensure smooth functioning of the Issue Management System within the district, Provide CDWs with relevant information on government programmes for communities to benefit, Manage the employment conditions and human resource management needs of CDWs.
- ENQUIRIES** : Ms F Makhanya at Tel No: 033 355 6503

DEPARTMENT OF HEALTH

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

OTHER POSTS

POST 18/293 : **MEDICAL MANAGER: MEDICAL SERVICES REF NO: OSI MED MAN 01/2022**

SALARY : R1 191 510 per annum. Other Benefits: all-inclusive packages, (This inclusive package consists 70% of Basic salary and 30% flexible portion that can be structured in terms of the applicable rules. Additional Benefits: Rural Allowances (18% of basic salary), Commuted Overtime subjected to the approval.

CENTRE : Osindisweni District Hospital, Verulam
REQUIREMENTS : Senior Certificate STD 10/Grade 12. MBCHB or equivalent qualification that allows registration with the HPCSA Council as an Medical Practitioner. Proof of current registration as an Medical Practitioner with HPCSA. A Minimum of 05 years' experience after registration as an Medical Practitioner.

DUTIES : Providing vision and strategic direction and inspire Medical services to deliver excellent district medical services. Providing management, support and supervision to all components in the Medical Department including family medicine services, Pharmaceutical services, Diagnostic imaging services, Social Work services, clinical psychology services and allied health services. Supervising and managing the provision, implementation and review of clinical management protocols, policies and procedures for clinical services and ensure that they are in accordance with the current statutory regulations and guidelines. Maintaining discipline in the Medical Department, provision of administrative services and ensuring control monitoring of the hospital budget. Providing quality care, assisting team members with quality assurance, quality improvement projects, morbidity and mortality reviews, monthly audits, and development of clinical guidelines and policies. Leading and managing the overall functions of clinical audit and governance to meet the combined objectives of excellence in health care and upholding of patients' rights. Facilitating the successful teamwork amongst all clinical disciplines to adopt a coordinated, synergistic, and consultative approach to the provision of health care. Overseeing the strategic development and implementation of each of the clinical programmes at the hospital and providing outreach services to the satellite PHC clinics. Perform clinical duties as per departmental requirements including after-hours and weekend calls services.

ENQUIRIES : Mr. J.N Shabane Tel No: 032 541 9201/06
APPLICATIONS : Applications to be forwarded to: The Chief Executive Officer, Osindisweni District Hospital, Private Bag X15, Verulam, 4340.

CLOSING DATE : 30 June 2022

POST 18/294 : **ENGINEERING CHIEF GRADE A REF NO: GS 7/22**
Component: Grey's Hospital: Engineering Services

SALARY : R1 058 469 per annum, all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

CENTRE REQUIREMENTS : Greys Hospital, Pietermaritzburg
: Senior Certificate (Standard 10/Grade 12 or equivalent; Engineering degree (B Engineering/BSC (Engineering) or relevant qualification; Three years post qualification experience is required as a registered Professional Engineer; Compulsory registration with ECSA as Professional Engineer and valid driver's license(Code B/C); A Government Certificate of competencies in Mechanical or Electrical Engineering(since the installed power of electricity supply and boilers exceeds 300kw(OHS ACT 1983-General Machinery Regulations requires a certificated Electrical or Mechanical Engineer); and Proof of working experience in the form of a certificate of service endorsed by Human Resources Management Component/Department. Recommendation: Knowledge, Skills and Experience: Sound knowledge of all trades and engineering systems installed and used by the Health Institution; Effective internal and external communicator and knowledge of building structures; Sound knowledge of tender procedures or documents and evaluation of tenders; Sound knowledge of CAD drawing design experience would be an advantage; Strategic capability and leadership, problem solving and analysis and decision making skills; Programme and project management; engineering; legal and operational compliance; Engineering operational communication process; Maintenance skills and knowledge, and mobile equipment operating skills; Engineering design and analysis knowledge, research and development; Computer-aided engineering applications and creating high performance culture; Technical consulting and professional judgement; Technical leadership; creativity and knowledge of financial, human and labour relations management skills; Customer focus and responsiveness; communication and people management skills; Planning and organizing, conflict management and negotiation skills; and Change management and computer skills.

DUTIES : Management of engineering department and ensure that all engineering plants are functioning effectively through preventative maintenance, monitoring and by ensuring compliance with all regulations. Set engineering standards specifications and services levels according to organizational objectives to ensure optimum operational availability. Be available to be designated as the responsible person at a Tertiary Hospital in accordance with the terms and conditions of the Occupational Health and Safety Act (Act 85 of 1993) and regulations if so required. Compile and co-ordinate maintenance budgets and setting of priorities for maintenance work, including Minor New Work, Repairs and Routine work. Monitor and control all maintenance expenditure. Liaise with other Departments, such as, Department of Works, ensuring that the requirements of the institution are met. Provide a Hospital Engineering Service to the District Managers and Chief Executive Officer within the District. Ensure that proper training is provided to junior staff in carrying out their duties and to promote career development. Monitor and record all forms of energy resources consumed at the institution such as electricity, water, fuel and medical gases. Monitor implementation efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Ensure that all engineering plants are functioning effectively through preventative maintenance, monitoring and by ensuring compliance with all regulations. Provide technical consulting services for operation on engineering related matters to minimize possible engineering risks.

ENQUIRIES APPLICATIONS : Dr KB Bilenge Tel No: 033 – 897 3321
: Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.

FOR ATTENTION NOTE : Mrs M Chandulal
: Directions to candidates: The following documents must be submitted: Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). NB: Prospective Applicants Must Please Use The New Z83 Which Is Effective As At 01 January 2021. Applicants must indicate the reference number of the vacancy in their applications. 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. It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates. NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g. GS 2/22. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). The Employment Equity Target for This Post Is: African Male, African Female, Coloured Male

- CLOSING DATE** : 03 June 2022
- POST 18/295** : **MANAGER NURSING (LEVEL 3 HOSPITAL) REF NO: GS 6/22**
Component: Grey's Hospital: Nursing Management Services
- SALARY** : R963 723 per annum, all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE** : Greys Hospital, Pietermaritzburg
- REQUIREMENTS** : Senior Certificate (Standard 10/Grade 12) or equivalent; Diploma/Degree in Nursing or equivalent qualification (basic R425 qualification) that allows registration with the SANC as a Professional Nurse; Registration with the SANC as a Professional Nurse; Current registration (2022) with the SANC; A minimum of 10 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing; At least 5 years of the period referred to above must be appropriate and recognizable experience at management level; and Proof of working experience in the form of a certificate of service endorsed by Human Resource Management Component/Department. Recommendation: Knowledge, Skills and Experience: Working knowledge of the public sector policies, acts and regulations; Knowledge of Nursing Management and relevant policies, regulations and procedures; Knowledge and understanding of Human Resources and Financial Management practices; Knowledge of Labour Relations and Disciplinary procedures and processes; Sound Management, organization, interpersonal and problem solving skills; Good verbal and written communication skills; Mentorship and supervisory skills; and Computer literacy in Microsoft software packages.
- DUTIES** : Provide leadership and facilitate strategic planning, policy planning, development and implementation. Exercise overall control over nursing care, including information and implementation of nursing programmes, execution and evaluation thereof. Execute duties and function with proficiency, in support of aims and strategic objectives of the hospital and of the Department of Health. Demonstrate hospital's commitment to quality nursing care and ensure compliance with National Core Standards. Ensure control of the selection, recruitment and development of nursing staff. Ensure control of disciplinary matters, grievances and labour issues. Facilitate cost control in the utilization of both human and material resources. Advise the CEO and management team on norms and standards of Nursing Practices. Ensure that systems and processes are in place to support implementation of objectives. Facilitate clinical workshops and meetings to update nursing staff. Ensure compliance with all relevant legislations including the OHS Act. Submit verbal and written reports timeously to the CEO. Coordinate, facilitate and implement quality improvement initiatives and good governance.
- ENQUIRIES** : Dr KB Bilenge Tel No: 033 – 897 3321
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
- FOR ATTENTION** : Mrs M Chandulal
- NOTE** : Directions to candidates: The following documents must be submitted: Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). NB: Prospective Applicants Must Please Use The New Z83 Which Is Effective As At 01 January 2021. Applicants must indicate the reference number of the vacancy in their applications. 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. It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates. NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g. GS 2/22. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). The Employment Equity Target for this post is: African Male, African Female, Coloured Male

- CLOSING DATE** : 03 June 2022
- POST 18/296** : **DEPUTY MANAGER NURSING (LEVEL 1&2 HOSPITAL) REF NO: OSI MAN NUR 02/2022**
- SALARY** : R856 272 per annum. Other Benefits: all-inclusive packages, (This inclusive package consists 70% of Basic salary and 30% flexible portion that can be structured in terms of the applicable rules. Additional Benefits: Rural Allowances (08% of basic salary)
- CENTRE REQUIREMENTS** : Osindisweni District Hospital, Verulam
: Senior Certificate STD 10/Grade 12. Degree/Diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of 09 years appropriate/recognizable experience in after registration as Professional Nurse with SANC in General Nursing. At least 04 years of the period referred to the above must be appropriate/recognizable experience at management level. Relevant experience in People Management, Financial Management Strategic Planning, Policy analysis and development. Delegation.
- 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 systems to manage nursing information for the enhancement of service delivery. Establish the strategic direction of the component to ensure alignment with its business plans by participating in the development of the hospital strategic plan. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective health care. Ensure that efficient and most suitable work procedures are identified, developed and implemented to facilitate transformation of nursing services as well as restoration of nursing professionalism and work ethos. Facilitate and oversee the development of nursing operational/business plans to give strategic direction to the division by managing and coordinating the activities of the division.. Participate and represent the hospital at various forums. Liaise and coordinate with governmental, non-governmental institutions and other structures. Manage and utilize resources in accordance with relevant directives and legislation. Human, analyze staffing needs and develop a plan to meet the needs. Continuously review, explore and utilize opportunities for professional development to enhance professional knowledge. Financial, Formulate and manage the component's budget against its strategic objectives and ensure proper utilization thereof. Ensure that budget spending is maximized in line with strategic objectives. Ensure proper implementation of the budget by monitoring, projecting and reporting expenditure. Physical and Material, Initiate and identify ways of containing health care costs without compromising standards, Monitor and report on the utilization of physical equipment. Manage and control material resource and assets.
- ENQUIRIES APPLICATIONS** : Mr. J.N Shabane: Tel No: 032 541 9201/06
: Applications to be forwarded to: The Chief Executive Officer, Osindisweni District Hospital, Private Bag X15, Verulam, 4340.

<u>CLOSING DATE</u>	:	30 June 2022
<u>POST 18/297</u>	:	<u>MEDICAL OFFICER ANAESTHETICS REF NO: MO-ANAES/03/2022 (X4 POSTS)</u> Department: Anaesthetics Re-advert, those who have applied previously should re-apply
<u>SALARY</u>	:	Grade 1: R833 523 per annum, (all-inclusive salary package), excluding commuted overtime. Grade 2: R953 049 per annum, (all-inclusive salary package), excluding commuted overtime. Grade 3: R1 106 037 per annum, (all-inclusive salary package), excluding commuted overtime.
<u>CENTRE REQUIREMENTS</u>	:	Inkosi Albert Luthuli Central Hospital Senior Certificate (Matric). MBCHB or equivalent qualification registered with the HPCSA. Current Registration with the Health Professions Council of South Africa, Independent practice. Candidates who have completed their period of registrar training but still awaiting specialist registration are also encouraged to apply. Experience: Grade 1: No experience required. The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Experience: 5 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years(6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: 10 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Recommendations: Grade 1: Diploma in Anaesthesia a recommendation. Grade 2: At least 3 years' experience in anaesthesia at registered training institutions and Diploma in Anaesthesia. Grade 3: At least 4 years' experience in anaesthesia at registered training institutions and Diploma in Anaesthesia. Knowledge, Skills, Training and Competencies: Knowledge and skills in Clinical Anaesthesia, including Emergency, Medical and Surgical Care and Acute and Chronic Pain. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, planning, organising, and decision-making and interpersonal skills. Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships.
<u>DUTIES</u>	:	Provide an anaesthesia service under appropriate supervision. Assist with management of patients with acute and chronic pain in the wards and Pain Clinic. Provide after-hours (nights, weekends, public holidays) onsite anaesthetic cover for the theatres and units based at IALCH within the commuted overtime contract. Assist with preoperative assessment of patients in the wards or in the pre-anaesthetic clinic. Maintain clinical, professional and ethical standards related to these services. Assist with auditing the activity and outcomes of service of the Anaesthetic Department. Be part of the multi-disciplinary team to optimise patient care and use of Human and other resources. Be actively involved in the departmental meetings and teaching programs. Participate in both academic and clinical administrative activities. Participation in commuted overtime is compulsory.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. L Cronjé Tel No: 031) 240 1804/5 All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za .Copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply 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 of 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 form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate. It is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. 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 payment of S&T claims.

- CLOSING DATE** : 03 June 2022
- POST 18/298** : **MEDICAL OFFICER REF NO: MOPAEDSSURG/02/2022 (X1 POST)**
Department: Paediatric Surgery
- SALARY** : Grade 1: R833 523 per annum, (all-inclusive salary package), excluding commuted overtime.
Grade 2: R953 049 per annum, (all-inclusive salary package), excluding commuted overtime.
Grade 3: R1 106 037 per annum, (all-inclusive salary package), excluding commuted overtime.
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
: **Grade 1:** No experience required after completion of Community Service. Appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Five years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 3 requires a minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. MBCHB Degree. Current unrestricted registration with the Health Professions Council of South Africa as a Medical Practitioner. Recommendations: FCS Part I (primary exam) will be an advantage. At least 6 months post community service experience in surgery at MO level or above will be preferable. Knowledge, Skills, Training and Competencies Required: Knowledge and skills in Surgery, Paediatric Surgery or Paediatrics. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.
- DUTIES** : Assist with the provision and development of tertiary level Paediatric surgical care services as determined by the Head of Paediatric surgery at Inkosi Albert Luthuli Central Hospital. Participate in the delivery of Paediatric surgical services in Durban. Provision of outpatient services at Inkosi Albert Luthuli Central Hospital. Management of ward patients Inkosi Albert Luthuli Central Hospital. Provide initial resuscitative, peri-operative surgical care, operative surgical care and post-operative care of patients in the department of Paediatric Surgery. Ensure that the scientific principles of Paediatric Surgical care are maintained. Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes and research. To assist in outreach and teaching when required. Perform after hour work as required.
- ENQUIRIES** : Dr AG Maharaj Tel No: 031 240 6571

- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply 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 of 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 form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate. It is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. 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 payment of S&T claims.
- CLOSING DATE** : 03 June 2022
- POST 18/299** : **ASSISTANT MANAGER NURSING (M&E) REF NO: FNH02/2022**
- SALARY** : R571 242 per annum. Plus Other Benefits: 13th Cheque, Medical Aid and Housing Allowance Optional (Employee Must Meet Prescribed Requirements)
- CENTRE** : Fort Napier Specialised Psychiatric Hospital
- REQUIREMENTS** : Senior Certificate/Grade 12 or equivalent. Degree/ Diploma in Nursing and Certificate of Registration in Diploma Nursing Science. A minimum of eight (8) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing At least 3 years of the period referred to above must be appropriate/recognizable experience at Management level. Proof of Current registration with SANC. Code B drivers licence. Proof of previous and current experience endorsed and stamped by employer/s must be attached. Knowledge, Skills and Competencies Required Knowledge of legislative, policy and M&E Framework informing health services delivery. Knowledge of legislation and planning framework. Basic understanding of HR and Financial policies and practices. Basic understanding of the legislative framework governing the public service. Effective communication with supervisors, other health professionals and support services personnel and junior colleagues, including more complex report writing when required. Computer literacy to adequately manage information according to the requirements of the facility. Knowledge of hospital quality assurance and infection control practices. Knowledge of Health Facility functions and operations. Knowledge of DHMIS policy, SOP and relevant information system. Leadership, Management, planning, organizing and co-ordination skills. Knowledge of Data Management and M&E principles. Decision making skills. Ability to compile concise reports.
- DUTIES** : Administer an evidence/results-based monitoring and evaluation system in the institution as well as feeder facilities within the Provincial M&E Framework and monitor research activities in the institution. Implement the M&E framework at facility level and monitor implementation. Plan and co-ordinate the implementation and monitoring of data quality and quality assurance in service delivery. Ensure the development, review and maintenance of institution policies and protocols. Monitor and report on performance of all departments in the facility. Monitor compliance with implementing the M&E framework, Data Management Policy & SOP, Quality Assurance and Infection Prevention & Control policy guidelines. Analyse data obtained from the source and other management information systems against indicators with a view to develop reliable performance profiles for verification and publishing of the prescribed

performance and other reports. Coordinate functions of HIT (Health Information Team). Ensure information on births, morbidity and mortality reviews are conducted on a monthly basis. Ensure data is validated as per Data Management Standard Operating Procedures. Provide reports to the management and governance structure. Co-ordinate the drawing of Institutional plans which are aligned to annual performance plan and the District Health Plan in accordance with the hospital and governing laws. Participate in the DHP as well as DHER sessions. Ensure the efficient and effective utilization of resource allocated to the component, inclusive of the development of staff. Supervise staff and ensure compliance to the Performance Management Development pre-requisites. Co-ordinate and control activities of the component. Ensure that quality control systems are in place for use during inspection and auditing to provide objective evidence of findings when conducting audits in accordance with the hospital and governing laws. Monitor audit findings and ensure implementation of action plans. Ensure implementation of the total quality management framework and compliance to National Core Standards.

