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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 19 OF 2025

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENTS

GOVERNMENT PRINTING WORKS: Kindly take note of the amended e-mail address for the post of Internal Auditor (Regulatory Audit) with Ref No: GPW 25/54 (X2 Posts), Branch Office of the CEO, advertised in the Public Service Vacancy Circular 16 dated 16 May 2025 with a closing date of 09 June 2025. E-mail: recruit202540@gpw.gov.za. The closing date is extended to 24 June 2025.

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE: Kindly be informed that the positions advertised on Public Service Vacancy Circular 17 dated 23 May 2025 with the closing date of 06 June 2025 will be extended to the 20 June 2025. The position of Deputy Director-General: Corporate Services with Ref No: 2025/21 will remain with the Closing Date of 06 June 2025. We apologise for any inconvenience caused.

DEPARTMENT OF SOCIAL DEVELOPMENT: Kindly note that the department placed adverts in the Public Service Vacancy Circular 18 dated 20 May 2025. The directions/instructions for applicants have been amended as follows: 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. Applicants may also email their applications to the following email addresses: For: Senior Legal Administration Officer- e-recruit.SLO@dsd.gov.za Social Work Policy Manager Grade 1- e-recruit.SWPM@dsd.gov.za Legal Administration Officer- e-recruit.LAM@dsd.gov.za Social Work Policy Developer- e-recruit.SWPW@dsd.gov.za Closing date: 13 June 2025 **PROVINCIAL ADMINISTRATION: LIMPOPO: DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE:** kindly take note of the following amendments to the posts published in Public Service Vacancy Circular 18 dated 30 May 2025: For the post of Architect with Ref No: S.4/3/1/05: correct salary notch should read as R761 157 per annum. The post of Road Worker: Road Maintenance with Ref No: S.4/3/10/31: correct salary notch should read as R163 680 per annum. The following post of Administration Officer: Acquisition with Ref No: S.4/3/9/82 has been withdrawn.

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**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

Free State Department of Agriculture and Rural Development is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Department through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

<u>APPLICATIONS</u>	:	Quoting the reference number, must be forwarded to Mrs S Hlekiso, Private Bag X02, Bloemfontein, 9301 or delivered by Hand to Mrs S Hlekiso in Room 228, 2nd Floor, Admin Building, Glen. Email: recruitment@dard.gov.za
<u>CLOSING DATE</u>	:	27 June 2025
<u>NOTE</u>	:	Applications must be submitted on form Z.83, obtainable from any Public Service Department. Only shortlisted candidates will submit transcript of results, Qualification certificates, driver's license, identity document and a C.V. Shortlisted candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. Applicants are requested to complete the Z83 form properly and in full. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial / asset record check, qualification / study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

OTHER POSTS

<u>POST 19/150</u>	:	<u>STATE VETERINARIAN REF NO: SV (X2 POSTS)</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance
<u>CENTRE REQUIREMENTS</u>	:	Kroonstad Veterinary Laboratory and Welkom State VET Office BVSc Degree or equivalent Qualification recognised by the South African Veterinary Council. Registration with the South African Veterinary Council. Valid driver's licence (code B). 1-2 years post qualification experience.
<u>DUTIES</u>	:	Develop, analyse and audit policies, norms, standards and legislation for Veterinary Services, which would, inter alia, entail the following: Scan local and international environment to inform policy needs, updates and impact; Collection of data and stakeholder consultation; Compile and provide inputs for policy development, norms and standards; Dissemination, implementation and auditing of policies, norms and standards. Render Veterinary Services through the implementation of the relevant legislation, which would, inter alia, entail the following: Plan, implement, maintain and coordinate disease surveillance measures (eg. Early warning systems), identify controlled and non-controlled diseases and take appropriate corrective actions; Management of animals identification and traceability; Issuing of permits and health certificates for the movement of animals across borders / diseases free and infected zones;

Identification of prevalent animal diseases, development and implementation of appropriate intervention strategies (e.g. Primary Health Care); Design and implementation of herd health programs to promote productivity of livestock; Implement disease surveillance and other epidemiologic studies; Facilitate the development of a practical Early Warning System for all relevant diseases including disease modelling, simulation and scenario mappings; Contribute to the development of emergency diseases control preparedness systems; Liaising with the public, animal owners, organized agriculture and international organizations on the prevention and treatment of diseases; Manage and control the importation and exportation of animals and animal products; Implementation and management of the prescribed official veterinary management systems including the implementation of the National Monitoring Residue Program; Conduct veterinary risk assessments; Ensure that slaughter and other import/export facilities comply with the registration requirements with the relevant authorities; Performance of abattoir ante and post mortem inspections as required; Audit the hygiene management systems at the import / export establishment (e.g. Implementation of Hazard Analysis and Critical Control Point (HACCP) and Hygiene Assessment System (HAS); Certification of products in accordance with International norms and standards; Management of meat inspection and disposal of condemned material in accordance with the relevant legislation; Identify illegal slaughter practices and take corrective action with assistance when necessary; Undertake post mortem, farm disease outbreak investigations and other examinations to identify causes of morbidity and mortality; Implement new procedures techniques and / or equipment to ensure that an efficient and effective Veterinary Diagnostic and Research service is rendered; Ensure animal owners and para veterinary staff follow the correct procedures and methods to collect and dispatch samples; Inspect slaughter and sterilization facilities to ensure the maintenance of essential national hygiene standards; Evaluate safety, efficacy and quality of stock remedies registration dossier applications, imports permits, labels, advertisements and make recommendations. Provision of training, development and awareness programs (extension and outreach services) to communities with regards to Veterinary Services, which would include, inter alia, the following:- Determine needs of communities through liaison with community leaders and other stakeholders; Determine interventions required to address the needs; Plan, implement and coordinate the appropriate interventions; Render veterinary advice to stock farmers and animal owners with regard to prevention of animal diseases and promotion of animal health care; Provide support to other line functionaries, i.e. extension, engineering with regard to veterinary related issues. Perform administrative and related functions which would include, inter alia, the following: Provide inputs for the Operational Plan of the Veterinary unit; Comply with the Public Service prescripts; Comply with Financial Management prescripts; Contribute to the maintenance of databases; Compile and submit reports as required; Oversee and supervise the relevant staff i.e. Compulsory community service veterinarians. Keep abreast of National and international trends with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Veterinary Service, through: Studying the Veterinary legal and policy frameworks continuously to enable optimum performance of the Veterinary functions according to the required standards; Studying professional journals, publications and attend relevant continuous professional development interventions to ensure that cognisance is taken of new developments and technologies.

ENQUIRIES

: Dr J J Barnard at 066 025 2229

POST 19/151

: **VETERINARY TECHNOLOGIST REF NO: VET (X2 POSTS)**

SALARY
CENTRE

REQUIREMENTS

: R397 116 per annum (Level 08)
: Bloemfontein Veterinary Laboratory and Kroonstad Veterinary Laboratory
: National Diploma in Veterinary Technology. Registration with the South African Veterinary Council. Valid driver's licence. 1 – 2 years' experience post qualification.