ENQUIRIES : Mrs TN Ngcobo Tel No: 033 260 4314
APPLICATIONS : Must Be Forwarded To: Human Resource, Fort Napier Hospital, PO BOX 370, Pietermaritzburg, 3200, Or Hand deliver to: 01 Devonshire Road, Napierville, Pietermaritzburg.

FOR ATTENTION : Miss SP Ndlovu (Hr Manager)
CLOSING DATE : 03 June 2022

POST 18/300 : **OPERATIONAL MANAGER (SPECIALTY STREAM) REF NO: FNH 01/2022 (X2 POSTS)**

SALARY : R571 242 per annum. Plus Other Benefits: 13th Cheque, Medical Aid Optional, Housing Allowance (Employee must Meet prescribed requirements)

CENTRE : Fort Napier Hospital
REQUIREMENTS : Senior Certificate/Matric Grade 12 Degree/Diploma in General Nursing plus post basic qualification in Psychiatry with a duration of at least one year accredited with SANC in terms of Government Notice No R212. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council in General Nursing of which 5 years must be appropriate /recognizable experience after obtaining post basic qualification in Psychiatry (Advance Psychiatric Nursing). Certificate of registration as a post basic qualification in Psychiatric Nursing accredited by SANC. Current proof of registration with S.A.N.C (receipt) Knowledge, Skills, Training & Competences Required Good communication, leadership, interpersonal skills, conflict management and knowledge of labour relations and disciplinary process/procedures; Human Resource and financial management skills. Sound knowledge of disciplinary processes and grievance procedures. Knowledge of nursing care processes and procedures. Knowledge of Occupational Health and Safety, infection control, medical waste and risk assessment and Mental Health Care Act and team building and supervisory skills. Good communication, leadership, interpersonal and conflict management skills.

DUTIES : Manage and lead the unit in rendering efficient and professional nursing care as laid down by the Nursing Act. Engages in clinical assessment of Mental Health Care Users in a specialized psychiatric setting. Work effectively, cooperatively, amicably at supervisory level with person of diverse intellectual cultural racial or differences. Ensures provision of optimal, holistic, specialized care in accordance with laws and regulations relevant to nursing and health care in the Unit. Participates in training and research with a view to increase body of knowledge in a specialized psychiatric setting. Implement standards, practices, criteria and indicators for quality nursing practices. Maintain constructive working relationships with nursing and other stakeholders. Exercise control and account for expenditure by managing and monitor utilization of human, financial and material resources. Manage the disciplinary and grievance matters including monitoring and managing for absenteeism in terms of laid down policies and procedures. Maintain professional growth/ethical standards and development of self and personnel, by analyzing their needs, formulating and implementing the training and developmental strategies and monitoring its effectiveness in performance reviews i.e. EPMSD Participate in health promotion & illness prevention initiatives within the institution.

ENQUIRIES : Mrs. TN Ngcobo Tel No: 033 2604314

APPLICATIONS : Must be forwarded to: The Human Resource Manager Fort Napier Hospital PO
Box 370, Pietermaritzburg, 3200

FOR ATTENTION : Ms. SP Ndlovu

CLOSING DATE : 03 June 2022

POST 18/301 : **PROFESSIONAL NURSE SPECIALTY OPERATING THEATRE REF NO:
ITSH 03/2022**

SALARY : Grade 1: R388 974 per annum
Grade 2: R478 404 per annum
Other benefits: 12% rural allowance of basic salary, 13 cheque, housing allowance (employee must meet prescribed requirements and Medical Aid (optional))

CENTRE : Itshelejuba Hospital

REQUIREMENTS : **Grade 1:** Matric Senior Certificate (Grade 12). Degree/Diploma in General nursing or equivalent qualification that allows registration with the SANC as a professional nurse and midwife plus one (1) year post basic qualification in speciality (Diploma in Operating Theatre Technique). A minimum of four years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Proof of experience must be attached and verified by Human Resources. SANC Receipt for 2022 must be attached. **Grade 2:** Matric Senior Certificate (Grade 12). Degree/Diploma in General nursing or equivalent qualification that allows registration with the SANC as a professional nurse and midwife plus one (1) year post basic qualification in speciality (diploma in Operating Theatre Technique). A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC in General Nursing and Midwife. At least ten years of the period referred to above must be recognizable experience in the specific Speciality after obtaining the relevant one (1) year Post Basic qualification required for the relevant speciality. Current registration with SANC as General Nurse, midwife and operating theatre. Knowledge, Skills, Training & Competencies Required: Knowledge of nursing care processes and procedures, nursing statuses and other relevant legal framework. Knowledge of public service regulation, Disciplinary Code, Human Resources policies. Hospital Generic and specific policies, financial and budgetary knowledge pertaining to the relevant resources under management. Knowledge and experience in implementation of Batho Pele Principles and Patients, Rights Charter, Code of Conduct. Ability to function well within a team, Good communication skills (verbal, written). Knowledge of national Core standards.

DUTIES : Provision of optimal, holistic specialized nursing care provided within the set standards i.e. Professional/legal. Maintain accurate and complete patient's records according to legal requirements. Compilation and analysis of statistics. Participate in auditing of clinical charts and develop QIPS. Participate in the implementation of National Core Standards, guidelines, protocols. Effective, Efficient and economical use of allocated Resources. Provision of effective support to Nursing Services. Assist in supervision and Development of staff. Participate in training and research and programmes EG. IPC, Quality assurance. Scrubbing for minor and major operations. Provide a safe, therapeutic and hygienic environment for patients, visitors and staff. To participate in the care of swabs and instruments in theatre. To provide immediate care to all patients who have been operated. To prepare for the operations ensuring smooth running of the theatre. Maintain professional Growth/ ethical Standards and self-Development. Promote good working relationships with multidisciplinary team. Ensuring the availability of necessary basic equipment and stock. Manage Resources.

ENQUIRIES : all enquiries should be directed to Ms JN Mthenjana Tel No: 034-4134000

APPLICATIONS : all applications must be addressed to Itshelejuba Hospital Private Bag x0047, Pongola, 3170 or hand delivery to Human Resource section.

NOTE : Advertisement and accompanying notes must clearly capture the requirements and drivers licence (Where applicable) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. HR endorsed certificate of service/work experience(c) curriculum vitae with full record of service certified

copy of identity Documents not more than three months. Failure to comply with the above instructions will disqualify the applicants. 2. The reference number must be indicated in the column provided on z83. E.g. reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two month after the closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. It is the applicant's responsibility to have a qualification which is a requirement of the post, evaluated by South African Qualifications Authority (SAQA) and to provide proof of such evaluation on the application. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply.

<u>CLOSING DATE</u>	:	10 June 2022
<u>POST 18/302</u>	:	<u>PROFESSIONAL NURSE SPECIALTY-ORTHOPEADIC REF NO: ITSH 04/2022</u>
<u>SALARY</u>	:	Grade 1: R388 974 per annum Grade 2: R478 404 per annum Other benefits: 12% rural allowance of basic salary, 13 cheque, housing allowance (employee must meet prescribed requirements and Medical Aid (optional)
<u>CENTRE REQUIREMENTS</u>	:	Itshelejuba Hospital (Out Patient Department) Senior Certificate/ Grade 12 or equivalent qualification. Degree/ National Diploma in General nursing and Midwifery. One year Post Basic Qualification in the Speciality- Diploma in Orthopedic Nursing. A minimum of four years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. SANC practice license for 2022 be attached. NB: Proof of current and previous experience endorsed by Human Resource Department must be attached. Experience: Grade 1: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least ten years of the period referred to above must be appropriate/recognizable experience in Orthopedic Nursing Speciality after obtaining the 1 year Post Basic qualification in relevant specially Knowledge, Skills, Training & Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Good communication skills, verbal and written leadership, interpersonal skills problem solving, conflict management and decision making skills. Co-ordination and liaison skills, Knowledge of public services policies Act, and Regulations, Knowledge of Labour Relations Act, disciplinary and grievances procedures, Knowledge of Nursing Act, Occupational Health and Safety Act of 1995. Knowledge and implementation of Batho Pele Principles, Patient's Rights Charter and Code of Conduct.
<u>DUTIES</u>	:	Provide comprehensive, quality nursing care to patients/clients in speciality unit in a cost effective manner. Assist in planning, organizing and monitoring of objectives of the specialized unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including the awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele principles). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all national, provincial and professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff within the unit and give guidance. Order and monitor appropriate level of consumables. Ensure that equipment in the unit is adequate and is checked and in working order.

Provide for a safe, therapeutic and hygienic environment. Work effective and amicably at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate and understanding of Human Resource and financial management policies and procedures. Monitor and evaluate the care and management of all patients and ensure the maintenance of accurate and complete patient's records. To deliver quality nursing care to orthopedic patients in the ward, OPD and clinics. To offer patients by assessing, collecting interpreting information on orthopedic clients and prescribing interventions. Assist in the formulation of policies and procedures for nursing services and to ensure that this is keeping with the current statutory regulations, guidelines and code of ethics. To co-operate the multidisciplinary health team in the provision of quality holistic and individualized patient care. To facilitate experiential training for neophyte nurses allocated in the unit.

- ENQUIRIES** : all enquiries should be directed to Ms. JN Mthenjana Tel No: 034-4134000
- APPLICATIONS** : all applications must be addressed to Itshelejuba Hospital Private Bag x0047, Pongola, 3170 or hand delivery to Human Resource section.
- NOTE** : Advertisement and accompanying notes must clearly capture the requirements and drivers licence (Where applicable) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. HR endorsed certificate of service/work experience(c) curriculum vitae with full record of service certified copy of identity Documents not more than three months. Failure to comply with the above instructions will disqualify the applicants. The reference number must be indicated in the column provided on z83. E.g. reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. It is the applicant's responsibility to have qualification which is a requirement of the post, evaluated by South African Qualification Authority (SAQA) and to provide proof of such evaluation on the application. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.
- CLOSING DATE** : 10 June 2022
- POST 18/303** : **MEDICAL SPECIALIST ANAESTHETICS REF NO: MEDSPEC SESS ANAES/02/2022(X1 POST)**
Department: Anaesthetics
- SALARY** : Grade 1: R532.00
Grade 2: R608.00
Grade 3: R706.00
Nature of Appointment: Sessional- not exceeding 12 months; subject to annual review No of sessions per week: 12 Sessions (Each Session is equivalent to 1 Hour) Hourly Rate Per Session
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Hospital
Experience: Medical Specialist **Grade 1:** Requires appropriate qualification plus registration with the Health Professions Council of South Africa. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. Medical Specialist **Grade 2:** Requires appropriate qualification, registration certificate plus 5 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology. Medical Specialist **Grade 3:** Requires appropriate qualification, registration certificate plus 10 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology. Senior Certificate (Matric). MBCHB or equivalent qualification registered with the HPCSA. FCA (SA) or MMed (Anaes) Plus. Current Registration with the Health Professions Council of South Africa as a "Specialist Anaesthesiologist". Candidates who

have completed their period of registrar training as registrars may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. Recommendations: Additional experience in providing a specialist service as a senior anaesthetist in the sub-specialty areas of Anaesthesia will be considered an advantage. Knowledge, Skills, Training and Competencies: Knowledge and skills in Clinical Anaesthesia, including Emergency, Medical and Surgical Care and Acute and Chronic Pain. Demonstrate the ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team. Proven management ability, sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships.

DUTIES

: Provide a specialist anaesthesia service on a sessional basis. Provide perioperative anaesthesia care for a variety of specialised and complex sub-disciplines within IALCH. Provide a consultative service and expert opinion on Anaesthesia related matters at IALCH within the staffing norms. Assist with preoperative assessment of patients in the wards or in the pre-anaesthetic clinic. Maintain clinical, professional and ethical standards related to these services. Comply with the guidelines, protocols and clinical audits, in the department as to optimise patient care in the theatres and wards with the resources available. Assist with auditing the activity and outcomes of service of the Anaesthetic Department. Be part of the multi-disciplinary team to optimise patient care and use of Human and other resources. Be actively involved in the Departmental undergraduate and post-graduate teaching programmes. Participate in both academic and clinical administrative activities.

ENQUIRIES

: Dr L Cronjé Tel No: (031) 2401805/1804

APPLICATIONS

: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

NOTE

: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply 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 of 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 form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate. It is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. 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 payment of S&T claims.

CLOSING DATE

: 03 June 2022

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF SOCIAL DEVELOPMENT**

The Department of Social Development is an equal opportunity and Affirmative Action Employer. People with disabilities are encouraged to apply.