DUTIES

: Render a Veterinary Laboratory Diagnostic service, which would, inter alia, entail the following: Receive, collect, register, and process specimens; Analyse and interpret laboratory diagnostic test readings; Use approved methods and

techniques to carry out diagnostic tests. Review and verification of test results. Populate data bases (e.g. LIMS) to provide veterinary statistics for national and international planning, which would, inter alia, include the following: Generate, record, verify, manipulate and maintain diagnostic data; Report back on diagnostic and related data as and when required; Compile monthly and annual statistical reports. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Veterinary Diagnostic laboratory service. This would, inter alia, entail the following: Participate in compilation of SOP's and implementation of approved SOP's in accordance with applicable quality management system; Study professional journals and publications to ensure that cognisance is taken of new developments; Keep abreast of the latest developments in Veterinary Diagnostic technologies. To perform all administrative and related functions which would include, inter alia, the following: Supervise technical and related personnel and section budgets; Stock control of the relevant diagnostic section; Control and maintenance of laboratory equipment, including calibration; Ensure compliance with national prescriptions.

<u>ENQUIRIES</u>	:	Dr H Bester-Cloete at 066 025 1955
<u>POST 19/152</u>	:	<u>ANIMAL HEALTH TECHNICIAN REF NO: AHT (X3 POSTS)</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Xhariep District: Koffiefontein; Mangaung Metro: Botshabelo and Thabo Mofutsanyana District: Warden
<u>REQUIREMENTS</u>	:	National Diploma in Animal Health. Registration with the SA Veterinary Council as Animal Health Technician. A valid driver's licence Code 08 (EB). 1 – 2 years post-qualification experience.
<u>DUTIES</u>	:	Plan and implement disease control measures, which would, inter alia, entail the following: Administer vaccinations for animal diseases (e.g. Rabies, Brucellosis, and Anthrax). Collect specimens, examine and dispatch samples with regard to animal diseases e.g. CA, Rabies, Sheep Scab and collection of census data regarding farm animals. Conduct inspections of livestock for the presence of notifiable diseases. Participate in campaigns and other activities aimed at eradicating the spread of animal diseases. Render a support service to the State Veterinarian with regard to animal disease control, reproduction advancement, sample collection and law enforcement, which would, inter alia, entail the following: Conducting inspections of animals, animal products, vaccine distribution points and installations where animal products are processed. Assisting the State Veterinarian with investigations relating to surveys, post mortems and animal diseases e.g. Sheep Scab and Rabies. Obtaining and processing of epidemiological and other data. Collection of samples for analysis by the State Veterinarian and laboratory. Enforce animal disease legislation at auctions, veterinary road blocks, border posts, etc. Provide extension services on animal health to animal owners, which would, inter alia, entail the following: Determine the needs of farmers, communities through liaison with them, Initiate meetings, gatherings and farmers days for the promotion of animal health and production. Do presentations at extension programs, farmers' days, etc. Perform administrative and related functions which would entail the following: Populate databases and registers. Compile and submit monthly and quarterly reports. Provide inputs to the operational plan for Animal Health Unit.
<u>ENQUIRIES</u>	:	Xhariep District: Ms M Dlanga at 072 711 1809 Manguang Metro: Dr J J Barnard at 066 025 2229
<u>POST 19/153</u>	:	<u>VETERINARY PUBLIC HEALTH OFFICER REF NO: VPH (X1 POST)</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Fezile Dabi District: Sasolburg
<u>REQUIREMENTS</u>	:	Relevant National Diploma in Environmental Health / Animal Health / Veterinary Public Health. Registration with the relevant South African statutory board is recommended. Valid driver's license (code EB). 1 – 2 years post-qualification experience.
<u>DUTIES</u>	:	Ensure meat hygiene and food safety through inter alia: Monitor and inspect import and export products / animals and accompanying documentation to

ensure that international standards are adhered to. Execute law enforcement in accordance with the Meat Safety Act. Abattoirs & sterilization plants: Auditing and monitoring abattoir hygiene through routine sampling and conducting of regular inspections. Making recommendations regarding the registration, upgrading and repair of existing facilities. Implementation and verification of the Hygiene Assessment System (HAS). Provide training to meat inspection staff, slaughter personnel and quality control officers. Ensure that game harvesting processes comply with national and international standards. Ensure legislative compliance through awareness campaigns, extension practices & law (to public, existing & proposed clients regarding food safety) through inter alia: Advise the public regarding informal slaughtering & exemptions; Determine slaughtering needs of communities and make recommendations; Assist with Departmental projects regard slaughtering of animals (culling); Provide training, technical assistance and health education to communities on food safety; Recommendations regarding the registration, upgrading and repair of existing facilities; Training of meat inspection staff, abattoir personnel and Food Safety Managers' Serving of directives (reports, warning, notices, directives); Investigate and control illegal slaughtering in collaboration with the relevant authorities; Liaison with internal and external stake holders. Ensure compliance with legislation, national and international export requirement (individual export or district export facilities & international trade requirements) through inter alia: Auditing of export facilities for compliance (dairies, cutting plants, processing plants, sources for hides & skins, intermediate stores). Game harvesting – monitoring of harvesting procedures (compliance with local and international requirements. Collection of samples for surveillance projects of identified diseases in animal and animal products, i.e. BSE Sampling (Brain stem samples), bacteriological sampling (Water, effluent, surfaces, carcasses), Residue Sampling (Hormones, pesticides, Antibiotics). Perform administrative and related functions, which would, inter alia, entail the following: Collection of data, Populate database, Compile and submit monthly and quarterly reports, letters and notices. Provide inputs to the operational plan for veterinary public health.

ENQUIRIES : Dr M Mundia at 066 025 4575

POST 19/154 : **LABORATORY ASSISTANT REF NO: LA (X2 POSTS)**

SALARY : R193 359 per annum (Level 04)
CENTRE : Kroonstad Veterinary Laboratory
REQUIREMENTS : Grade 12 or equivalent qualification. No experience needed.
DUTIES : Prepare samples for the analysis and/or determination of causes of disease i.e. chemical residues, pH, EC, mycology etc. which would, inter alia, entail the following: Labelling of samples Collecting/taking samples for preparation (i.e. blood, water, soil, tissue). Preparation of sample material by eg. weighing, drying, cutting etc. Preparation of media (ELIZA kits). Preparation and staining of smears. Preparation of stains, buffers and reagents. Storage of samples. Packing and/or transport samples. Assist in decontamination and disposal of used samples. Removal of waste. Perform routine analysis of samples under mentorship/supervision of senior personnel which would include inter alia the following: Visual inspection and collection of infected material if applicable. Perform extractions and basic analyses of samples. Perform bacterial isolations and confirmatory tests. Assist in routine identification of various types of pests/diseases (including bacteria, parasites etc.). Record analyses results. Perform basic maintenance on selected equipment and instrumentation. Report all faulty equipment and instrumentation. Maintain tidiness of laboratories, clean/sterilize glassware and equipment. Perform basic maintenance and control functions of animal production stock: Daily care of animals (i.e cleaning of water troughs and adding health treatments to feed). Moving animals between camps. Report unhealthy animals, mortalities and have post mortems done. Perform administrative and related functions, which would, inter alia, entail the following: Inventory control of equipment and consumables for equipment. Record keeping and updating of identified registers (i.e. Registration book, Sample referral; Samples received, records of results, inventory of standards, reagents and chemicals). Assist with invoicing of analyses. Comply with health and safety regulations.