- APPLICATIONS** : Applications should be addressed to: Head of Department, Limpopo Department of Social Development, Private Bag X9710, Polokwane, 0700 or hand-delivered at 21 Biccard Street, Olympic Towers Building, Ground Floor Office 030.
- CLOSING DATE** : 10 June 2022 at 16h00
- NOTE** : Applicants are not required to submit certified copies of qualifications with their applications but must submit a duly completed Z83 application for employment form, and a detailed CV, copies of an identity document and driver's licence. Z83 forms is obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za, such copies need not be certified when applying. Certified copies of qualifications will be submitted by shortlisted candidates. All the recommended candidates will be subjected to personnel suitability checks on criminal records, citizenship and educational qualifications. It is the responsibility of the candidate to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All short-listed 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 competency using the mandated DPSA SMS competency assessment tools. 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. The course is available at the NSG under the name Certificate for entry for SMS and the full details can be obtained by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. Correspondence will be entered into with the shortlisted candidates only and if you do not receive any response from us within three (03) months after the closing date, you may regard your application as unsuccessful. However should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No. 3 of 2000. Faxed applications will not be considered. Applicants must clearly indicate the reference number on the Z83. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserves the right to make an appointment in respect of the advertised post. The employment decision shall be informed by the Employment Equity Plan of the Department. Please note: Due to austerity measures, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

MANAGEMENT ECHELON

- POST 18/304** : **CHIEF FINANCIAL OFFICER REF NO: DSD/2022/06 (X1 POST)**
- SALARY** : R1 269 951 per annum (Level 14)
- CENTRE** : Head Office: Polokwane
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognized by SAQA in Financial Management. Five (05) years' of experience at a senior managerial level. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication. Knowledge And Skills: Sound and in-depth knowledge of relevant prescripts and applications, as well as an understanding of the legislative framework governing the Public Service. Strategic capability and

- planning skills. Computer literacy. Good communication skills. Financial management skills. Problem-solving and negotiation skills. Report writing skills. Policy analysis and development.
- DUTIES** : Provide leadership and high-level strategic direction and policy in the Department and coordinate and manage financial regulatory compliance and reporting. To manage the financial and procurement function of the Department and to ensure sound financial management in the Department. Provide physical maintenance services in the department. To establish and maintain appropriate financial systems (analytical tools, information systems and models or projection of cost behaviour) and policies to ensure effective and efficient management of resources. Liaise with relevant role-players in the financial environment regarding transversal financial matters. Manage the provisioning of supply chain management services. Ensure effective and efficient financial management/administration by collaborating in the development of training programme or by providing direct training in financial matters to an official of the department. Interpretation and implementation of Branch strategy. Develop Policies, and design planning frameworks and guidelines to operationalise strategy. Manage functions of Directors and Component (ensure resources are available, financial management etc.).
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr MJ Sekgobela / Mr QLM Mogotlane / Ms ME Gafane at Tel No: 015 230 4315/4375/4426
- POST 18/305** : **DISTRICT DIRECTOR REF NO: DSD/2022/07**
- SALARY** : R1 073 187 per annum (Level 13), (all-inclusive remuneration package)
- CENTRE** : Capricorn District
- REQUIREMENTS** : An undergraduate qualification (NQF Level 07) as recognized by SAQA. A minimum of five (05) years' experience at middle/ senior managerial level. A valid driver's licence. Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of the legislative framework governing the Public Service. Strategic capability and planning skills. Computer literacy. Good communication skills. Problem-solving skills. Financial Management skills.
- DUTIES** : Develop a business plan in line with the strategic objectives of the department. Develop and ensure the implementation of policies, norms and standards. Promote partnership for the delivery of primary social services. Manage integrated community development services in the district. Provide population and information development services at the district. Implement and monitor the provision of developmental social welfare services at the district. Strengthen the technical capacity of NGO's to ensure effective implementation of the programmes. Provide financial support service in accordance with the relevant directives and legislation. Manage and utilize resources in accordance with the relevant directives and legislation. Overall management of services and administration of the district. Coordination with the relevant stakeholders for the provision of integrated services.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr MJ Sekgobela / Mr QLM Mogotlane / Ms ME Gafane at Tel No: 015 230 4315/4375/4426

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

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

<u>CLOSING DATE</u>	:	03 June 2022
<u>NOTE</u>	:	Applications should be submitted on the <i>online application system</i> of the Department of Health (Mpumalanga Province) and applicants must submit copies of qualifications, identity documents and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Please quote the CORRECT references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za NB: Only Online Applications will be accepted. NB: Candidates who are not contacted within 6 months after the closing date must consider their applications as having been unsuccessful. Please Note Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. Those who have previously applied for the re-advertised posts may re-apply. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications) N.B. Applicants are advised to apply as early as possible to avoid disappointments.

OTHER POSTS

<u>POST 18/306</u>	:	<u>MEDICAL OFFICER GRADE 3 REF NO: MPDOH/MAY/22/01 (X2 POSTS)</u> (Replacements)
<u>SALARY</u>	:	R1 106 037 - R1 382 802 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Themba Hospital Ehlanzeni District)
<u>REQUIREMENTS</u>	:	MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2022) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Grade 3: A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of eleven (11) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, 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. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship. <u>NB:</u> Any previous experience must be covered by the attachment of certificate of services.

- DUTIES** : Provide clinical care to patients. The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervise junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal documents timeously. Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Provide clinical care to patients in the wards, OPD/Casualty and clinics. Assist in clinical audit. Participate in after-hour calls. Participate in continuing medical education. Perform medical procedures and perform duties related to maternity, casualty, wards, theatre and clinics. Render an essential health service to the community. Support and manage patients. Assess and monitor patients. Ensure provision of comprehensive care. Participation in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.
- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 18/307** : **MEDICAL OFFICER GRADE 2 REF NO: MPDOH/MAY/22/02 (X2 POSTS)**
(Replacements)
- SALARY** : R953 049 - R1 042 092 per annum, (Depending of years of experience in terms of OSD).
- CENTRE** : Bethal Hospital (Gert Sibande District)
Themba Hospital (Ehlanzeni District)
- REQUIREMENTS** : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2022) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. **Grade 2:** A minimum of five (5) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, 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. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship. **NB:** Any previous experience must be covered by the attachment of certificate of services.
- DUTIES** : Provide clinical care to patients. The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervise junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal documents timeously. Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Provide clinical care to patients in the wards, OPD/Casualty and clinics. Assist in clinical audit. Participate in after-hour calls. Participate in continuing medical education. Perform medical procedures and perform duties related to maternity, casualty,

wards, theatre and clinics. Render an essential health service to the community. Support and manage patients. Assess and monitor patients. Ensure provision of comprehensive care. Participation in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

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

POST 18/308 : **MEDICAL OFFICER GRADE 1 REF NO: MPDOH/MAY/22/03 (X8 POSTS)**
(Replacements)

SALARY : R833 523 - R897 939 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Waterval Boven Hospital (X1 Post)
Gert Sibande District (X1 Post)
Themba Hospital (X7 Posts)
Ehlanzeni District

REQUIREMENTS : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2022) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Grade 1: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, 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. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship. **NB:** Any previous experience must be covered by the attachment of certificate of services.

DUTIES : Provide clinical care to patients. The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervise junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal documents timeously. Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Provide clinical care to patients in the wards, OPD/Casualty and clinics. Assist in clinical audit. Participate in after-hour calls. Participate in continuing medical education. Perform medical procedures and perform duties related to maternity, casualty, wards, theatre and clinics. Render an essential health service to the community. Support and manage patients. Assess and monitor patients. Ensure provision of comprehensive care. Participation in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.

<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 18/309</u>	:	<u>DENTIST GRADE 1 REF NO: MPDOH/MAY/22/04</u> (Replacement)
<u>SALARY</u>	:	R809 067 – R897 939 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Middelburg Hospital (Nkangala District) Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA 2022) as Dentist. A valid work permit will be required from non-South Africans. SA Qualified employee - No experience required after registration with the HPCSA as Dentist (Independent Practice). Foreign Qualified employee - Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Dentist (Independent Practice) for foreign qualified employees. Knowledge and Skills: Ability to work under pressure. Good communication skills. Computer literacy. Valid driver's license. NB: Any previous experience must be covered by the attachment of certificate of services.
<u>DUTIES</u>	:	Render clinical dental services at all health facilities in the District, including travelling to the community (clinics) Ensure appropriate management and treatment of dental patients. Render quality oral health care to patients (whole spectrum, i.e. extractions under general anaesthetics, infection control, waste management, etc.). Ensure appropriate referral of patients. Provide and assure quality health care and information management including generation, collection, collation and analysis of data. Implement policies. Ensure oral health promotion and patient education: Conduct oral health education to patients and identified groups (e.g. elderly at old age homes, school children, etc.). Participate in oral health preventative programs. Participate in oral health month activities (i.e. screening, health talks, etc.). Conduct service need index screening at schools (i.e. cleaning of teeth, extractions, etc.). Supervision of subordinates: Quality of work, Development and PDMS.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 18/310</u>	:	<u>HEAD OF DEPARTMENT (PN-D3): STUDENT AFFAIRS (ACADEMIC) REF NO: MPDOH/MAY/22/05</u> (Replacement)
<u>SALARY</u>	:	R588 390 - R682 098 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Mpumalanga College of Nursing, Kabokweni Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic qualification in Nursing Education registered with SANC. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in Nursing Education after obtaining the 1 year post basic Nursing Education qualification. Proof of current registration with SANC (2022). Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. A

		valid driver's license. NB: Any previous experience must be covered by the attachment of certificate of services.
<u>DUTIES</u>	:	Manage registration, recording of learning and completion of learning program. Manage the examination processes, develop and implementation of quality assurance programs. Collaboration with other stakeholders as well as supporting the mission and vision of the college. Coordinate and manage students' selection processes. Conduct research in own field. Guide, supervise and evaluate performance of administration and academic staff working under him/her and that of students. Compile, keep records and reports of his/her span of control. Implement national, provincial and institutional policies relevant to the discipline. Promote team work amongst team members. Be willing to travel in and out of the province.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 18/311</u>	:	<u>HEAD OF DEPARTMENT (PN-D3): PSYCHIATRY HEALTH NURSING SCIENCE REF NO: MPDOH/MAY/22/06</u> (Replacement)
<u>SALARY</u>	:	R588 390 - R682 098 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Mpumalanga College of Nursing, Kabokweni Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic qualification in Nursing Education registered with SANC. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in Nursing Education after obtaining the 1 year post basic Nursing Education qualification. Proof of current registration with SANC (2022). Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. A valid driver's license. NB: Any previous experience must be covered by the attachment of certificate of services.
<u>DUTIES</u>	:	Co-ordinate theory and practical for Psychiatry Health Nursing Science for the basic program; Develop and design curricula; Conduct research in own field; Guide, supervise and evaluate performance of academic staff working under him/her and that of students; Compile, keep records and reports of his/her span of control; Implement national, provincial and institutional policies relevant to the discipline; Promote team work amongst team members; Teach Psychiatry Health Nursing Science; Be willing to travel in and out of the province.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 18/312</u>	:	<u>OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDOH/MAY/22/07 (X4 POSTS)</u> (Replacements)
<u>SALARY</u>	:	R571 242 – R662 223 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Silobela Clinic (Gert Sibande District) Masibekela Clinic

		Langeloo CHC (Ehlanzeni District) Tweefontein "G" CHC (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Primary Health Care. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in theatre after obtaining the 1 year post basic PHC Nursing Science qualification. Proof of current registration with SANC (2022). Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). NB: Any previous experience must be covered by the attachment of certified copies of Certificates of Service. NB: Any previous experience must be covered by the attachment of certificate of services.
<u>DUTIES</u>	:	Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance to the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 18/313</u>	:	<u>OPERATIONAL MANAGER (PN-A5): FEMALE WARD REF NO: MPDOH/MAY/22/08</u> (Replacement)
<u>SALARY</u>	:	R450 939 - R507 531 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Amajuba Memorial Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Proof of current registration with SANC (2022). A Diploma / Degree in Nursing administration and Management is an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing. NB: Any previous experience must be covered by the attachment of certificate of services.

- DUTIES** : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal Nursing Services as an Operational Manager in Female ward. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter-Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.
- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za
- POST 18/314** : **ASSISTANT DIRECTOR: CORPORATE SERVICES REF NO: MPDOH/MAY/22/09 (X3 POSTS)**
(Replacements)
- SALARY CENTRE** : R477 090 per annum. (Level 10), plus service benefits.
Bethal Hospital
Standerton Hospital (Gert Sibande District)
Mmamethlake Hospital (Nkangala District)
- REQUIREMENTS** : Senior Certificate / Grade 12 plus Diploma / Degree in Administration or Public Management as recognized by SAQA. At least 3 to 5 years' experience at supervisory level. Knowledge of Human Resources and Administrative support services. Sound financial management, facility management and supervision. Valid driver's license. Willingness to work extra hours and be on standby when need arises. Advanced computer literacy (MS Word, Excel). Good written and communication skills. Good planning and organizational skills. Knowledge of the PFMA / Labour Relations and other relevant prescripts. Good interpersonal, problem – solving and dispute resolution, communication, analytical and writing skills. Computer literacy. Valid driver's license. Ability to work under pressure with minimum supervision. Ability to conduct seminars or workshops and presentation of budget. Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills. Knowledge of the Public Service Regulations 2001, Public Service Act 1994, Employment Equity Act 55 of 1998, Labour Relations Act 66 of 1995 and other related prescripts of the Department of Health.
- DUTIES** : Overall management of hospital administration include facility management and security. Efficient and effective implement the Departmental strategic planning of the corporate services. Management of personnel administration, human resource development and training, disciplinary procedures, labour relations, recruitment and selection processes and staff performance assessment. Management of hospital fees, admissions and medical records. Effectively manages all facility based support services and oversees maintenance requirements. Support the Medical Manager and management team. Effectively and efficiently run the Corporate Services within the hospital and give full support to other services and programmes within the Hospital. Ensure high level of administration and improve cleanliness within the hospital environment. Promotion of equity when it comes to resource distribution to ensure that the targets are achieved. Effectively manage and develop human resources, including sound employment relations. Support Employee Assistance Programme, departmental health information and communication

technology functions in the hospital. Exercise and regulate, control over institutional activities. Monitor implementation of the plans. Represent the district / hospital in various forums at the district level and report to senior structures of the department. Provide subordinates with the overall policy framework and provide strategic leadership. Develop and maintain constructive working relationships within administration and support and other Professional structures. Monitor and ensure proper utilisation of financial and physical resources. Be responsible for the supervision and evaluation of the staff performance. Manage the office budget. Coordinate proper staffing of hospital.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

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

POST 18/315 : **CHIEF DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: MPDOH/MAY/22/10 (X3 POSTS)**
(Replacements)

SALARY : R473 112 – R525 087 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Evander Hospital (Gert Sibande District)
Tonga Hospital (Ehlanzeni District)
KwaMhlanga Hospital (Nkangala District)

REQUIREMENTS : Senior Certificate / Grade 12 plus an appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable). Grade 1: SA Qualified employees: A minimum of three (3) years appropriate experience in profession after registration with the Health Professional Council of South Africa (HPCSA) as independent practice (where applicable) in respect of employees who performed Community Service, as required in SA. Foreign Qualified employees: four (4) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as required in SA. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' license. **NB**: Any previous experience must be covered by the attachment of certificate of services.

DUTIES : Ensure patient care during imaging for optimal diagnostic purpose: Explain procedures to patients, prepare patient for imaging, Assist and position patient for imaging, perform imaging. Practice radiation protection to minimize radiation dose to staff, patients and general public: Establish LMC status of female patients, adhere to radiation safety standards (secure area, lead aprons etc), Apply correct radiation/exposure factors (correct dosages), Exercise clinical responsibility to ensure optimal diagnostic imaging: Interpret clinical history of patients to determine the correct procedure, ensure correct positioning of patient to minimize radiation exposure to the patient, ensure correct identification of patient image (name, lead markers etc). Participate in Education and training programs for continuous professional development and quality service delivery: Practical training and evaluation of students Implement quality assurance programs for quality service delivery, Check/test radiation equipment and report faults, apply reject analysis, Adhere to policies and protocols.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

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

POST 18/316 : **LECTURER GRADE 1 (PN-D1) REF NO: MPDOH/MAY/22/11 (X4 POSTS)**
(Replacements)

SALARY : R388 974 – R450 939 per annum, (Depending of years of experience in terms of OSD).