ENQUIRIES : Ms E Mokhobo at 073 581 9936

DEPARTMENT OF SOCIAL DEVELOPMENT



APPLICATIONS

: Applications should be addressed to various institution as per the application's need:

to be submitted to: **Provincial Office:** Please forward your application quoting the relevant reference number, Department of Social Development, Private Bag X20616, Bloemfontein 9300. Human Resource Management (Recruitment Section) Old Standard Bank Building, or place applications in an application box at Cnr Charlotte Maxeke and West Burger Street, Old Standard Bank Building, Bloemfontein or E-mail to Recruitment@fssocdev.gov.za General enquiries: Ms MV Mophethe at 083 577 2009

Leratong CYC Centre: Please forward your application quoting the relevant reference number, OR hand deliver to Department of Social Development, 1809 Mokhethe Street Phuthadijhaba, 9866 OR Email to Recruitment.Leratong@fssocdev.gov.za

Bethlehem Office: Please forward your application quoting the relevant reference number, OR hand deliver to Department of Social Development, Johan Blignaut Street, Sederhof Building, Bethlehem, OR Email to: Recruitment.Bethlehem@fssocdev.gov.za

Botshabelo Haven Old Age Home: Please forward your application quoting the relevant reference number, OR hand over to Department of Social Development, 423 Section B, Botshabelo, 9781 Email to: Recruitment.Botshabeloh@fssocdev.gov.za

Mangaung Metro: Please forward your application quoting the relevant reference number, Department of Social Development, Tshireletsong Child & Youth Care Centre, Phola Park, Next to Legae High School, Bochabela, Bloemfontein, 9323 or Email to Recruitment.mangaung@fssocdev.gov.za

Qwaqwa FDC: Please forward your application quoting the relevant reference number, OR hand deliver Department of Social Development, Corner of Moremoholo and Setai Street, Old FDC Building, Setsing, 9870, OR Email to: Recruitment.tmfutsanyana@fssocdev.gov.za

Welkom Office: Please forward your application quoting the relevant reference number, OR hand deliver to Department of Social Development, Macholo Building, 05 Elizabeth Street, Welkom 9460 or Email to Recruitment.lejweleputswa@fssocdev.gov.za

CLOSING DATE

: 23 June 2025 at 16h00

NOTE

: Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Received application using the incorrect application for employment (old Z83) will not be considered. Please ensure that the specific reference number is quoted correctly. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply.

OTHER POSTS

<u>POST 19/155</u>	:	<u>DEPUTY DIRECTOR: FRAUD AND ANTI-CORRUPTION REF NO: DSDFS 41/25 (X1 POST)</u>
<u>SALARY</u>	:	R896 436 per annum
<u>CENTRE</u>	:	Provincial Office (Bloemfontein)
<u>REQUIREMENTS</u>	:	A recognized Bachelor's Degree/ National Diploma in Public Administration/Management or relevant equivalent qualification with 3-4-year relevant experience.
<u>DUTIES</u>	:	Develop and Manage the Departmental Anti – Corruption and Fraud Prevention Strategy and plan and monitor the Implementation thereof. Manage the Development of measures and mechanisms to reduce and detect corruption of fraud in the department. Communicate and Liaise with all stakeholders both internal and external. (Labour Relations, Legal, national Intelligence Agency and South African Police Service. Develop Content of the Presentation material and ensure that training and awareness programmes are conducted. To ensure the management of financial and human resources.
<u>ENQUIRIES</u>	:	Mr. G Molahloe at 083 291 5468
<u>POST 19/156</u>	:	<u>SOCIAL WORK SUPERVISOR GRADE 1 (X8 POSTS)</u>
<u>SALARY</u>	:	R477 564 per annum
<u>CENTRE</u>	:	Fezile Dabi District: Kroonstad Ref No: DSDFS 42/25 (X2 Posts) Mangaung Metro: Bloemfontein Ref No: DSDFS 43/25 (X1 Post), Thaba Nchu Ref No: DSDFS 44/25 (X1 Post) Thabo Mofutsanyana: Qwa Qwa Reference No. DSDFS 45/25 (X1 Post), Bethlehem Ref No: DSDFS 46/25 (X1 Post) Lejweleputswa District: Welkom Ref No: DSDFS 47/25 (X2 Posts)
<u>REQUIREMENTS</u>	:	Appropriate Bachelor's Degree in Social Work. Current Registration with the South African Council for Social Services Professions (SACSSP) as a Social Worker. A minimum of 7 years appropriate experience in Social Work after registration as Social Work with the SACSSP. (applicants are not submitting copies/ attachments/ certificates/ ID /Driver license/qualifications on application, only when shortlisted)
<u>DUTIES</u>	:	Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from social instability in any form. Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service. Keep up to date with new developments in the social work field. Supervise all administrative functions required in the unit and undertake the higher-level administrative functions.
<u>ENQUIRIES</u>	:	Ms. M Martins at 066 487 6214 (Fezile Dabi) Ms M Phori at 071 864 5734 (Mangaung Metro) Ms H Moloi at 083 302 5914 (Thabo Mofutsanyana) Ms M Monyameng at 083 443 8201 (Lejweleputswa)
<u>POST 19/157</u>	:	<u>ASSITANT DIRECTOR: RISK MANAGEMENT REF NO: DSDFS: 48/25 (X1 POST)</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	A three-year Bachelor's degree/ National diploma or equivalent NQF level 6 qualification with Risk Management, Auditing/ Internal Auditing as a major and valid driver's license. 2-3 years' experience in Risk Management, Auditing/ Internal Auditing Knowledge of relevant legislation. Valid driver's licence (Motor Vehicle)
<u>DUTIES</u>	:	Core responsibilities will be largely focused around protecting the Department from various forms of risk and fraud. To provide effective and efficient risk management services. Develop and maintain by facilitating development and maintenance of the following department's risk management documents namely, Risk Management strategy, Risk Management Policy, Risk Plan/ Register/ Profile and Risk Management Committee Charter. Maintain and

update risk registers to determine the effectiveness of progress concerning risk management in the department. Conduct education and awareness campaigns on risk management to promote a risk management culture and capacity on risk management in the department. Review the implementation of risk management processes to ensure compliance in the department. Educate and train all staff on enterprise-wide risk management principles and its value-add. Maintain and communicate the risk management initiatives to all staff. Analyse the Department strategic objectives, audit findings and loss control register with a view to mitigate risks. Conduct risk identification, analysis and evaluation with business units. Monitor status of risk mitigation action and report on the impact of mitigation plans. Regularly update the Department's risk register. Develop and maintain the current risk management portal. Ensure proper management of resources to render an effective and efficient risk management services.

ENQUIRIES : Mr R Musi at 066 015 9384

POST 19/158 : **ASSISTANT DIRECTOR: WEB & SYSTEM MANAGEMENT REF NO: DSDFS: 49/25 (X1 POST)**

SALARY : R468 459 per annum (Level 09)
CENTRE : Provincial Office

REQUIREMENTS : An appropriate Bachelor's degree or Tertiary National Diploma in Information Technology (with Web / Application Development as a subject). 3 years' practical experience in Web / Application Development Environment Knowledge of Systems Development Life Cycle (incl. Data Modelling & System Design). Sound knowledge of Java, JavaScript, HTML, SQL and Oracle PL/SQL, Microsoft share-point. Practical knowledge of database design and normalisation of user requirements. Valid Driver's license (Motor Vehicle)

DUTIES : Provide management for web resources and subordinates, Design, create and maintain the web site for the department, Graphic designing and print media Design, create and maintain the web site for the department, Plan, coordinate and implement security measures to safeguard against accident or unauthorized monitoring or disclosure, Maintain, test and administer web server, operating tools and software for department web site, Keep abreast with new developments and provide inputs to policies and strategies, Train, advice and inform IT staff and Department officials on usage of web resources to improve the department's efficiency and effectiveness.

ENQUIRIES : Mr M Mandiwana at 066 015 9384

POST 19/159 : **ASSISTANT DIRECTOR: ICT OPERATIONS MANAGEMENT REF NO: DSDFS: 50/25 (X1 POST)**

SALARY : R468 459 per annum (Level 09)
CENTRE : Provincial Office

REQUIREMENTS : An appropriate Bachelor's degree or Tertiary National Diploma in Information Technology. 5 years' practical experience. Valid Driver's license (Motor Vehicle)

DUTIES : To manage both first- and second-line support to all users within the department. To support the development, management and control of ICT Systems including the departmental website. To manage the planning, implementation and maintenance of both external and internal information technology projects e.g. the roll-out of IT within the respective district offices. To plan, coordinate and manage ICT training for the component and the department at large. procedures. Sage ICT training for the component and the department at large. To develop and ensure the successful implementation of ICT procurement policies and strategies. To ensure the rendering of an effective and efficient secretariat and advisory service to the Departmental DITC Committee in line with procurement and asset management procedures. SITA liaison and service level management (agreements). Keep and maintain a register of all IT equipment in the Department, including the disposal thereof in terms of Treasury regulations.

ENQUIRIES : Mr M Mandiwana at 066 015 9384

<u>POST 19/160</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL PLANNING, BUDGETING & MONITORING REF NO: DSDFS: 51/25 (X1 POST)</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Accounting or NQF level 6 qualification in Financial Management or Grade 12 plus a minimum of 5 years' experience in Public Sector Financial Administration. Computer literacy including knowledge of Microsoft Excel. Knowledge and understanding of the PFMA and Treasury Regulations.
<u>DUTIES</u>	:	The compilation of departmental budget documents, presentations and reports, The shifting of funds within programmes as well as effecting virements on BAS and the reporting thereof, The compilation of expenditure reports (e.g Status reports, IYM, CG, Priority and COE reports) for programme monitoring in terms of actual expenditure, commitments, deviations and future projections, the control of SCOA segments and BAS codes related to budgeting, The performing of an administration function for the directorate, the performing of ad hoc requests.
<u>ENQUIRIES</u>	:	Ms S Van Der Merwe at 066 487 6197
<u>POST 19/161</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANGEMENT X1 REF NO: DSDFS 52/25 (X1 POST)</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Bachelor's Degree or a National Diploma in Human Resource Management or NQF level 6 qualification. 3 years' work experience in Human Resource Management. Proven knowledge of PERSAL. Computer literacy. A valid driver's license (Motor Vehicle)
<u>DUTIES</u>	:	Manage Personnel Administration Sub-directorate. Manage performance of staff and ensure appropriate training and development. Maintain Human Resource database of the department. Monitor and authorize PERSAL transactions according to delegations of the department. Manage appointment, transfers and termination of services. Prepare and consolidate reports on personnel administration issues. Implement of departmental/public service policies on matters related to human resource management to adhere to the relevant prescripts/legislations. Perform functions of a PERSAL Controller.
<u>ENQUIRIES</u>	:	Ms SD Lebakeng at 066 486 6668
<u>POST 19/162</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING & ADVISORY SERVICES REF NO: DSDFS 53/25 (X1 POST)</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Human Resource Management or NQF level 6 qualification with appropriate experience. 3 years relevant working experience. Computer literacy. A valid driver's license (Motor Vehicle)
<u>DUTIES</u>	:	Manage Human Resource Planning and Advisory Services. Develop and provide advice on all human resource policies in the department. Co-ordinate recruitment and selection process. Develop and submit Human Resource Plan, Human Resource Plan Implementation Report, Employment Equity Plan and Employment Equity Report. Manage performance of subordinate and ensure appropriate training and development. Oversee the implementation of directive and policies.
<u>ENQUIRIES</u>	:	Ms MV Mophethe at 083 577 2009
<u>POST 19/163</u>	:	<u>ADMINISTRATIVE OFFICER HUMAN RESOURCES REF NO: DSDFS 55/25 (X1 POST)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Bethlehem Office
<u>REQUIREMENTS</u>	:	Appropriate degree or National Diploma in Human Resources Management/Public Administration/Public Management or NQF Level 5 qualification. A minimum of 2 years' experience in administration, public sector,