<u>CENTRE REQUIREMENTS</u>	: Mpumalanga College of Nursing, Kabokweni : Senior Certificate / Grade 12 plus 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 plus post basic qualification in Nursing Education registered with the SANC. A minimum of four (4) years appropriate / recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. A valid driver's license. NB: Any previous experience must be covered by the attachment of certificate of services.
<u>DUTIES</u>	: Provision of quality nurse education and training through professional training programmes and curricula as directed by the professional scope of practice and standards as determined by the health training facility. Teaching of clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health training facility. Demonstrate effective communication with students. Coordinate clinical learning exposure to learners between Nursing School and clinical areas. Implement assessment strategies to determined learner's competencies. Work as part of the education team to ensure good nurse training Work effectively, co-operatively amicably with students and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and manage training programmes in order to meet training outcomes as determined by the health training facility.
<u>ENQUIRIES</u>	: Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	: Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 18/317</u>	: <u>LECTURER GRADE 1 (PN-D1): PHC REF NO: MPDOH/MAY/22/12</u> (Replacement)
<u>SALARY</u>	: R388 974 – R450 939 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	: Mpumalanga College of Nursing, Kabokweni : Senior Certificate / Grade 12 plus 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 plus post basic qualification in Nursing Education registered with the SANC. A minimum of four (4) years appropriate / recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. A valid driver's license. NB: Any previous experience must be covered by the attachment of certificate of services.
<u>DUTIES</u>	: Provision of quality nurse education and training through professional training programmes and curricula as directed by the professional scope of practice and standards as determined by the health training facility. Teaching of clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health training facility. Demonstrate effective communication with students. Coordinate clinical learning exposure to learners between Nursing School and clinical areas. Implement assessment strategies

to determined learner's competencies. Work as part of the education team to ensure good nurse training Work effectively, co-operatively amicably with students and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and manage training programmes in order to meet training outcomes as determined by the health training facility.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

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

POST 18/318 : **RADIOGRAPHER GRADE 1-3 REF NO: MPDOH/MAY/22/13**
(Replacement)

SALARY : R322 746 – R540 954 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Embhuleni Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 plus an appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable). **Grade 1:** SA Qualified employees: None after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service, as required in SA. Foreign Qualified employees: One (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as required in SA. **Grade 2:** SA Qualified employees: Minimum of ten (10) years after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service, as required in SA. Foreign Qualified employees: Minimum of eleven (11) years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as required in SA. **Grade 3:** SA Qualified employees: Minimum of twenty (20) years after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service, as required in SA. Foreign Qualified employees: Minimum of twenty one (21) years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as required in SA. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' licenses. NB: Any previous experience must be covered by the attachment of certificate of services.

DUTIES : Ensure patient care during imaging for optimal diagnostic purpose: Explain procedures to patients, prepare patient for imaging, Assist and position patient for imaging, perform imaging. Practice radiation protection to minimize radiation dose to staff, patients and general public: Establish LMC status of female patients, adhere to radiation safety standards (secure area, lead aprons etc), Apply correct radiation/exposure factors (correct dosages), Exercise clinical responsibility to ensure optimal diagnostic imaging: Interpret clinical history of patients to determine the correct procedure, ensure correct positioning of patient to minimize radiation exposure to the patient, ensure correct identification of patient image (name, lead markers etc). Participate in Education and training programs for continuous professional development and quality service delivery: Practical training and evaluation of students Implement quality assurance programs for quality service delivery, Check/test radiation equipment and report faults, apply reject analysis, Adhere to policies and protocols.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

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

<u>POST 18/319</u>	:	<u>LECTURER GRADE 1 (PN-D1) REF NO: MPDOH/MAY/22/14</u> (Replacements)
<u>SALARY</u>	:	R388 974 – R450 939 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Mpumalanga College of Nursing: Rob Ferreira Campus Senior Certificate / Grade 12 plus 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 plus post basic qualification in Nursing Education registered with the SANC. A minimum of four (4) years appropriate / recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. A valid driver's license. <u>NB</u> : Any previous experience must be covered by the attachment of certificate of services.
<u>DUTIES</u>	:	Provision of quality nurse education and training through professional training programmes and curricula as directed by the professional scope of practice and standards as determined by the health training facility. Teaching of clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health training facility. Demonstrate effective communication with students. Coordinate clinical learning exposure to learners between Nursing School and clinical areas. Implement assessment strategies to determined learner's competencies. Work as part of the education team to ensure good nurse training Work effectively, co-operatively amicably with students and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and manage training programmes in order to meet training outcomes as determined by the health training facility.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 18/320</u>	:	<u>CLINICAL NURSE PRACTITIONER (PN-B1) GRADE 1: PHC REF NO: MPDOH/MAY/22/15 (X2 POSTS)</u> (Replacements)
<u>SALARY</u>	:	R388 974 – R450 939 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Mpakeni Clinic and Legogote Clinic (Ehlanzeni District) Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022) plus a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty, (Diploma in PHC). Current registration with the SANC as a Professional Nurse. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work Leadership and sound interpersonal skills. Problem solving and decision making skills. Good supervisory and teaching skills. <u>NB</u> : Any previous experience must be covered by the attachment of certificate of services.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Demonstrate effective

communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Participate in quality improvement programs. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations. Ensure adherence to Batho Pele Principles and Patient Right Charter.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

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

POST 18/321 : **DENTAL THERAPIST GRADE 1 REF NO: MPDOH/MAY/22/16**

SALARY : R322 746 – R367 299 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Mapulaneng Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA), in the relevant profession (where applicable). Registration with HPCSA as a Dental Assistant and proof of current registration (2022). Valid driver's license will be an added advantage. **NB:** Any previous experience must be covered by the attachment of certificate of services.

DUTIES : The incumbent should have a dental assistant knowledge including infection control, chair site assistant, maintenance of equipment, stock control knowledge of instruments and materials as well as inventory, he or she will work in dental surgery in the clinic, mobile prison, institutions and any other administrative duties including patients' registration. Answering of telephone, filing of cards, ordering of materials, and booking of patients. Prepare the dental exam room for use by the dentist by making sure it is stocked and organized. Sterilizing dental instruments and equipment, and placing for easy access. The person will also doing relief duties in other clinics, prisons, mobile and institution. The person will also be rotating within the sub districts. He or she should have good communication skills, good interpersonal relations and ability to work under pressure. Perform all other duties as delegated by Supervisor/ Manager.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

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

POST 18/322 : **PRINCIPAL PERSONNEL OFFICER REF NO: MPDOH/MAY/22/17**
(Replacement)

SALARY : R261 372 per annum, (plus service benefits)

CENTRE : Tintswalo Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent plus three (3) years' experience in Human Resource unit or Diploma / Degree in Human Resource, Administration / Public Management. Extensive knowledge of PERSAL and at list must have three PERSAL courses including interpreting PERSAL reports. A Good understanding and Functional knowledge of the Public Service Act, Public Service regulations, Basic condition of employment Act, Employment Equity Act, Computer literacy, Good interpersonal skills, Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's license will serve as an added advantage.

DUTIES : Implement and maintain human resource administration practices. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, vetting of candidates, secretarial functions for interviews, absorptions of staff, probationary periods, etc. and also responsible

for conditions of service and benefits: leave salaries, leave graduates, pensions, termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Coordinate Performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide and advice the staff on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Coordinate the implementation of recruitment and selection process. Provide support to Chief Personnel Officer / HR Manager.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

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

POST 18/323 : **FOOD SERVICE MANAGER REF NO: MPDOH/MAY/22/18**

SALARY : R261 372 per annum, (plus service benefits)
CENTRE : Mpumalanga College of Nursing, Kabokweni
REQUIREMENTS : Senior Certificate / Grade 12 plus six (6) years relevant experience or Diploma / Degree in Food & Beverage Management / Food Technology / Hospitality Management / Food Science. Knowledge of food service management. Excellent communication (written and verbal) skills. Prior knowledge of stock and key control required. Good interpersonal, analytical and problem solving skills. Ability to work as a team and independently under pressure. Should have effective leadership skills. Computer literacy. Drivers licence will be an added advantage.

DUTIES : Manage material resources, manage equipment's, and manage the preparation and serving of food and refreshment, manage stock. Conduct stock taking. Ensure cleanliness in the unit. Compile performance packs and conducting performance reviews of staff. Ensure compliance to occupational health and safety. Exercise over control in the section. Apply hygienic in good service unit. Planning and coordinate venues, meetings, schedules and services. Developing and implementing of policies in the section, compiling of reports and submit on monthly basis. Supervision in the section.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

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

POST 18/324 : **PROFESSIONAL NURSE WITH MIDWIFERY (PN-A2) GRADE 1-3 REF NO: MPDOH/MAY/22/19 (X3 POSTS)**
 (Replacements)

SALARY : R260 760 - R492 756 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Mmamethlake Hospital
 Allemansdrift CHC (Nkangala District)
 Nelspruit CHC (Ehlanzeni District)

REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022). Current registration with the SANC as a Professional Nurse. A minimum of 1 – 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **NB:** Any previous experience must be covered by the attachment of certificate of services.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians,

including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho Pele). Effectively manage resources allocated in your unit.

ENQUIRIES

: Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

APPLICATIONS

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

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS**

- APPLICATIONS** : All applications, together stating the relevant reference number should be sent to: The Head of Department, Department of Co-operative Governance, Human Settlements and Traditional Affairs Private Bag X5005 Kimberley, 8300 OR Hand deliver at 9 Cecil Sussman Road, Larry Moleko Louw Building Kimberley.
- FOR ATTENTION** : Ms. K. Moitsehang, Human Resources, Tel No: 053 830 9459.
- CLOSING DATE** : 03 June 2022
- NOTE** : The Department requests applicants to apply by submitting applications on the new Z83 form obtainable from any Public Service Department or from the DPSA web site link: <http://www.dpsa.gov.za/dpsa2g/vacancies.asp> that should be accompanied by comprehensive CVs (previous experience must be expansively detailed) and copies of qualifications, service certificates to support senior management experience, driver's licence and proof of registration with professional bodies where applicable, identification document and permanent residency/work permit. The above mentioned copies need not be certified when applying for a post. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of interview following communication from HR. As from 1 January 2021, applications received on the incorrect application form (Z83) will not be considered. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. It is applicant's responsibility to have foreign qualifications evaluated by South African Qualification Authority (SAQA). If you apply for more than one post, please submit separate applications for each post that you apply for. Correspondence will only be entered into with short-listed candidates within three (3) months after the closing date of the post. If by then you have not been contacted for an interview, you were not successful in your application. Important: The Department is an equal opportunity and affirmative action employer. Women and persons with a disability are encouraged to apply. It is our intention to promote representivity in Department of COGHSTA through the filling of posts. The Department reserves the right not to fill a position. Please note, that the personal information of each applicant will be solely used for recruiting purposes and will not be used by any other purposes as required by the Protection of Personal Information Act, No. 4 of 13 Act effected on 1 July 2021.

MANAGEMENT ECHELON

- POST 18/325** : **CHIEF DIRECTOR: HUMAN SETTLEMENTS REF NO: HS/1/5/2022**
Branch: Human Settlements
- SALARY** : R1 269 951 per annum (Level 14), all-inclusive package
- CENTRE** : Kimberley Provincial Office (Larry Moleko Louw Building)
- REQUIREMENTS** : Applicants must be in possession of a Degree at NQF level 8 as recognized by SAQA, in Project Management/Construction Management/Housing Development coupled with 8-10 years' experience at senior managerial level. A valid driver's license. Knowledge of PFMA; Knowledge of Public Service Act; Knowledge of Public Service Regulations, Knowledge of Human Resource prescripts. Knowledge of Housing Act and Housing Code; Knowledge of Labour Relations Acts; Knowledge of Legislations; Knowledge of Criminal Act; Extensive knowledge of legal interpretations; Knowledge of BBE Acts; Knowledge of Treasury Regulations and guideline; Knowledge of the Constitution of South Africa. In depth knowledge of Procurement Policies and Acts; Knowledge of and understanding of the Standard Chart of Accounts (SCOPA); Knowledge of the Basic Accounting System (BAS) and LOGIS as well as the Departmental Reporting Framework Guide. Presentation skills;

Analytical skills; Interpersonal relation skills; Computer skills; Strategic Planning skills; Research skills; Financial management skills; Time management skills; Report writing skills; Problem solving skills; Communication skills; Conflict management skills; Change management skills; Project management skills; Decision making skills; Chairing of meetings; Confidentiality ;Proactive ;Honesty; Integrity; Professionalism; Punctual; Service oriented; Ability to work under pressure; Flexibility to work extra hours; Team orientated.

DUTIES : The Chief Director's responsibilities will be to provide strategic project management for the integrated feasibility study. Ensure the creation of sustainable human settlements throughout the province. Manage the state owned property and facilitate home ownership through relevant policies. Ensure effective administration of housing subsidy system in the department. Ensure effective administration of contracts to fast-track housing development projects. Support the Project Steering Committee and the Technical Committees in their mandate to provide overall conceptual and strategic planning parameters. Develop and facilitate implementation of human settlements policies, legislation and need research. Ensure effective and efficient management of human, financial resources of the chief directorate and coordinate projects.

ENQUIRIES : Mr. B.S. Lenkoe Tel No: (053) 830 9427
NOTE : "With reference to the DPSA Directive on the pre-entry Senior Management certificate, successful candidates are expected to produce proof of completion of the course prior to taking up appointment". To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: <https://www.thensg.gov.za>. 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) Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.

POST 18/326 : **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: CS/2/5/2022**
 Branch: Corporate Services

SALARY : R1 269 951 per annum (Level 14), all-inclusive package
CENTRE : Kimberley Provincial Office (Larry Moleko Louw Building)
REQUIREMENTS : An appropriate Bachelor's degree plus an undergraduate Qualification in General Management/ Public Management or equivalent qualifications (NQF Level 7) as by SAQA. A compulsory Pre-Entry Senior Management Certificate will be required before assumption of duty. Five (5) years' experience in a Strategic Management environment at a senior management Level in the Corporate Service environment in the Public Service. A valid driver's license. Knowledge of administration policies and practices, budgeting and managerial functions, Provincial practice notes, Delegation authority, Basic conditions of employment, Public Service Acts and Regulations, Constitution of RSA and other relevant legislation, Advanced knowledge of PFMA, Treasury Regulations, Practice Notes, Division of Revenue Act, Provide effective and efficient corporate communication services. Strategic planning, Problem solving and analytical thinking, Ability to communicate and present issues to management, Intermediate financial management skills, Numeracy skills, Team building, Communication, Project Management, Conflict Management, Risk analysis and control, Good inter-personal communication, Planning and Organizing, Report writing, Innovation and creativity and Empowerment Attributes – Honesty, Integrity, Creative, Reliable and Accurate, Team Leader and Player, be able to work under pressure, confidentiality, decisive, assertive, influencing skills, customer service orientated, change orientated.

DUTIES : Identify support and develop strategies that will promote improvement of Human Resource Management successfully. Effectively manage human resource Directorate. Interact with the relevant chief directors and directors, departments, public and private stakeholders regarding the improvement of Human Resource Management. Identify support and develop strategies that will promote improvement of Information Communication Management Services successfully. Manage the provision of legal advice services. Ensure

goals and objectives of Communication Services are reached with quality service and economically. Formulate communication strategies. Determine the most effective work Procedures and methods to achieve the Directorate's goals and objectives. Monitor the implementation of office administration and facilities. Ensure effective allocation and utilization of resources of security, office administration and auxiliary services Directorate.

**ENQUIRIES
NOTE**

: Mr. B.S. Lenkoe Tel No: (053) 830 9427
: "With reference to the DPSA Directive on the pre-entry Senior Management certificate, successful candidates are expected to produce proof of completion of the course prior to taking up appointment". To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: <https://www.thensg.gov.za>. 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) Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.

POST 18/327

: **DIRECTOR: REGIONAL HEADS REF NO: JTG3/5/2022, REF NO: NAM/4/5/2022, REF NO: PKS/5/5/2022 (X3 POSTS)**
Branch: Corporate Services

**SALARY
CENTRE
REQUIREMENTS**

: R1 073 187 per annum (Level 13), all-inclusive package
: Kuruman / De Aar/ Springbok
: An appropriate Bachelor's Degree in Public Management / Administration. A minimum of 6-10 years of experience in middle Management with a thorough knowledge of National and Provincial legislations governing the Municipalities. An extensive experience of Local Government and Human Settlements. Ability to work collaboratively with a range of stakeholders in facilitating, enabling advisory or informative capacity. Core competencies: strategic capability and leadership, People management and empowerment, Programmed and project management, financial and change management. A valid driver's license.

DUTIES

: To provide strategic direction and support in the implementation of the mandate of the Department at district and municipal level. Manage the implementation of Human Settlements projects. Oversee and implement human settlements policy direction, housing development, and housing asset management. To implement and coordinate Governance services within the districts. Manage, facilitate, and provide Human Resource management and financial management to the district office. Provide professional planning support to stakeholders. Monitor and support district and local municipalities in the areas of municipal administration and governance, municipal valuations, municipal performance reporting, municipal development planning and infrastructure development.

**ENQUIRIES
NOTE**

: Mr. B.S. Lenkoe Tel No: (053) 830 9427
: "With reference to the DPSA Directive on the pre-entry Senior Management certificate, successful candidates are expected to produce proof of completion of the course prior to taking up appointment". To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: <https://www.thensg.gov.za>. 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) Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.

POST 18/328

: **DIRECTOR: GENERAL SUPPORT SERVICES REF NO: CS/6/05/22**
Branch: Corporate Services

**SALARY
CENTRE**

: R1 073 187 per annum (Level 13), all-inclusive package
: Kimberley Provincial Office (Larry Moleko Louw Building)

- REQUIREMENTS** : An appropriate Bachelor's degree in Social Sciences/ Public Management or any equivalent qualification (NQF level 7) plus a minimum of 5 years' experience at a middle/senior managerial level. Computer literacy. Valid Driver's licence. Knowledge of administration policies and practices, budgeting and managerial functions, Provincial practice notes, Delegation authority, Basic conditions of employment, Public Service Acts and Regulations, Constitution of RSA and other relevant legislation, Advanced knowledge of PFMA, Treasury Regulations, Practice Notes, Division of Revenue Act, Provide effective and efficient corporate communication services. Strategic planning, Problem solving and analytical thinking, Ability to communicate and present issues to management, Intermediate financial management skills, Numeracy skills, Team building, Communication, Project Management, Conflict Management, Risk analysis and control, Good inter-personal communication, Planning and Organizing, Report writing, Innovation and creativity and Empowerment Attributes – Honesty, Integrity, Creative, Reliable and Accurate, Team Leader and Player, be able to work under pressure, confidentiality, decisive, assertive, influencing skills, customer service orientated, change orientated.
- DUTIES** : Manage and facilitate the provisioning of Auxiliary Services and Security Management; Provide IT related business solutions in support of the Departments service delivery; Manage ICT operations pertaining to user support and system maintenance; Manage all IT Service Level Agreements; Effective and efficient management of transport services; of auxiliary services and of departmental resources; Ensure effective marketing of all departmental plans and programmes; Establish effective communication mechanisms for the alignment of all programmes; Formulation, implementation and review of records management policies; Development, implementation and maintenance of file plan and records control schedule as well as the disposal of departmental records and Safety custody and storage of records.
- ENQUIRIES** : Mr. B.S. Lenkoe Tel No: (053) 830 9427
- NOTE** : "With reference to the DPSA Directive on the pre-entry Senior Management certificate, successful candidates are expected to produce proof of completion of the course prior to taking up appointment". To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: <https://www.thensg.gov.za>. 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) Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.
- POST 18/329** : **DIRECTOR: TRADITIONAL AFFAIRS REF NO: TA/7/05/22**
Branch: Traditional Affairs
- SALARY** : R1 073 187 per annum (Level 13), all-inclusive package
- CENTRE** : Kimberley Provincial Office (Larry Moleko Louw Building)
- REQUIREMENTS** : To qualify for the appointment the applicant must be in possession of a Bachelor of Arts Degree in Humanities / Public Management (NQF Level 7) with 5 years' extensive middle management experience in the Public Service. A Valid driver's license is a prerequisite. Extensive knowledge of Traditional leadership environment, relevant legislation, protocol, processes and practices, Information management, Public service related legislation and regulations, PFMA and other related policy prescripts. Extensive Leadership and strategic management skills, Research Skills, Excellent interpretation of policy and legislation (development and processes), Communication and interpersonal skills, Networking and people skills, Planning and organizational skills, Project management skills, Financial Management skills, Diversity management skills, Computer skills, Conflict resolution skills, Problem solving skills, Strategic thinking and decision making skills, Analyzing skills, Excellent report writing skills.
- DUTIES** : Ensure the establishment of Traditional Institutions and coordinate Houses of Traditional Leadership support in the Northern Cape Province. Provide strategic leadership to the secretariat, Houses of Traditional Leaders and Management. Ensure administrative governance, financial and legislative

support for Traditional Leaders, councils and communities. Provide community development, partnership development and capacity building services to the institution of traditional leaders and communities. To manage, support and direct research with regards to dispute resolution and developmental issues pertaining to traditional leadership and institutions. Oversee administration and financial support to traditional councils. Provide direction and advice on traditional leadership policy, legislation and research as well as monitor the alignment with National legislation and institutional developments. Oversee the implementation of policies, legislation, prescripts and processes pertaining to traditional leadership and institutions. Respond to people's needs and provide services by being, fair, impartial, and without bias. Be development-orientated regarding communities, staff and traditional councils. Promote an institution that is people centered, accountable, responsive and informative. Handle disputes regarding succession, land administration. Oversee research management. Compile the budget and oversee the responsible spending thereof.

**ENQUIRIES
NOTE**

: Mr. B.S. Lenkoe Tel No: (053) 830 9427
 : "With reference to the DPSA Directive on the pre-entry Senior Management certificate, successful candidates are expected to produce proof of completion of the course prior to taking up appointment". To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: <https://www.thensg.gov.za>. 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) Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.

POST 18/330

: **DIRECTOR: HUMAN SETTLEMENTS PROGRAMMES & PROJECT
MANAGEMENT REF NO: HS 8/5/22**
 Branch: Human Settlements

**SALARY
CENTRE
REQUIREMENTS**

: R1 073 187 per annum (Level 13), all-inclusive package
 : Kimberley Provincial Office (Larry Moleko Louw Building)
 : An undergraduate qualification (NQF 7) in Civil Engineering or in Built Environment. A minimum of 5 years MMS experience in built environment. Knowledge of Financial management; Contract management; Programme and project management; Information management. Public Finance Management Act, Technical knowledge of the built environment, Civil and Construction regulations, Political Environment, Procurement processes and systems, Occupational health and safety, Financial administration processes and systems (WCS), PMBOK Guidelines. Skills: Management skills; Advanced report writing; Advanced communication; Analytical thinking; Strategic planning; Negotiation skills; Programme and project management skills; Organizing and planning; Policy formulation. Ability to work independently. Willing to adapt work schedule in accordance with professional requirements and compelling circumstances. Ability to work effectively and efficiently under pressure. Ability to meet tight deadline whilst delivering excellent results.

DUTIES

: Manage and coordinate the provision of housing infrastructure to allocated beneficiaries, Manage and coordinate town planning and land survey which includes upgrading of informal settlements within the province. Manage and coordinate provision of infrastructure which include water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, waste water and water treatment works), sewer lines, oxidation ponds, water treatment plant; transport engineering (design and construction: of roads and pavements) and (iii) construction materials. Manage and provide support and coordinate monitoring and evaluation of regional offices in the development and construction of good quality houses, Manage and coordinate the monitoring and evaluation of all human settlement projects during and post implementation thereof. Manage the implementation and monitoring of human settlements development guidelines, processes, standards and strategies: Identify infrastructure and construction management trends and opportunities for businesses processes improvement. Ensure compliance with project processes approved programs and relevant

framework. Ensure the development and implementation of support tools. Ensure the implementation of sound effective and efficient internal control system. Manage the Directorate. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations; Develop and manage the operational plan of the Directorate and report on progress as required; Manage performance and development of employees; Establish, implement and maintain efficient and effective communication arrangements; Compile and submit all required administrative reports; Quality control of work deliver Monitor the budget and expenditures for the Directorate. Mr. B.S. Lenkoe Tel No: (053) 830 9427

**ENQUIRIES
NOTE**

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: "With reference to the DPSA Directive on the pre-entry Senior Management certificate, successful candidates are expected to produce proof of completion of the course prior to taking up appointment". To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: <https://www.thensg.gov.za>. 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) Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.

POST 18/331

: **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: FIN 9/05/22**
Branch: Office of the Chief Financial Officer

**SALARY
CENTRE
REQUIREMENTS**

: R1 073 187 per annum (Level 13), all-inclusive package
: Kimberley Provincial Office (Larry Moleko Louw Building)
: A recognized Bachelor's Degree or equivalent three-year qualification (NQF Level 7) as recognized by SAQA, preferably in Supply Chain Management/ Financial Management/ Business Administration/Logistics/Purchasing Management. A post Graduate Qualification will be an added advantage. Minimum of 5 (five) years' experience middle/senior management level, Minimum 5 (five) years of functional experience at a Supply Chain Management Unit within the Public Sector environment. A valid drivers' license. A compulsory Pre-Entry Senior Management Certificate will be required before assumption of duty.

DUTIES

: Manage an effective and efficient Supply Chain Management. Provide technical advisory services on an array of SCM related issues, exercise control over the entire Supply Chain Management Directorate (Demand, Acquisition, Assets and Contract Management functions). Liaise where necessary with the relevant stakeholders involved with the procurement activities of the Department. Coordinate, compile and manage the timely and correct submission of reports to internal and external stakeholders. Ensure prompt submission of documents to the Chief Financial Officer and Head of Department. Identify and provide training to staff as required. Respond to audit queries. Manage the implementation of risk management strategy with the directorate. Implement and maintain a system of protection of information within the directorate. Preserve the highest standards of honesty, integrity, impartiality and objectivity. Update and maintain SCM policies and procedures. Set performance standards with respect to service delivery, clients and value for money per category demand purchases. Manage and enhance the performance of the SCM Directorate, including implementation of recommendation form audit findings (internal and external audit findings), action plans to mitigate against identified risks. Perform other related functions as may be directed by the Chief Financial Officer.

**ENQUIRIES
NOTE**

: Mr. B.S. Lenkoe Tel No: (053) 830 9427
: "With reference to the DPSA Directive on the pre-entry Senior Management certificate, successful candidates are expected to produce proof of completion of the course prior to taking up appointment". To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: <https://www.thensg.gov.za>. 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)

Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.

OTHER POSTS

- POST 18/332** : **CHIEF CONSTRUCTION PROJECT MANAGER GRADE A: REF NO: HS10/05/22**
Branch: Human Settlements and Projects
- SALARY** : R1 058 469.per annum, (all-inclusive salary package OSD)
CENTRE : Kimberley Provincial Office (Larry Moleko Louw Building)
REQUIREMENTS : A relevant Bachelor's degree or equivalent qualification in a technical field/the Built Environment with a minimum of 6 years post qualifications professional experience is required, Professional registration with the South African Council for Project and Construction Management Professions (SACPCMP) is compulsory. A valid driver's license and the ability/willingness to travel are essential. Extensive understanding of the NEC, JBCC and GCC form of contract. Knowledge of programme and project management, Project design and analysis, legal and operational compliance as well as the creation of a high-performance culture, Communication skills, Problem-solving and analysis skills, Decision making and conflict management skills, Research and development, Strategic capability and leadership, Financial management and computer skills, Negotiation skills. Applicable legislation and prescripts in the Project Management field, Civil and Construction industries.
- DUTIES** : Technical specification and evaluation of professional service providers' and contractors' bids in terms of project specification, scope of works, general condition of contract, bill of quantities, EPWP requirements and Occupational Health and Safety Act. Ensure that construction projects are implemented in line with the NHBRC requirements and standards, Manage construction projects on his/her own, ranging from large-scale capital projects, to maintenance projects and service contracts, Ensure that the needs of clients are well interpreted into manageable scopes of work, Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in accordance with project execution plans, Coordinate all internal resources required to ensure the bidding process for appointment of contractors, Conduct technical inspections and integrity surveys on various construction assets, Ensure that appointed consultants manage the quality of work within their professional scope and responsibility, Ensure that contractors timeously receive all relevant specifications and details to construct, Adjudicate all applications of variation orders and extensions of time, and make recommendations to the approving authority within the Department, Process all interim monthly payments as per the conditions of contract and in line with Government's commitment to pay invoices timeously, Prepare and submit project information to be filed to the Head of Directorate Secure all required funding for the projects through internal set processes, Ensure that project information is filed appropriately for easy access during audit, Cultivate a culture of good working relationships with fellow colleagues within the Department, Adhere to conditions of Occupational Health and Safety, Conduct research on new best practices of materials, techniques and methods, Ensure delivery of projects within parameters of time and cost to establish and promote effective relationships with clients, Provide expert advice to the Department. Monitor the performance of Project Managers under his/her supervision, Mentor, develop and offer technical support to improve performance.
- ENQUIRIES** : Mr. G.A Booyesen Tel No: (053) 830 9531
NOTE : "With reference to the DPSA Directive on the pre-entry Senior Management certificate, successful candidates are expected to produce proof of completion of the course prior to taking up appointment". To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: <https://www.thensg.gov.za>. 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) Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. The successful

candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.

POST 18/333

: **ENGINEER (PRODUCTION) GRADE A: REF NO: HS 11/05/22**
Branch: Human Settlements and Projects

SALARY
CENTRE
REQUIREMENTS

: R728 829 per annum, (all-inclusive salary package OSD)
: Kimberley Provincial Office (Larry Moleko Louw Building)
: A BSc or BEng in Civil Engineering. Compulsory registration as a Professional Engineer (Pr Eng.) with the Engineering Council of South Africa (ECSA). A minimum of 3 years post qualifications professional experience is required. experience in various fields of civil engineering which include but not limited to: (i) geotechnical investigations and designs; (ii) water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, waste water and water treatment works), sewer lines, oxidation ponds, water treatment plant; transport engineering (design and construction: of roads and pavements) and (iii) construction materials. Exposure to the main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Knowledge of the Infrastructure Delivery Management System (IDMS) and Standard for Infrastructure Delivery and Procurement Management (SIPDM) will be an added advantage. Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license and the ability/willingness to travel are essential.

DUTIES

: Provide inputs to other professionals with tender administration, evaluate infrastructure business plans and prepare submissions to justify funds for infrastructure projects under supervision of a chief engineer. Conduct technical inspections and integrity surveys on various civil engineering assets. Conduct quality control over the work of consultants and contractors during the execution phase of projects. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final professional civil engineering accounts and construction contract final accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake in-house designs, documentation and implementation of minor projects.

ENQUIRIES

: Mr. G.A Booyesen Tel No: (053) 830 9531

POST 18/334

: **CONSTRUCTION PROJECT MANAGER (PRODUCTION) GRADE A REF NO: HS 12/05/22**
Branch: Human Settlements and Projects

SALARY
CENTRE
REQUIREMENTS

: R728 829 per annum, (all-inclusive salary package OSD)
: Kimberley Provincial Office (Larry Moleko Louw Building)
: A relevant Bachelor's degree or equivalent qualification in a technical field/the Built Environment with minimum of 3 years post qualifications professional experience is required, Compulsory registration with the SACPCMP as a Professional Construction Manager, A valid driver's licence, Computer literacy. Knowledge and understanding of the following Acts: The Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, Good planning, financial and budget skills, Sound analytical and good written and verbal communication skills, Knowledge and understanding of the NEC, JBCC and GCC form of contract.

DUTIES

: Contribute to project initiation, scope definition and scope change control for envisaged projects, Provide inputs to other professionals with tender administration, Full project management function, cost, quality and time control, Manage project cost estimates and control changes in line with allocated budgets, Plan and attend project meetings during the project phases, Assist with the compilation of project documentation to support project processes, Implement project administration processes according to Government requirements, Ensure implementation of procurement activities and adherence thereof to Government policies, Provide assistance in

implementing and assuring that project execution is in accordance with the approved project norms and time schedules, Support the project environment and activities to ensure that project objectives are delivered timeously, Manage and engage in multidisciplinary construction teams regarding the construction/maintenance of facilities, Ensure that construction projects are implemented and executed as envisaged in the acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework. Conduct technical inspections and integrity surveys on various construction assets. Manage day to day operational aspects of a project and scope. Effectively apply methodology and enforce project standards to minimise risk on projects. Report project progress to Chief Construction Project Manager.