		Human Resource matters, Supply Chain Management, Financial management, Budget administration.
<u>DUTIES</u>	:	Implement financial administration to support the Manager with financial administration. Render supply chain management support services to the Manager. Render general support services to the Directorate. Supervises and controls resources to ensure a satisfactory workflow and service delivery
<u>ENQUIRIES</u>	:	Mr V Motaung at 083 406 2366
<u>POST 19/164</u>	:	<u>ADMINISTRATIVE OFFICER (PMDS PRACTITIONER) REF NO: DSDFS 56/25 (X1 POST)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Appropriate degree or National Diploma in Human Resources Management/Public Administration/Public Management or NQF Level 5 qualification. A minimum of 2 years' experience in administration, public sector; Human Resource matters, Supply Chain Management, Financial management, Budget administration.
<u>DUTIES</u>	:	Assist with the successful implementation of the (employee) Performance Management System for officials' level 1-12 within the Department. Verify and report on the extent to which Performance Management Plans are developed, signed and/or maintained within all units of the Department and assist and/or advise Managers thereon. And monitor the adherence to all due dates of Performance Agreements, Quarterly Reviews and End of Cycle Reports. Finalization of the annual PMDS Cycle. Render effective and efficient secretariat services to the Departmental PMDS structures. Represent the Department in committees and/or for a on matters related to the above.
<u>ENQUIRIES</u>	:	Ms L Rossouw at 066 486 5542
<u>POST 19/165</u>	:	<u>PERSONAL ASSISTANT (CHIEF DIRECTOR: COMMUNITY & PARTNERSHIP DEVELOPMENT REF NO: DSDFS 57/25 (X1 POST)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Diploma or equivalent qualification at (NQF level 5). A minimum of 1 to 2 years' experience in Administration or rendering a support service to Senior Management. Knowledge of relevant Public Service and Departmental legislation / prescripts / policies and procedures. Knowledge of financial, provisioning and Human Resource administration procedures and processes. Skills and Competencies; Communication skills (verbal and Written), Interpersonal and organizational skills, Computer literacy; Numerical skills, Competency in word, excel and power-point Problem solving. Creative and analytical thinking. Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Provide secretarial / receptionist support to the Chief Director. Render Administrative support services (arrange for meetings, filling, manage the diary, ensure minutes are available for all Chief Director meetings, filling and easy retrieval of documents) and manage the budget of the Chief Director. Remains up to date with regard to prescripts / policies and procedures applicable to the terrain to ensure efficient and effective support to the Chief Director.
<u>ENQUIRIES</u>	:	Ms W Direko at 066 487 6191
<u>POST 19/166</u>	:	<u>MONITORING AND EVALUATION OFFICER REF NO: DSDFS 58/25 (X5 POSTS)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	An appropriate Degree - (Bachelor of Commerce / Business Management / Economics / Business Administration / Public Administration / Monitoring and Evaluation. 1-2 years relevant working experience. A Valid driver's license.
<u>DUTIES</u>	:	Assist with the development of the Department's Monitoring and Evaluation Policy and/or Implementation Strategy (in line with national and/or provincial frameworks). Assist with the development of the Department's Monitoring and Evaluation Reporting Format (inclusive of reporting time-frames) in line with the Department's Annual Performance Plan as well as the Annual Report of the Department. Arrange, in liaison with the Departmental Skills Development

		Facilitator, capacity building programmes on matters related to monitoring and evaluation (of non-financial performance) is improved continuously. Collate and consolidate information pertaining to the performance of the Department Attend provincial – and/or departmental meetings on matters related to monitoring and evaluation. This includes the capturing of resolutions if and when the meetings are chaired by the Departmental M&E Specialist and/or the departmental Manager: M&E.
<u>ENQUIRIES</u>	:	Mr T Ntsane at 083 295 2624
<u>POST 19/167</u>	:	<u>STATE ACCOUNTING CLERK: NPO REF NO: DSDFS 59/25 (X10 POSTS)</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05)
	:	Thabo Mofutsanyana District Office (X2 Posts)
	:	Mangaung Metro District Office (X2 Posts)
	:	Lejweleputswa District Office (X2 Posts)
	:	Xhariep District Office (X2 Posts)
	:	Fezile Dabi District Office (X2 Posts)
<u>REQUIREMENTS</u>	:	A Grade 12 certificate. National Diploma or Bachelor's Degree (NQF6/7) in Finance / Accounting/ Auditing as recognised by SAQA and 1-year relevant working experience in Financial Accounting will be an added advantage. Have proven competencies in: Communication (Verbal and Written), Analytical and Problem solving, Attention to detail, Interpersonal relations, Planning and organising skills, Basic Numeracy and Accuracy
<u>DUTIES</u>	:	Render Financial Accounting transactions: Receive invoices, check invoices for correctness, verification and approval (internal control), process invoices (e.g. capture payments), Collection of cash). Perform Financial Accounting Administration support services inclusive of updating and maintaining invoice tracking register, file documents (Batch control), perform adhoc activities as and when required. Perform bookkeeping support services in respect of: - capturing of all financial transactions, clearing of suspense accounts, recording of debtors and creditors, processing of electronic banking transactions and compiling of journals.
<u>ENQUIRIES</u>	:	Ms N Bothma at 083 443 8215 (Lejweleputswa) Ms K Nkungwana at 083 443 8343 (Fezile Dabi) Ms P Lithabe at 066 486 6749 (Thabo Mofutsanyana) Ms M Mohokare at 083 443 9037 (Mangaung Metro)
<u>POST 19/168</u>	:	<u>LAUNDRY AID SUPERVISOR REF NO: DSDFS 60/25 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R193 359 per annum (Level 04)
	:	Leratong CYC Centre
	:	Botshabelo Haven Old Age Home
<u>REQUIREMENTS</u>	:	Grade 10/Abet level 4. Three (3) years laundry work or related or related experience required.
<u>DUTIES</u>	:	Supervise laundry operations. Supervise provision of laundry maintenance services. Supervise human and physical resources.
<u>ENQUIRIES</u>	:	Ms T Nhlapo at 066 485 9783
<u>POST 19/169</u>	:	<u>CLEANER SUPERVISOR/FOREMAN REF NO: DSDFS 61/25 (X1 POST)</u>
<u>SALARY CENTRE</u>	:	R193 359 per annum (Level 04)
	:	Provincial Office
<u>REQUIREMENTS</u>	:	Grade 10/ABET level 4. 3 years cleaning experience.
<u>DUTIES</u>	:	To oversee cleaning services of offices, corridors, general kitchens, restrooms and bathrooms. To manage and ensure the maintenance of cleaning materials and equipment. To supervise human /staff
<u>ENQUIRIES</u>	:	Ms M Petje at 066 487 6143
<u>POST 19/170</u>	:	<u>CLEANER REF NO: DSDFS 62/25 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R138 486 per annum (Level 02)
	:	Botshabelo Haven Old Age Home
<u>REQUIREMENTS</u>	:	ABET or equivalent qualification.

<u>DUTIES</u>	:	Provision of cleaning services by cleaning offices corridors, elevators and Boardrooms. Cleaning restrooms. Keep and maintain cleaning materials and equipment.
<u>ENQUIRIES</u>	:	Ms S Sothoane at 066 486 6635
<u>POST 19/171</u>	:	<u>LAUNDRY AID REF NO: DSDFS 63/25 (X4 POSTS)</u>
<u>SALARY</u>	:	R138 486 per annum (Level 02)
<u>CENTRE</u>	:	Botshabelo Haven Old Age Home (X2 Posts) Leratong CYC (X2 Posts)
<u>REQUIREMENTS</u>	:	NQF Level 3 (Grade 10 certificate or equivalent)
<u>DUTIES</u>	:	Operate washing machine/tumbles driers/presses, Sort linen in laundry, supply clean linen to wards and remove dirty/soiled linen, Load and off load linen from laundry trucks, Slouch soiled linen.
<u>ENQUIRIES</u>	:	Ms S Sothoane at 066 486 6635, Ms T Nhlapo at 081 829 9433

DEPARTMENT OF TREASURY

The Free State Provincial Government is an equal opportunity affirmative action employer and to this end has developed an Employment Equity Plan pursuant to the Employment Equity Act. Preference for the filling of these posts will be guided by the Departmental Equity Plan and targets correlating to the posts.

<u>APPLICATIONS</u>	:	Applications, quoting the relevant reference, should be forwarded as follows: The Deputy Director: Human Resources Management, Free State Provincial Treasury, Private Bag X20537, Bloemfontein, 9300 or applications that are hand delivered must be brought to the foyer of Fidel Castro Building where they must be placed in the appropriately marked box at: Security, Ground Floor, Fidel Castro Building, Cnr. Markgraaff and Miriam Makeba Streets, Bloemfontein. Applications may also be e-mailed to recruitment@treasury.fs.gov.za .
<u>FOR ATTENTION</u>	:	Mr. W van Zyl, Fidel Castro Building Tel No: (051) 405 5266
<u>CLOSING DATE</u>	:	25 June 2025
<u>NOTE</u>	:	Directions to applicants: Applications must be submitted on form the new Z.83 form (Updated version that came into effect on 1 January 2021), obtainable from any Public Service Department and must only be accompanied by a detailed Curriculum Vitae (Subjects of relevant qualification(s) should be mentioned in the CV). The Curriculum Vitae should be specific regarding previous positions occupied and the start date and end date of the position(s) should be indicated. Applicants are requested to complete the Z83 form properly and in full. The department name, post title and reference number of the advertised post should be stated on the Z83. Only short-listed candidates will be required to submit certified copies of qualifications and other related documents on, or before the day of the interview following an invitation from the Department to attend an interview, and such qualification(s) and other related document(s) should be in line with the requirements of the advertisement. For SMS posts in the Public Service, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via the following link: https://www.thensg.gov.za . Candidates will also be subjected to a competency assessment, a practical test/exercise as well as an integrity (ethical conduct) assessment. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted, hand delivered or e-mailed timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial assets check, qualification verification and reference checks). The Department reserves the right not to make appointments on the advertised post(s). Employment Equity targets: African males and/or African females. Persons with disabilities are encouraged to apply.

MANAGEMENT ECHELON

<u>POST 19/172</u>	:	<u>DIRECTOR: FISCAL POLICY REF NO: FSPT: 013/25</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (an all-inclusive salary package). (This all-inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules).
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A degree or equivalent qualification (NQF level 7) in Accounting/ Economics or equivalent qualification with Accounting/ Economics as a passed major subject. A minimum of five (5) years' experience in a budget/ fiscal policy/ public finance/ economic research environment. Five (5) years' experience at Middle/Senior Managerial level. Knowledge of The Constitution of the RSA, Intergovernmental Fiscal Relations Act, Division of Revenue Act (DORA), Public Finance Management Act (PFMA), Medium Term Expenditure Framework (MTEF) Budget process, Treasury regulations and Treasury guidelines. Must possess the following skills: Written and verbal communication-, policy development-, budgeting-, strategic skills-, reporting- and presentation-, conflict management-, problem solving-, leadership-, managerial-, project management-, financial management-, analytical- and persuasive skills and ability to effectively interact with clients.
<u>DUTIES</u>	:	Provide advice on the Medium-Term Fiscal Policy Framework. Oversee the analysis of the provincial equitable share and conditional grants. Enhance and optimize provincial revenue streams. Manage the revenue trends and revenue reports compiled/produced. Oversee the effective administration of own revenue resources. Enable the implementation of an appropriate borrowing policy framework. Set parameters for the development of an overall financing envelope for the province. Ensure the issuing of best practice/instruction to the Provincial Departments. Provide technical assistance and build capacity in the Provincial Departments and Public Entities. Manage the resources of the Directorate. Manage and mitigate risks within the Directorate.
<u>ENQUIRIES</u>	:	Mr. P E Lebone at 082 803 4075 (office hours only)

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF EDUCATION**



- APPLICATIONS** : Applications should be addressed to: The Acting Head of Department, Department of Education, Private Bag X9489, Polokwane, 0700 or handed in at Office No. H03, Registry, Records Management Directorate at 113 Biccard Street, Polokwane. or on the following website: <http://10.55.145.92/e-recruitmentInternal/>
- CLOSING DATE** : 27 June 2025, 14 H00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e. effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>). Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will Photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. The contents of the advertised post will also be posted on the following websites www.limpopo.gov.za/ www.edu.gov.za/ www.dpsa.gov.za/. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.

OTHER POSTS

- POST 19/173** : **SOCIAL WORK MANAGER ECD CONDITIONAL GRANT REF NO: LDOE 11/04/2025**
- SALARY** : R970 686 per annum, (inclusive package)
- CENTRE** : Head Office, Polokwane
- REQUIREMENTS** : Bachelor's degree in social work. Minimum of 10 years' experience in social work after registration as a Social Worker with the SACSSP of which 5 years must be appropriate experience in ECD Conditional Grant. Registration with the South African Council for Social Service Professions as a Social Worker. Computer literacy A valid South African driver's licence (with exception of person with disability). Strategic Capability and Leadership skills. People management and Empowerment skills Programme and Project Management skills. Financial Management Skills. Computer Literacy.
- DUTIES** : Coordinate services and resources needed to meet the needs of ECD Centres, Plan, manage, Maintain accurate and up-to-date database of refurbished and low cost ECD Centres through Conditional grant. Manage and implement the

		ECD conditional grant registration packages. Facilitate stakeholders' engagement meetings for the construction of low-cost ECD Centres. Manage and facilitate the implementation of ECD policies, strategies, minimum technical norms and standards, including practice guidelines in respect of early childhood development conditional grant. Provide technical support to the ECD programme and ensure that all deliverables of the ECD conditional grant are met. Consolidate provincial reports in line with the ECD Conditional Framework. Manage and facilitate capacity building on the ECD conditional grant. Advocate for ECD Centres and the rights of children. Manage and monitor funded ECD Centres. Supervise Social workers and Social auxiliary workers. Attend Stakeholders, District, Provincial and National meetings. Prepare ECD conditional grant reports.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
<u>POST 19/174</u>	:	<u>DEPUTY DIRECTOR QUANTITY SURVEY: ECD CONDITIONAL GRANT REF NO LDOE 12/04/2025 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum, (inclusive package)
	:	Head Office, Polokwane
	:	A Bachelor's Degree/BTech in Quantity Survey or a relevant equivalent qualification (NQF level 7) as recognised by SAQA.3 - 5 years' relevant experience at a lower management level as an Assistant Director in Building Construction and Building Maintenance. Computer literacy A valid South African driver's licence (with exception of person with disability). Core and Process Competencies: People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication.
<u>DUTIES</u>	:	Manage and coordinate all aspects of facility projects and facility maintenance. Be responsible for project and maintenance planning, implementation monitoring, reporting and evaluation in line with project management methodology. Do maintenance planning. Be responsible for project and maintenance accounting and financial management. Report project and planned and unplanned maintenance progress. Manage project and maintenance budget resources in consultation with the Supervisor. Do maintenance trend analysis and facility cost research. Contribute to the human resource-related activities.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
<u>POST 19/175</u>	:	<u>DEPUTY DIRECTOR QUANTITY SURVEY REF NO: LDOE 15/04/2025 (X1 POST)</u> Infrastructure Delivery Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum, (inclusive package)
	:	Head Office
	:	A bachelor's degree/BTech in Quantity Survey or a relevant equivalent qualification (NQF level 7) as recognized by SAQA.3 -5 years relevant experience at lower management level as a Quantity Surveyor in Building Construction and Building maintenance. Computer literacy. A valid South African driver's licence (with exception of person with disability). Core and Process Competencies: People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication.
<u>DUTIES</u>	:	Manage and coordinate all aspects of facility projects and facility maintenance. Be responsible for project and maintenance planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Do maintenance planning. Be responsible for project and maintenance accounting and financial management. Report project and planned and unplanned maintenance progress. Manage project and maintenance budget resources in consultation with the Supervisor. Do