ENQUIRIES : Mr. B.S. Lenkoe Tel No: (053) 830 9427

POST 18/335 : **ENGINEER (PRODUCTION) GRADE A: REF NO: HS 13/05/22**
Branch: Human Settlements

SALARY : R728 829 per annum, (all-inclusive salary package OSD)
CENTRE : Provincial Office (Kimberley)
REQUIREMENTS : A BSc or BEng in Civil Engineering. Compulsory registration as a Professional Engineer (Pr Eng.) with the Engineering Council of South Africa (ECSA). A minimum of 3 years post qualifications professional experience is required. experience in various fields of civil engineering which include but not limited to: (i) geotechnical investigations and designs; (ii) water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, waste water and water treatment works), sewer lines, oxidation ponds, water treatment plant; transport engineering (design and construction: of roads and pavements) and (iii) construction materials. Exposure to the main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Knowledge of the Infrastructure Delivery Management System (IDMS) and Standard for Infrastructure Delivery and Procurement Management (SIPDM) will be an added advantage. Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license and the ability/willingness to travel are essential.

DUTIES : Provide inputs to other professionals with tender administration, evaluate infrastructure business plans and prepare submissions to justify funds for infrastructure projects under supervision of a chief engineer. Conduct technical inspections and integrity surveys on various civil engineering assets. Conduct quality control over the work of consultants and contractors during the execution phase of projects. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final professional civil engineering accounts and construction contract final accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake in-house designs, documentation and implementation of minor projects.

ENQUIRIES : Mr. G.A Booyesen Tel No: (053) 830 9531

POST 18/336 : **DEPUTY DIRECTOR HOUSING RESEARCH AND POLICY REF NO: HS 14/05/2022**
Branch: Human Settlements

SALARY : R744 255 per annum, (all Inclusive remuneration package)
CENTRE : Provincial Office (Larry Moleko Building)
REQUIREMENTS : The competent and qualified individual to facilitate the development of human settlements policy and research output and provide advice and support for sustainable human settlements. The successful incumbent must have strong analytical and problem-solving abilities and must be willing to travel for work as required. An appropriate post-graduate (or higher qualification) in fields related to the Built Environment, Social Sciences, Economics or Human Geography; A minimum of 5 years management level working experience of policy analysis and/or research in any of the following fields: Social Sciences, Built Environment, Human Geography, Economics or Human Settlements; A valid

(Code B or higher) driving license. A Master's Degree in relevant field of Built Environment, Social Sciences, Economics or Human Geography; Knowledge and experience in: Research and managing research or policy development projects; Sustainability initiatives and policies within the built environment; Human settlements and/or local government legislation and policies, will serve as an advantage. Proven knowledge in: Relevant public service legislation, policies, guidelines with focuses on human settlements, local government or related; Applying qualitative and quantitative research methods and policy development processes. Excellent skills in: Project management and administration; Research; Presentation and report-writing; Communication; Computer literacy in MS Office, Internet, Intranet and other relevant software packages. Ability to: Operate at a strategic level and manage engagements with stakeholders and partners; Advise and support government departments and municipalities on human settlements policy and research when requested; Work effectively both as part of a team and independently. Must be detail conscious, goal driven, adaptable and a team player.

DUTIES : Provide information on and interpretation of human settlement policies and relevant legislation; Design and conduct human settlements research projects that meet the research objectives of the Directorate, Chief Directorate, and the Department; Facilitate the development of human settlement policies, policy review processes, and policy guidelines in line with relevant human settlements legislation; Establish and maintain networks, partnerships, reference groups and consultation processes as necessary to support policy and research; Facilitate the dissemination of relevant human settlements policy and research outputs/information to relevant stakeholders; People and Operational management.

ENQUIRIES : Mr. G.A Booyesen Tel No: (053) 830 9531

POST 18/337 : **DEPUTY DIRECTOR HOUSING PLANNING REF NO: HS 15/05/2022**
Branch: Human Settlements

SALARY CENTRE REQUIREMENTS : R744 255 per annum, (all Inclusive remuneration package)
: Provincial Office (Larry Moleko Building)
: Applicants must be in possession of a Degree/B Tech Degree in Town and Regional Planning coupled with a minimum of 3 years junior management/middle management experience. Registration with SACPLAN as Professional Planner. A valid driver's license. Competencies: Knowledge of strategic planning; Planning legislation and process; Public service reporting and procedures and work environment; Knowledge of Extensive knowledge of housing legislation & policies and development processes; Public Service Regulations; Public Service Act; Municipal Policies; PFMA and MFMA; Housing Act and Housing Code; Ability to understand and comply with resolution; Analytical and Strategic thinking skills; Report writing, Presentation and Facilitation skills; Financial management skills; Project management skills; Communication skills; Application of policy and Research skills; Computer literacy; Time management skills; Good interpersonal relations; Understanding of strategic planning and budgetary processes; Innovative and strategic thinker; Willing to learn and travelling; Independent; Client/customer focus (both internal & external); Work under pressure; Flexible and open to challenge; Service orientated; Integrity; Quick thinker. Must be detail conscious, goal driven, adaptable and a team player.

DUTIES : Review of the multi-year housing development plan in accordance with the National Housing guidelines; Develop basic service provision plans for identified municipalities with informal settlements; Coordinate support to the municipalities in developing and review municipal housing sector plans; Maximize the horizontal and vertical linkages with relevant role players in all three spheres of government in relation to integrated planning; Develop and maintain the project pipeline Research, develop and implement policies and procedures for the sub-directorate; Fulfil and ensure compliance including adherence with all management and administrative processes within the directorate; Manage effective and efficient utilization of human and financial resources.

ENQUIRIES : Mr. G.A Booyesen Tel No: (053) 830 9531

POST 18/338 : **DEPUTY DIRECTOR: COMPLIANCE & CONTRACT MANAGEMENT REF NO: FIN 16/05/22**
Branch: Supply Chain Management

SALARY CENTRE REQUIREMENTS : R744 255 per annum (Level 11), all-inclusive package
: Kimberley Provincial Office (Larry Moleko Louw Building)
: A recognized Bachelors Degree or equivalent qualification (NQF 7) as recognized by SAQA preferably in Finance/SCM/Logistics or B.Com Law. Must have 3 to 5 years related contract Management experience at a supervisory / Assistant Director level; Experience in local government / public administration. Drivers' License is a prerequisite. Knowledge of the SCM policies and Prescripts. Knowledge of logistics, demand and acquisition management. Knowledge of financial management. Knowledge of the Public Service Act. Analytical skills, Computer skills, Planning and Organizing skills, Report writing skills, Project Management skills, Presentation and facilitation skills, Communication skills, Problem solving skills, Interpersonal skills.

DUTIES : Manage the functional operation of the Sub directorate: Supply Chain Contract Management. Manage, undertake and review the monitoring, analyses and determination of actions to ensure proper contract administration. Administer variations to contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancelations and develop proposals for approval. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure deliver off goods/services. Manage the coordination; review and monitoring of contract compliance by determine whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Manage the Sub Directorate: Supply Chain Contract Management and undertake all administrative functions required with regard to financial and HR administration. Maintenance of discipline. Management of performance and development and other related administrative functions. Establish, implement and maintain efficient and effective communication arrangements. Manage and oversee the process of drafting contracts and service level agreements in the department.

ENQUIRIES : Mr. R. Stander Tel No: (053) 830 9400

POST 18/339 : **DEPUTY DIRECTOR: ORGANISTIONAL DEVELOPMENT REF NO: CS 17/05/22**
Branch: Organisational Development

SALARY CENTRE REQUIREMENTS : R744 255 per annum (Level 11), all-inclusive package
: Provincial Office (Larry Moleko Building)
: National Diploma/Degree (NQF Level 7 as recognized by SAQA) in Human Resource Management/Management Services/Production Management/Industrial Psychology/Operations Management or any other relevant, equivalent qualification .Three (3) – five (5) years' relevant experience at Assistant Director level ,A valid driver's license .Competencies: In-depth Knowledge of government prescripts .Job evaluation. Job description and Organisational design, Knowledge of application of Org Plus and Equate systems, DPSA directives and policies on OD and Job Evaluation Business Processes .Knowledge of the HR planning. Project management. Formulation and interpretation of policies. Sound organizing and planning skills. Good communication skills. Computer literate, Problem solving and negotiation skills. Presentation skills Leadership creativity, all management skills.

DUTIES : Manage the organisational structures, establishment and post provisioning of Department Manage the Human Resource Planning and Strategy, Manage the job evaluation, facilitation and development of job descriptions ,Manage service delivery models, business process mapping and standard operating procedures ,Manage Sub-Directorate staff performance and perform ad-hoc tasks as delegated by the Director.

ENQUIRIES : Ms. .K Moitsemang Tel No: (053) 830 9458

POST 18/340 : **DEPUTY DIRECTOR- HUMAN SETTLEMENTS PROJECT MONITORING & EVALUATION: REF NO: HS 18/05/22**
Branch: Human Settlements & Projects

SALARY : R744 255 per annum (Level 11), all-inclusive package
CENTRE : Kimberley Provincial Office (Larry Moleko Louw Building)
REQUIREMENTS : A National Diploma or B.Tech or Bachelor's degree qualification in Project Management (NQF 7) as recognized by SAQA with an added 3 to 5 years' supervisory experience relating to project management and monitoring (Registration with Project Management South Africa (PMSA) will be an added advantage), Experience in built environment. Understanding of strategic planning, Knowledge of the public sector legislative and regulatory framework pertaining to strategic leadership, Research skills, Good analytical skills, Networking and Interpersonal skills, Conflict resolution skills, Complex report writing skills, Project management skills, Presentation and facilitation skills, People management, Negotiation skills, Communication skills, Computer and diversity skills. A valid driver's license and the ability/willingness to travel are essential.

DUTIES : Develop a single common provincial Infrastructure Plan that will be monitored and centrally driven by the provincial head office in terms of all human settlements projects. Facilitate and manage human settlement project progress for all the region. Consolidate monthly progress and quarterly report for human settlements town planning, infrastructure as well as top structures. Facilitate National human settlements project level monitoring and sites visits for the province. Ensure that project information is filed appropriately for easy access during audit. Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the Directorate. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations; Develop and manage the operational plan of the Directorate and report on progress as required; Manage performance and development of employees; Establish, implement and maintain efficient and effective communication arrangements; Compile and submit all required administrative reports; Quality control of work deliver Monitor the budget and expenditures for the Directorate.

ENQUIRIES : Mr. G.A Booyesen Tel No: (053) 830 9531

POST 18/341 : **CONTROL ENVIRONMENTAL OFFICER (GRADE A) REF NO: HS 19/05/22**
Branch: Human Settlements and Projects

SALARY : R502 647 per annum, (all-inclusive salary package OSD)
CENTRE : Provincial Office (Larry Moleko Building)
REQUIREMENTS : An appropriate four-year degree/honours or equivalent qualification (NQF L8) in Natural or Environmental Sciences and six (6) years post-qualification experience. A clear understanding of the Department's role and policy with respect to Environmental Management. Broad knowledge in EIA Regulations and administration in terms National Environmental Management Act (Act No.107 of 1998) (NEMA) and other related environmental regulations governing the environment. Knowledge on Integrated Environmental Management. A basic understanding of government's procurement processes. Innovative thinking, negotiating and networking skills. Managerial skills. Good verbal and written communication and report writing skills are essential. A valid driver's license and the ability/willingness to travel are essential. Knowledge of Human Resources policies. A clear understanding of transformation in the Public Service.

DUTIES : Assess and evaluate human settlements business plans environmental alignment. Ensure the implementation of human settlements projects is aligned to NEMA. Provide input on town planning, infrastructure and housing submission in relation to environmental management and monitoring. Conduct site inspection in human settlements project in line with environmental activities (compliance, monitoring and enforcement (policy) with NEMA Act and Regulation). Perform environmental monitoring, compliance and audit during construction phase in line with environmental management plan and EIA Regulation. Assist with the coordination of environmental impact assessment processes. Provide technical support to municipalities and regional offices in line with environmental Acts and Regulation. Facilitate training and environmentalist.

ENQUIRIES : Mr. G.A Booyesen Tel No: (053) 830 9531

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

- 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>
- CLOSING DATE** : 06 June 2022
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> 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 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 18/342** : **ASSISTANT DIRECTOR: LEGAL SUPPORT REF NO: CAS 07/2022**
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government
- REQUIREMENTS** : An appropriate 4 year relevant post school qualification LLB with 2 years articles; A minimum of 2 years' experience in the legal environment. Recommendation: Training in heritage related disciplines; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Applicable knowledge of Acts: PAJA AND PAIA, NHRA (25 OF 1999), South African Constitution; Knowledge of the following: Litigation process; Inter – Governmental relations; Project management; Skills: Communication (written and verbal); Report writing, Computer Literacy; Planning & Organising; Legal drafting. Abilities: Team Leadership; Applying technology.
- DUTIES** : Conduct assessments of competency of local authorities with regards to the facilitation of devolution of powers and functions in terms of the National Heritage Resources Act (Act 25 of 1999) to capacitate local authorities; Provide legal support to Heritage Western Cape management, council, committees and staff; Conduct training and capacity building exercises and raise awareness; Financial Management; People Management.
- ENQUIRIES** : Ms P. Meyer at Tel No: (021) 483 9691
- POST 18/343** : **ASSISTANT DIRECTOR: CLIENT SUPPORT REF NO: CAS 08/2022**
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Sport Management; A minimum of 3 years relevant supervisory experience. A valid driving licence (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Knowledge and experience of federations and civil society. Competencies: Knowledge of the following: Public Financial Management Act; People management; Computer Utilization; Project management. Skills needed: Interpersonal; Good leadership; Planning and organisational; Communication (written and verbal). Abilities: Work independently; Think innovatively and be a good writer.
- DUTIES** : Manage the following: Transfer funding process; Funding application and reporting process; Management of sector finances and budgeting; Capacity building of Staff; Stakeholder, sport councils and federation engagement. Coordinate the transfer funding process. Monitoring and implementation of National Projects and Programmes. Overall supervision, planning and coordination of sector.
- ENQUIRIES** : Mr T. Tutu at Tel No: (021) 483 9622

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

- 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>
- CLOSING DATE** : 13 June 2022
- 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. Please ensure that you submit your application on or before the closing date as no late applications will be considered. 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 370 214. 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 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-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

- POST 18/344** : **CHIEF DIRECTOR: DEVELOPMENT PLANNING REF NO: EADP 10/2022**
- SALARY** : R1 269 951 per annum (Level 14), (all-inclusive package to be structured in accordance with the rules for SMS)
- 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. Professional Registration required, either with the South African Council for Planners (SACPLAN) or Environmental Assessment Practitioners Association of South Africa (EAPASA). 5 Years' experience at a senior managerial level. A valid driver's license. Successful completion of the Certificate for entry into the SMS. Note: A requirement for appointment is the successful completion of the Senior Management Pre-entry Programme for entry in the Senior Management Service (SMS). This is a Public Service specific training programme which is applicable for appointments at SMS level. Recommendation: A qualification in the Physical, Natural or Environmental Sciences, or City/Town and Regional Planning, Spatial Planning or Development Planning fields would be preferable. 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 knowledge and understanding of modern systems of governance and administration; 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 ambiguity 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 municipal IDP and LGMTEC support; Ensure the coordination of special programmes and projects; Direct the management of sub-regional integrated environmental management regulatory services; Ensure the provision of specialist integrated land management advice on a sub-regional basis; Ensure the provision of land use regulatory support services. Guide and direct the promotion and provision of sustainable spatial planning on a regionalised and sub-regional basis. Guide and direct the provision of development planning intelligence management services; Guide and direct the provision of development planning research services; Manage and engage all spheres of government in integrated development planning and support services through programmes and projects. Optimise communication and stakeholder relationships with development planning stakeholders and partners. Evaluate the performance of the department on a continuous basis against pre-determined key measurable objectives and standards. Ensure that sound people and financial management practices are adhered to in the department.
- ENQUIRIES** : Mr G Gerber Tel No: (+27 21 483 8315) (Cell: +27 83 226 9127)