		maintenance trend analysis and facility cost research. Contribute to the human resource-management.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921
<u>POST 19/176</u>	:	<u>ELECTRICAL ENGINEER GRADE A REF NO: LDOE 14/04/2025 (X1 POST)</u> Infrastructure Delivery Management
<u>SALARY</u>	:	R879 342 per annum, (inclusive package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A university degree in Engineering and/or equivalent qualification. Registration with ECSA as a Professional Engineer: Electrical Engineer. Minimum of Three Years' experience post qualification. Computer literacy. A valid South African driver's licence (with exception of person with disability Core and Competencies Process: Strategic Capability and Leadership skills People management and Empowerment skills Programme and Project Management skills Financial Management Skills. Computer Literacy. Knowledge: PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. South African Schools Act of 1996, Regulations and Guidelines. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000.
<u>DUTIES</u>	:	Provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Education Facilities Guidelines and National Education norms & standards. Monitor that infrastructure projects implemented by Implementing Agent[s] comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles code of practice. Monitor that planning and design completed through insourced engineering services is done according to sound engineering principles and according to norms and standards and code of practice. Update functional and technical norms and standards updated based on learning generated through Post Project and Post Occupancy Evaluation [POE] exercises. Maintain electrical engineering norms.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
<u>POST 19/177</u>	:	<u>TOWN & REGIONAL PLANNER REF NO: LDOE 13/04/2025 (X1 POST)</u> Infrastructure Delivery Management
<u>SALARY</u>	:	R866 304 per annum, (inclusive package)
<u>CENTRE</u>	:	Head Office, Polokwane
<u>REQUIREMENTS</u>	:	University B Degree in Town and Regional Planning or equivalent qualification. Registered as Built Environment Professional: Town Planner with SACPLAN. Valid Driver's Licence. Computer literate. Minimum of Six Years' experience post qualification. Core and Competencies Process: Strategic Capability and Leadership skills. People management and Empowerment skills. Programme and Project Management skills Financial Management Skills. Computer Literacy. Knowledge: South African Schools Act of 1996, Regulations and Proclamations. Guidelines issued by DBE in terms of functional and technical Norms and Standards. Construction Industry Development Board Act of 2000 and Regulations. Spatial planning systems and norms of Government. National Building Standards Act of 1977 and Regulations. Town and Regional Planner Act of 1994. PFMA, Treasury Regulations, Treasury Practice Notes and Circulars. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Public Service Act 1999 and Regulations. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation.
<u>DUTIES</u>	:	Assist in aligning town planning infrastructure modelling to the Departmental Service Plan. Assist in preparing input for Strategic Plan, Annual Performance Plan and Annual Report. Assist in preparing inputs to the Directorate

		Infrastructure Delivery Management in terms of the implementation of Project Briefs and related requests on town planning specific information. Assist to prepare inputs to the Directorate Infrastructure Delivery Management for the procurement strategy and the Infrastructure Programme Management Plan [IPMP]. Assist in preparing inputs to Directorate Infrastructure Delivery Management for the Medium, Annual and Adjustment Budgets.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
<u>POST 19/178</u>	:	<u>ASSISTANT DIRECTOR: EXPENDITURE MANAGEMENT REF NO: LDOE 16/04/2025 (X1 POST)</u> ECD Conditional Grant
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A National Diploma or degree in Finance/Accounting as recognised by SAQAA minimum of three (3) years' experience. Experience in ECD will be an added advantage. A valid South African driver's licence (with exception of person with disability. Core And Process Competences Sound knowledge of the Public Finance Management Act and Treasury Regulations will serve as a strong recommendation. Ability to understand, interpret and correctly apply financial policies and prescripts. Must be computer literate and have knowledge of Microsoft packages, understanding of the financial and accounting processes. Well-developed reasoning, mathematical, analytical, innovative thinking and problem-solving ability. Ability to effectively compile and present reports. Must be knowledgeable with Human Resource Management (People Management Knowledge: Sound knowledge of the Public Finance Management Act and Treasury Regulations will serve as a strong recommendation. Ability to understand, interpret and correctly apply financial policies and prescripts. Must be computer literate and have knowledge of Microsoft packages, understanding of the financial and accounting processes. Well-developed reasoning, mathematical, analytical, innovative thinking and problem-solving ability. Ability to effectively compile and present reports. Must be knowledgeable with Human Resource Management (People Management) practices. Skills: Well-developed verbal, written communication skills with good interpersonal relations. Ability to effectively lease and communicate with clients. Team player, receptive to suggestions and focused on zero defect. Positive, loyal, creative and trustworthy.
<u>DUTIES</u>	:	Ensuring payments to all funded ECD centres on time. Ensure a detailed check on documentation. Execute all queries emanating from suppliers promptly and compile a prompt response to all audit queries relating to accounts payable. Reporting and rectifying any deviation found i.r.o contract/instruction and delegations prior to approval of payments. Follow up on all payment documents received late for payments and make sure that appropriate preventative action taken with respect to thereof. Preparation of journals and reconciliation of all ECD centres paid quarterly. Knowledge in respect of foreign payments. Reporting all financial misconduct as required by the prescripts. Keeping the relevant statistics for management purposes. Ensure the safe keeping of all transactions supporting documentation, files and data for audit purposes in accordance with prescripts. Evaluate and maintain security measures. Train, guide, supervise and develop finance admin clerks in the sub-directorate. Consolidate Means of Verification (MOV) of funded ECD centres. Ensure call for proposal for funding of ECD centres is conducted on time. Maintain database of funded ECD centres. Consolidate weekly, monthly, and quarterly reports. Attend National, Provincial and District meetings.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921
<u>POST 19/179</u>	:	<u>ASSISTANT DIRECTOR: QUANTITY SURVEY REF NO: LDOE 17/04/2025</u> Sub – Directorate: ECD
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office