DEPARTMENT OF HEALTH

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

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

OTHER POSTS

POST 18/345 : **PHARMACIST GRADE 1 TO 3 (POISONS INFORMATION CENTRE)**

SALARY : Grade 1: R703 773 per annum
Grade 2: R762 291 per annum
Grade 3: R833 523 per annum
(A portion of the package can structure according to the individual's personal needs) (With 32 Hours Overtime per Month)

CENTRE REQUIREMENTS : Red Cross War Memorial Children's Hospital

Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the SAPC as a Pharmacist. Experience: **Grade 1:** None after registration as a Pharmacist with the SAPC in respect of SA-qualified employees. 1-year relevant experience after registration as a Pharmacist with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 5 years relevant experience after registration as a Pharmacist with the SAPC in respect of SA-qualified employees, or 6 years relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 13 years relevant experience after registration as a Pharmacist with the SAPC in respect of SA-qualified employees, or 14 years relevant experience after registration as a pharmacist with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies, Pharmacy Acts and Laws. Extensive knowledge of medicines (including over-the-counter preparations), poisons and chemical nomenclature of constituents of products commonly found in homes. Training will be given but the incumbent will hold a key position and will have to demonstrate considerable initiative in performing his/her duties. Ability to work

		systematically and accurately. Good communication and interpersonal skills. Ability to remain calm under pressure. Able to work independently as well as in a team. Computer literacy.
<u>DUTIES</u>	:	Identify, collect, and collate detailed information on potentially toxic substances available in South Africa and systematically check new information against existing information on a database. Enter data or edit existing data on the AfriTox poisons information database accordingly. Establish and maintain contact with manufacturers of products to ensure that the information on the database remains up to date. Give telephonic advice on the identification and treatment of poisoning on the Poisons Information Helpline to health care workers and the general public, and record details of each call. This 24-hour service is provided according to a roster during normal working hours and after-hours (including nights, weekends and public holidays). Perform quality assurance checks on the Poisons TeleLog database.
<u>ENQUIRIES</u>	:	Dr CR Stephen Tel No: (021) 658-5308
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The successful applicant would be required to work the equivalent of 32 hours normal overtime per month, the payment of which is capped according to the minimum notch of salary level 8. "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)"
<u>CLOSING DATE</u>	:	03 June 2022
<u>POST 18/346</u>	:	<u>ASSISTANT MANAGER NURSING (AREA: NIGHTY DUTY) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R571 424 per annum (PN-B3)
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Willingness to work overtime should the need arise, day or night. Competencies (knowledge/skills): Excellent conflict management skills. Excellent writing and communication skills. Ability to work effectively and amicably at management level with people of diverse backgrounds and beliefs. Basic computer literacy. Knowledge of legislation relative to the Health Care Service and policies of the Department of Health. Ability to manage own work, and that of the units which report to the post, and to ensure appropriate interventions to enhance the nursing service at the institution. Skilled nurse clinician able to lead the nursing service within the scope of practice and accepted nursing standards. Proficiency in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Co-ordinate, supervise and delegate the provision of effective and efficient patient care through quality nursing care within set standards and legal framework. Participate in analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor the cost-effective utilization of human, financial and physical resources. Coordinate the provision of effective training and research. Provide effective support to Nursing Services and maintain professional self-development.
<u>ENQUIRIES</u>	:	Ms S Basardien Tel No: (021) 402-6485
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>CLOSING DATE</u>	:	03 June 2022

POST 18/347 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH) DISTRICT SIX CDC**

SALARY : Grade 1: R388 974 per annum (PN-B1)
Grade 2: R478 404 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 as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's license. 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 : Mr R Christoffels Tel No: (021) 833 5400

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 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 to candidates who apply for the first time for registration in the post basic qualification in Advanced Psychiatric Nursing Science.

CLOSING DATE : 03 June 2022

POST 18/348 : **ASSISTANT DIRECTOR: SUPPORT SERVICE (PUBLIC/PRIVATE INITIATIVES & PARTNERSHIPS)**
Directorate: Facilities Management

SALARY : R382 245 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate 3-year Diploma/Degree in Commerce (or equivalent). Experience: Appropriate experience in project management, financial analyses and reporting and contract management. Inherent Requirements: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Advanced computer proficiency in MS Word, Excel and MS Office. Analytical, logical and strategic thinking skills. Excellent communication skills at least two of the three official languages of the Western Cape. Ability to work under pressure Willingness to travel. Ability to work co-operatively with colleagues and stakeholders at all levels of authority but also to work independently. Excellent writing, reporting, research and presentation skills.

DUTIES : Assist with the coordination and implementation of the Exit Strategy for PPP's. Assist with Drafting Terms of Reference in Line with SCM Prescripts and Assist with Bidding Process for the IFMS Model. Assist with maintaining budget efficiencies as set out within the IFMS model. Assist with the development and

		implementation of a plan in terms of the IFMS model for future and existing complexes. Assist with monitoring, training and evaluating the IFMS model.
<u>ENQUIRIES</u>	:	Mr AG Basardien Tel No: (021) 918-1564
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	03 June 2022
<u>POST 18/349</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R261 372 per annum
<u>CENTRE</u>	:	Northern/Tygerberg Sub-structure (X2 Posts) Klipfontein/Mitchell's Plain Sub-structure (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience in a health facility. Inherent requirements of the job: A valid (Code B/EB) and willingness to travel. Willingness to work overtime. Competencies (knowledge/skills): Extensive knowledge of Clinicom/PHCIS. Knowledge and understanding of Basic Accounting System (BAS)/LOGIS or any computerised accounting and logistic system as well as knowledge and experience of budgetary aspects. Knowledge of Supply Chain Management, Procurement policy of the Department and personnel procedures. Good communication skills in at least two of the three official languages of the Western Cape. Advance computer literacy (MS Word, Excel, PowerPoint).
<u>DUTIES</u>	:	Comprehensive support and assistance to the Facility Manager as Head of administration with regards to People Management functions (HRM), Supply Chain Management (LOGIS), Finance, Labour Relations and General office administration. Interact and liaise with clinical staff and operational managers regarding administration support. Assist with contract management, e.g., Security, Telephone systems, Garden Services and Waste technology. Supervisor to Housekeeper and Cleaning staff, LOGIS Clerk, Information management and Admin/Assistant. Liaise with workshop regarding maintenance, reports of facility and grounds. Manage the allocated budget, assist with expenditure, administration, and revenue management.
<u>ENQUIRIES</u>	:	Northern/Tygerberg Sub-structure: Mr S Tutu Tel No: (021) 987-0080, Klipfontein/Mitchell's Plain Sub-structure: Ms G Human Tel No: (021) 833-0661
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	03 June 2022
<u>POST 18/350</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPORT (RECEPTION) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R261 372 per annum
<u>CENTRE</u>	:	Bellville Community Day Centre (X1 Post) Ravensmead Community Day Centre (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate Grade 12 (or equivalent). Experience: Appropriate administrative experience in reception in a health facility. Inherent requirements of the job: Valid (Code B/EB) driver's license. After hour availability for managerial decision making and shift working staff administrative duties. Competencies (knowledge/skills): Extensive knowledge of Clinicom/PHCIS, appointment system and duplication reports. Good communication skills in at least two of the three languages of the Western Cape. Strong leadership abilities to ensure correctness of work. Advance computer literacy (MS Word, Excel, PowerPoint).
<u>DUTIES</u>	:	Co-ordinate registry services and folder management of the facilities within the cluster. Supervise, manage, and develop reception administration including welcome helpdesk Clerk with regards to recordkeeping, complaints management, switchboard operation, folder hygiene and operating the patient registration system. Responsible for MVA claims, J88. Assist the Facility Manager and Line Managers with regards to the administrative management of the reception, records management, archiving and disposal and revenue generation. Assist with infrastructure, IT equipment and assets and submit daily statics. Labour Relations Management, e.g. apply informal disciplinary

actions, disciplinary hearings investigate charge and handle grievances in reception or welcome desk.

ENQUIRIES : Mr S Tutu Tel No: (021) 987-008

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

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

CLOSING DATE : 03 June 2022

POST 18/351 : **ARTISAN PRODUCTION GRADE A TO C (CARPENTRY)**
Chief Directorate: Metro Health Services

SALARY : Grade A: R193 512 per annum
Grade B: R227 943 per annum
Grade B: R266 109 per annum

CENTRE : Valkenberg Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate (Carpentry). Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid driver's license (Code B/EB) and willing to travel throughout the Western Cape. Perform standby duties. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.

DUTIES : Assist Artisan Foremen with their duties. Control over tools and materials. Perform necessary administrative functions. Produce objects with material and equipment according to job specifications and standards. Repair and service of equipment at facilities, plants and buildings according to standards. Train subordinates and Interns.

ENQUIRIES : Mr S Qamza Tel No: (021) 830-3755

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

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

CLOSING DATE : 03 June 2022

POST 18/352 : **ADMINISTRATION CLERK: ADMISSIONS (X17 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R176 310 per annum

CENTRE : Various Institutions

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in-patient admissions, including the Clinicom System, at a health facility. Inherent requirement of the job: Willingness to work afterhours and weekends. Competencies (knowledge/skills): excellent communications skills in at least two of the official languages in the Western Cape. Computer Literacy (MS word and Excel and Outlook). Knowledge of PHCIS/Clinicom. Knowledge of the PFMA and responsibilities linked to finance management. Ability to work under pressure, independently, unsupervised, in a team and to accept accountability and responsibility, maintain confidentiality. E-filing and scanning. Strong organisational skills.

DUTIES : Ensure effective and efficient implementation of all applicable policies, procedures, and instructions. Admission of clients, open new folders, merging, filing, archiving and disposal of folders. Ensure accurate and daily capturing on PHCIS and relevant electronic systems. Patients' assessment, ensure confidentiality of information, ensure that electronic and hard-copy records are maintained according to the prescribed protocol. Tracing of missing folders. Accurate collection and safekeeping of the state money. Deal with written and or telephonic queries with regards to patient administration and management of compliments, complaints, and suggestions. Provide support to the facility manager and perform relief duties of colleagues (other admin, health information and helpdesk).

ENQUIRIES : Northern/Tygerberg Sub-structure: Mr A Patientia Tel No: (021)815-8894, Klipfontein/Mitchell's Plain Sub-structure: Ms N Sishuba Tel No: (021) 444 6197, Khayelitsha/Eastern Sub-structure: Mr N Ncobo Tel No: (021) 444-2802

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

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 03 June 2022

POST 18/353 : **ADMINISTRATION CLERK: SUPPORT (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R176 310 per annum
CENTRE : Heideveld Community Day Centre
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent).
Experience: Appropriate administrative experience. Competencies (knowledge/skills): Computer literacy (Ms Word, Excel, PowerPoint). Working Knowledge of PHCIS/Clinicom and Sinjani. Excellent communication skills (verbal and written) in at least two of the three official languages in the Western Cape.

DUTIES : To render a general administrative/ support service. Provide administrative support services to Facility Information Management. Collection, collation and reporting of the facility statistics. Control and manage stock. Manage and maintain manual and electronic records. Perform relief duties where required. Provide support services for patients and staff.

ENQUIRIES : Ms A Allie Tel No: (021) 833-0661
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 03 June 2022

POST 18/354 : **DRIVER (LIGHT MOTOR VEHICLE)**
Chief Directorate: Metro Health Services

SALARY : R104 073 per annum
CENTRE : Durbanville Community Day Centre
REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience on transportation of passengers and goods in a health environment. Inherent requirements of the job: Willing to do standby and overtime duties. Valid Code B/EB driver's license. Valid Public Driver's Permit. Willing to do afterhours driving. Competencies (knowledge/skills): Knowledge of Transport Circular U2 of 2000. The ability to communicate in at least two of the three official languages of the Western Cape. Ability to accept accountability and responsibility and to work independently and unsupervised. Good knowledge of road network in the Peninsula. Good interpersonal skills. Safe driving skills.

DUTIES : Transport goods, services, personnel and learners from one point to the other. Transport of staff to and from various residential areas in the Western Cape. Ensure accurate and detailed completion of logbooks. Conduct routine maintenance, inspecting on vehicles and timely reporting of defects. Adhere to departmental codes and procedures. Ensure all vehicles are kept clean and tidy.

ENQUIRIES : Ms A Jaftha Tel No: (021) 444-7421
APPLICATIONS : The Director: Northern/Tygerberg Sub-structure Office, Nurses Home, 1st Floor, Bellville Health Park, Private Bag X1, Bellville 7535.

FOR ATTENTION : Ms P Louw
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 03 June 2022

POST 18/355 : **CLEANER (X10 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R104 073 per annum
CENTRE : Northern/Tygerberg Sub-Structure (X8 Posts)
Klipfontein/Mitchell's Plain Sub-structure (X2 Posts)
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Abet (be able to read and write). Experience: Appropriate cleaning experience in a Health facility and Hospital environment. Inherent requirements of the job: Ability to operate machinery and equipment. Ability to lift/move heavy equipment and supplies. Must be willing to render a shift service on weekends, public holidays, day and night and duties; and rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good

communication skills (read, speak and write) in at least two of the three languages of the Western Cape.

DUTIES : General cleaning and maintenance (i.e. dusting, sweeping, polishing, scrubbing and mopping, cleaning windows and walls). Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms and buckets are clean after usage and securely stored. Effective use of cleaning agents and stock as well as elementary stock control. Responsible for general hygienic and safe environment in terms of standards and procedures to prevent injuries and the spread of infection. Adherence to Covid-19 protocols. Dispose and handing of waste according to waste management policy. Note: No payment of any kind is required when applying for this post.

ENQUIRIES : Northern/Tygerberg Sub-Structure: Ms A Jaftha Tel No: (021) 444 7421
Klipfontein/Mitchell's Plain Sub-structure: Mr RS Jonker Tel No: (021) 370 5013

APPLICATIONS : Northern/Tygerberg Sub-Structure: The Director: Northern /Tygerberg Sub-structure Office, Bellville Health Park, Private Bag X1, Bellville, 7535.
Klipfontein/Mitchell's Plain Sub-structure: The Director: Klipfontein/Mitchell's Plain Sub-structure Office, Private Bag X7, Lentegeur, Mitchells Plain, 7789 or 103 Highlands Drive, Lentegeur Hospital, Mitchells Plain, 7785.

FOR ATTENTION : Northern/Tygerberg Sub-Structure: Ms A Kader
Klipfontein/Mitchell's Plain Sub-structure: Mr RS Jonker

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

CLOSING DATE : 03 June 2022

POST 18/356 : **FOOD SERVICE AID (X5 POSTS)**

SALARY : R104 073 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate Large Scale Hospital Catering experience. Appropriate experience of therapeutic diets, food groups, preparation and cooking methods, and quality and portion control of food according to standardised recipes. Appropriate experience of the Cook-Chill System. Appropriate experience with patient's service.i.e ward hostess. Inherent requirements of the job: Ability to work shifts (weekends and public holidays). Must be willing to enter hospital wards and serve patients. Ability to do work of physical natures. Competencies (knowledge/skills): Ability to maintain good interpersonal skills. Ability to communicate in at least two of the three official languages of Western Cape. Proof of attendance of a Kitchen Hygiene, Kitchen Cleaner or an Assistant Chefs, will be an added advantage. Ability to function within a team and work under pressure.

DUTIES : Utilise the Cook Chill System, prepare, cook, plate, regenerate, serve meals and beverages for the patients in accordance with the PAWC Food Service Policy. Follow standardised PAWC Receipts and Menus. Clean and maintain the kitchen area and equipment as well adhere to health and safety regulations. Communicate with patients and kitchen staff as well as give feedback about problems and make recommendations to the Food Service Supervisor. Dress according to Departmental specifications and adhere to Hospital / PAWC Policy.

ENQUIRIES : Ms AS van Schalkwyk Tel No: (021) 404-4042

APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

FOR ATTENTION : Mr MS Mohammed

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

CLOSING DATE : 03 June 2022

DEPARTMENT OF HUMAN SETTLEMENTS

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>

CLOSING DATE : 06 June 2022

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. 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 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 18/357** : **ASSISTANT DIRECTOR: INFORMATION MANAGEMENT (PROJECT INITIATION AND PLANNING) REF NO: HS 06/2022**
12 Month contract position
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09), plus 37% in lieu of service benefits
: Department of Human Settlements, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' experience in a Project Management working environment. Competencies: Knowledge of the following: Policies of the government of the day; Modern systems of governance and administration; Project management methodologies and procedures; Technical knowledge information management systems; PPM systems; Communication (written and verbal); Proven computer literacy.
- DUTIES** : Provide support with planning, development and the implementation of project management methodologies and standards; Initiate and manage the registration process of projects applications; Compile relevant management and the executive reports regarding projects for human settlement development; Provide technical user support; People Management.
- ENQUIRIES** : Mr J van Wyngaardt at Tel No: (021) 483 3634

DEPARTMENT OF LOCAL GOVERNMENT

- 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>
- CLOSING DATE NOTE** : 06 June 2022
: Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> 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 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 18/358** : **DEPUTY DIRECTOR: MUNICIPAL REGIONAL SUPPORT REF NO: LG 15/2022**
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), (all-inclusive salary package)
: Department of Local Government, Western Cape Government
: An appropriate 3-year tertiary qualification (B-Degree or higher); A minimum 3 years relevant management level experience. Recommendation: Tertiary qualification (B-Degree or higher) in Financial Management; Training in Project Management. Competencies: Knowledge and understanding of the following: Financial management practices; Applicable financial management systems; Public sector municipal finance and legislations; Monitoring and reporting procedures; Statistical packages; Project Management. Skills needed: Computer literacy; Communication (written and verbal); Management; Analytical; Conflict management; Interpersonal; Organising and planning. Abilities: Work independently and in a team; Work under pressure.
- DUTIES** : Manage and coordinate municipal support interventions: Engage with municipalities and other stakeholders to identify cross cutting projects; Develop projects plans, proposals and secure funding. Monitor and evaluate all projects: Implementation of staff regulations per district. Manage and coordinate financial support to municipalities: Support the Local Government Grant

ENQUIRIES : Committee to ensure compliance with DORA; Maintain internal and external communication relations; Develop and manage project managers.
Dr S. Greyling at Tel No: (083)492 9729

POST 18/359 : **PERSONAL ASSISTANT: MUNICIPAL PERFORMANCE MONITORING AND SUPPORT REF NO: LG 16/2022**

SALARY CENTRE REQUIREMENTS : R261 372 per annum (Level 07)
: Department of Local Government, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided); A minimum of 3 years' experience in rendering secretarial/ administrative support services to management/ senior management; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Willingness to work irregular hours. Competencies: Knowledge of the following: Relevant policies and procedures; Good interpersonal and decision making skills; Proven computer literacy; Customer service orientation; Organising and planning skills; Communication (written and verbal) skills; Attention to detail; Ability to work effectively in a dynamic office and liaise with diverse people.

DUTIES : Provide a secretarial/receptionist support service to the manager; Render an administrative support service; Provide support to the senior manager regarding meetings; Support the senior manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Ms T Gallow at Tel No: (021) 483 4874

DEPARTMENT OF THE PREMIER

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>

CLOSING DATE : 06 June 2022

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> 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 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 18/360 : **CHILDRENS COMMISSIONER OFFICER: INVESTIGATIONS AND ADVICE REF NO: DOTP 22/2022**

SALARY CENTRE REQUIREMENTS : R321 543 per annum (Level 08)
: Department of the Premier, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Social Sciences or related field; A minimum of 1 year relevant experience in a similar environment; A valid driving licence. Recommendation: Tech Savvy; Experience with reference to children rights; Youth and Community Development experience; Child protection experience; Community practices; Experience in writing reports. Competencies: Application and understanding of the following legislation: Provincial executive support systems and services; Public communication, public education, public engagement and discourse management processes; Good corporate governance norms and standards; Policies of the government of the day; Needs, interests and rights of children, and stakeholders within the sector; Critical issues and challenges which children face. Behavioural competencies: Delivering Results and Meeting Customer Expectations; Working with stakeholders including children and the public; Persuading and Influencing;

Analysis of data; Skills: Human resource planning; Problem solving skills; Sound Budgeting skills; Facilitation Skills; Presentation Skills; Report writing skills.

- DUTIES** : Support the development and implementation of policies and strategic frameworks; Report on the activities of the Children's Commissioner; Support the Western Cape Children's Commissioner functions, as well as Children's rights with identified audiences; Provide information and advice on children's rights to persons, institutions or organs of state in the Western Cape whose policies and practices relate to children; Support investigations related to the mandate of the Commissioner.
- ENQUIRIES** : Ms D Reid - Donelle.Reid@westerncape.gov.za

PROVINCIAL TREASURY

- 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>
- CLOSING DATE** : 06 June 2022
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> 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 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 18/361** : **LOCAL GOVERNMENT REVENUE ANALYST: LOCAL GOVERNMENT REVENUE AND EXPENDITURE - GROUP 1 REF NO: PT 02/2022**
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
: Provincial Treasury, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Accounting/ Internal Auditing/ Finance or Economics; A minimum of 3 years supervisory level experience in a finance department. Recommendation: A financial background specifically in Local Government; Experience in budget analysis and co-ordination; Finance experience in a Public Sector department. A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Proven working knowledge of the following: Budget process and procedures; Financial norms and standards as well as Acts such as MFMA, PFMA, DoRA, Regulations and Circulars (local and provincial); Attention to detail and good interpretation of numbers; The following skills: Good report writing, strategic planning, communication (written and verbal) skills and proven computer literacy in MS Office (Word, Excel and Outlook); Ability to work under pressure and meet deadlines.
- DUTIES** : Assess municipal budgets in respect of revenue and expenditure management; Compile monthly, quarterly and bi-annual in-year monitoring assessments; Assess Municipal Financial Management Act implementation against framework; Provide Technical assistance and research to municipalities; Facilitate training and other support to municipalities; Assist with the arrangement of Municipal Intergovernmental relations functions; Conduct and facilitate municipal visits.
- ENQUIRIES** : Mr B Damons at Tel No: (021) 483-6127/
Brandon.Damons@westerncape.gov.za

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- 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>
- CLOSING DATE** : 06 June 2022

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> 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 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 18/362 : **CHIEF ENGINEER: CONSTRUCTION AND MAINTENANCE CONTRACTS (REGION 2) REF NO: TPW 43/2022**

SALARY : Grade A: R1 058 469 per annum, (all-inclusive salary package), (OSD as prescribed).

CENTRE REQUIREMENTS : Department of Transport and Public Works, Western Cape Government
Engineering Degree (B Eng/ BSC (Eng) or relevant qualification in Civil Engineering; A minimum of 6 years post qualification engineering experience; Compulsory registration with ECSA as a Professional Engineer; A valid driving license (Code B or higher). Competencies: Knowledge of the following: Programme and Project Management in Road Infrastructure maintenance and construction; Conditions of contract (GCC 2015 and NEC); Standard Specifications (COLTO 1988 and COTO 2020); Compilation of contract documentation; Contract law and Contract adjudication; Financial Management; Engineering, legal and operational compliance; Engineering operational communication; Process knowledge and skills; Maintenance skills and knowledge; Engineering design and analysis knowledge; Research and development; Creating high performance culture; Engineering and professional judgement Strategic capability and leadership; Communication (written and verbal) skills; People Management; Planning and organising; Behavioural competencies: Problem solving and analysis; Decision making; Team leadership; Creativity Customer focus and responsiveness; Conflict management; Negotiation and Change Management skills; Technical report writing skills; Contract documentation and administration; Procurement processes; Ability to work under pressure and meet strict deadlines.

DUTIES : Engineering design and analysis effectiveness: Provide technical input into tender and contract documentation and ensure through evaluation that specifications are based on sound engineering principles and according to norms and standards and codes of practice; Develop cost effective construction solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures; Input into the development of tender specifications; Approval of engineering works according to prescribed norms and standards. Governance: Allocate, control, monitor and report on all resources; Manage resources and provide input for resource utilisation; Ensure adherence to regulations and procedures for procurement and contract administration; Key understanding and working knowledge of related procurement and supply chain regulations; Provide assistance to contractors and consultants to ensure adherence to regulations, procedures and standards; Monitor, control and report on expenditure and service delivery; Continued professional development to keep up with new technologies and procedures; Working knowledge of legislature and regulations related to roads construction industry and road state authorities. Liaise with other Chief Directorates (incl. Regional Offices), other road authorities, industry bodies and local authorities regarding contracts; Continuous review and modification of standardisation of plans and project procedure manual; Input towards improvement of standard documentation and administrative procedures. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; Manage the capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management: Manage the development, motivation and utilization of human resources for

the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

<u>ENQUIRIES</u>	:	Mr A.Nell at Tel No: (021) 483 2013
<u>POST 18/363</u>	:	<u>ENGINEERING TECHNICIAN (PRODUCTION LEVEL): MATERIALS LABORATORY REF NO: TPW 52/2022</u>
<u>SALARY</u>	:	Grade A: R316 536 - R337 791 per annum Grade B: R358 524 - R386 487 per annum Grade C: R408 075 - R480 678 per annum (Salary will be determined based on post registration experience as per OSD prescribed).
<u>CENTRE REQUIREMENTS</u>	:	Department of Transport and Public Works, Western Cape Government An appropriate 3-year National Diploma in Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years relevant post qualification technical (engineering) experience. A valid driving license (Code B or higher). Competencies: Technical support in pavement and geotechnical design for roads; Acquisition of road infrastructure materials; Research pertaining to new products, specifications and test methods; Technical support services in respect of material quality control and management for road and bridge construction; As-built and standard specifications; Laboratory software management systems; Material mix designs, review and approval; Management and operation of an appropriate and accredited quality management system; Service on national technical committees for material specifications, standard test methods and laboratory proficiency schemes; Research of new products, standard test methods and specification requirements; Knowledge of legal compliance; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication skills; Computer skills and literacy; People Management; Planning and Organising; Change Management; Good analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills.
<u>DUTIES</u>	:	Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.
<u>ENQUIRIES</u>	:	Mr S De Vries at Tel No: (079) 674 7523
<u>POST 18/364</u>	:	<u>ENGINEERING TECHNICIAN (PRODUCTION LEVEL): INTERGOVERNMENTAL COORDINATION (PAARL) REF NO: TPW 138/2021 R1</u>
<u>SALARY</u>	:	Grade A: R316 536 - R337 791 per annum Grade B: R358 524 - R386 487 per annum Grade C: R408 075 - R480 678 per annum (Salary will be determined based on post registration experience as per OSD prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Transport and Public Works, Western Cape Government An appropriate 3-year National Diploma in Civil Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years relevant post qualification technical (engineering) experience. A valid code B driving licence. Competencies: Project Management; Technical design and analysis

knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication skills; Computer skills; People Management; Planning and Organising; Change Management; Good analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills; Computer literacy; People management; Planning and organising skills; Change management.

DUTIES : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.

ENQUIRIES : Mr S Carstens Tel No: (021) 483 2203

POST 18/365 : **SUPPLY CHAIN MANAGEMENT PRACTITIONER: TENDERS AND CONTRACTS REF NO: TPW 55/2022**

SALARY : R261 372 per annum (Level 07)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree/National Diploma (or higher qualification); A minimum of 2 years' experience in a Supply Chain Management environment. Competencies: Knowledge of the following: Relevant legislative and regulatory requirements pertaining to Supply Chain Management; Communication and Information management; Skills needed: Citizen focus and responsiveness; Planning and organising; Team player; Communication (written and verbal).

DUTIES : Collate data for contract performance and relations; Monitor and report on suppliers; Facilitate, renew, extend and cancel contracts; Implement and process contract amendments; Perform identification and classification of contract risk; Administer supplier relations; Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of assigned projects and goals.

ENQUIRIES : Ms P van der Merwe at Tel No: (021) 483 6915

POST 18/366 : **STORES CLERK: SCM AND FLEET ADMINISTRATION (BELLVILLE) REF NO: TPW 53/2022**

SALARY : R176 310 per annum (Level 05)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Administrative, supply chain and stores experience. Competencies: Knowledge and understanding of the following: Logistical Information System (LOGIS), Electronic Purchasing System (EPS) or related systems; Functional knowledge and experience of National and Provincial government rules, regulations and legislation pertaining to supply chain management; Supply Chain Management, specifically applicable Stores functions; General office administration; Computer literacy (MS Office); Financial Systems i.e. Bas, Logis or related systems. Skills in the following: Managing interpersonal conflict and resolving problems; Project Management; Team and people oriented; Accounting/ mathematical proficiency; Problem-solving ability.

DUTIES : Application of effective recordkeeping & control over stock-in-store; Responsible for obtaining quotations from suppliers and subsequent placement of orders; Regularly follow-up on outstanding orders and inform relevant Chief Users; Receipt and quality check of all incoming stock and issuing of all stock-in-store; Barcode inventory items and perform stock taking/ inspections on a monthly basis; Assist with any other function in the supply chain channel as may be required or instructed by supervisor.

ENQUIRIES : Ms H Kleinhans at Tel No: (021) 959 7700

POST 18/367 : **ADMINISTRATION CLERK: HUMAN RESOURCES AND GENERAL OFFICE SUPPORT SERVICES (BELLVILLE) REF NO: TPW 54/2022**

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 05)
 : Department of Transport and Public Works, Western Cape Government
 : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: A valid (Code B or higher) driving licence. Competencies: A good understanding of the following: Supply Chain Management; Legislative framework governing GG transport, information technology, security, official housing, record management services, supply chain and facility management; Proven computer literacy; Skills needed: Flexibility; Typing; Planning and organisation; Written and verbal communication; Numeracy and literacy; Project management; Information technology.

DUTIES : Type letters and/ or correspondence when required; Obtain quotations, complete procurement forms or the purchasing of standard office items; Render clerical support with regards to GG Transport; Render a support service with regards to State housing/ buildings for the region; Handle theft and losses and claims against the state; Render a support service with regards to security; Assist with monitoring and evaluation of cleaning services; Handle telephonic and other enquiries received; Assist with infrastructure, accommodation and grounds i.e. the sourcing of new telephone and data points; Provide secretariat functions; Maintenance of electronic database and manual filing system; Assist with human resource functions i.e. labour relations, leave, performance management, probations, injury on duty.

ENQUIRIES : Ms R Burgess at Tel No: (021) 959 7700

POST 18/368 : **ADMINISTRATION CLERK: ACADEMIC ADMINISTRATION (BRACKENFELL) REF NO: TPW 169/2021 R1**

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 05)
 : Department of Transport and Public Works, Western Cape Government
 : Senior Certificate (Grade 12 or equivalent qualification); A valid (Code B or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Relevant general office administration experience in a training environment. Competencies: Proven computer literacy; Skills needed: Interpersonal, flexibility, the ability to work independently and as part of a team; Planning and organisational skills; Written and verbal communication skills; Data capturing.

DUTIES : General office administration; Provide administrative support to training managers and components; Administer portfolio database; Assist with course related requirements including applications and registration as well as student administration; Provide a professional information support service by attending to enquiries from internal and external stakeholders.

ENQUIRIES : Mr C Nyman at Tel No: (021) 983 1537