<u>REQUIREMENTS</u>	:	A Bachelor's degree/BTech in Quantity Survey or a relevant equivalent qualification (NQF level 7) as recognized by SAQA. A minimum of three (3) years' experience at supervisory level in Building Construction and Building Maintenance. Computer literacy. A valid South African driver's licence (with exception of person with disability). Core and Process Competencies: People Management and Empowerment, Programme & Project Management, Financial Management and Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication.
<u>DUTIES</u>	:	Manage and coordinate all aspects of facility projects and facility maintenance. Be responsible for project and maintenance planning, implementation monitoring, reporting and evaluation in line with project management methodology. Do maintenance planning Be responsible for project and maintenance accounting and financial management. Report project and planned and unplanned maintenance progress. Manage project and maintenance budget resources in consultation with the Supervisor. Do maintenance trend analysis and facility cost research. Contribute to the human resource- management.
<u>ENQUIRIES</u>	:	Mr. Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921
<u>POST 19/180</u>	:	<u>SOCIAL WORKER REF NO: LDOE 20/04/2025 (X2 POSTS)</u> Sub - Directorate: ECD
<u>SALARY</u>	:	R325 200 per annum
<u>CENTRE</u>	:	Sekhukhune South
<u>REQUIREMENTS</u>	:	A Degree in Social Work. Registration with the South African Council for Social Service Professions as Social Worker. A valid driver's license. Core And Process Competencies Good verbal and written communication, Good report writing skills, Ability to intervene and resolve conflict of a complex nature, Problem solving, Planning and organizing work and working independently, Non-judgmental, Understanding, Assertive and Caring. Analytical skills, Knowledge and experience in working with Children's Act. Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities. The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. The understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Skills and Computer literate (excel skills will be an added advantage).
<u>DUTIES</u>	:	Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Regulating the stay of children in alternative care; managing and facilitating the movement of children within the child and youth care system; and discharging or releasing children from the provisions of the Act. Attend to any other matters that could result in, or stem from, social instability in any form. Conduct assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions. Support social auxiliary workers and volunteers. Keep up to date with new developments in the social work and social welfare fields. Perform all the administrative functions required of the job. It will be expected from the Social Workers Grade 4 to mentor and coach the Social Workers Grade 1 to enable them to render an effective and efficient social work service, good record keeping. Register and Monitor Early Childhood Development programmes. Maintain and update databases of registered and funded ECD centres.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921

<u>POST 19/181</u>	:	<u>ADMINISTRATION OFFICER REF NO: LDOE 18/04/2025 (X1 POST)</u> Sub - Directorate: ECD Contract Post
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree in Office Administration or a relevant equivalent qualification (NQF level 7) Appropriate experience in Construction/ Facility Maintenance or Project Management A minimum of three (03) years' experience in administrative. A valid South African driver's licence (with exception of person with disability. Core and Process Competencies: Computer Literacy Advanced skills in excel, word and power point. Data capturing skills. Good communication skills and flexibility. Time management, planning and organisation skills. Ability to function independently and as part of a team.
<u>DUTIES</u>	:	Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimile. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the infrastructure unit. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the infrastructure unit, distribute documents/packages to various stakeholders as required. Render secretariat services for the Departmental Infrastructure unit.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921
<u>POST 19/182</u>	:	<u>ADMINISTRATION CLERK REF NO: LDOE 19/04/2025 (X1 POST)</u> Sub - Directorate: ECD
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification with 1-2 years' experience in administration. Experience in ECD will be an added advantage. A valid South African driver's licence (with exception of person with disability Knowledge: Skills and Competencies Computer Literacy. Advanced skills in excel, word and power point, Data capturing skills. Good communication skills, Organisation skills, Teamwork and Flexibility. Knowledge of legal framework governing the public service, Keep and maintain personnel records. Presentation skills, Knowledge of Education strategies and programmes pertaining to ECD will be an added advantage.
<u>DUTIES</u>	:	Consolidate ECD Means of Verification (MOV), record, organize, store, capture and retrieve correspondence and data (line function), Handle routine enquiries, Update registers and statistics. Make photocopies, receive, and send mails. Distribute documents/packages to various stakeholders, as required. Keep and maintain the filing system for the subsidy components and all ECD databases. Type basic letters and/or other correspondence when required. Keep and maintain incoming and outgoing registers. Book venue for meetings, prepare agendas and file attendance. Type and record minutes of the meetings.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921

OFFICE OF THE PREMIER

<u>APPLICATIONS</u>	:	are encouraged to be submitted through the Provincial Government e-Recruitment website at https://erecruitment.limpopo.gov.za , however, hand delivery applications are acceptable and must be submitted on the new Z83 application form obtainable from all Government Departments or can be downloaded from www.gov.za / www.dpsa.gov.za / www.labour.gov.za and be addressed to: Director: Human Resource Management Services, Office of the Premier, Private Bag X9483, Polokwane, 0700 or hand delivered to the Office of the Premier at 40 Hans van Rensburg Street, Polokwane, Mowaneng Building, Office No. A013, General Records: Registry, Ground Floor.
<u>CLOSING DATE</u>	:	30 June 2025 at 16h00.

NOTE

: The Office of the Premier is an affirmative action employer. Designated race groups, females and persons with disabilities remain the target group and are encouraged to apply. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, C and D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State?" then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". If yes (provide detail)". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the Z83 application form for employment, and applicants are accountable for the information that is provided therein. NB: The questions related to conditions that prevent re-appointment under Part F of the Z83 application form must be answered with Yes or No, however, applicants currently employed by the public service do not need to complete the section. Applicants must quote the specific reference number indicated on the post applying for in the Column "Reference Number" on Z83 application form. To ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Governance with effect from 01 April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS level. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme. A Compulsory pre-entry into the Senior Management Services (SMS) certificate from National School of Governance (NSG) will be required from the recommended candidate before the assumption of duty. As per the DPSA directive on Human Resources Management & Development for Public Service Professionalization Volume 1, "All shortlisted candidates, including SMS, shall undertake two (2) pre-entry assessments. One (1) will be a practical exercise, and the other one (1) will be an Integrity (Ethical Conduct) Assessment. Following the interview process, the selection panel will recommend suitable SMS 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. Successful candidates will be expected to enter into a performance agreement and sign an oath of secrecy. All appointments are subject to the personnel suitability check and recommended candidates will be subjected to security clearance procedures. The Office reserves the right NOT to make any appointment to the posts advertised. The employment decision shall among other determinations be informed by the Employment Equity Plan of the Office. The successful candidate falling within the designated categories will be required to disclose his/her financial interests in accordance with the applicable prescripts within 30 days of assumption of duty. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage receiving. If you have not heard from the Office within ninety (90) days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, seek reasons for the above administrative action in terms of section 5, sub-section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Note: Certified copies of educational qualifications, academic records, identity documents and a valid driver's license (where required) will only be submitted by shortlisted candidates to HR on or before the day of the interview date (prior to be interviewed), failure to produce the requested certified copies as mentioned, will result in an automatic disqualification from the process. Kindly note that no payment of any kind is required when applying for posts advertised

in this circular. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. The contents of the advertised vacant posts will also be posted on the following website: <https://erecruitment.limpopo.gov.za>, www.limpopo.gov.za, www.dpsa.gov.za and Limpopo Provincial Departments social media platform. NB!!! The Office reserves the right to interview candidates virtually. In the event a candidate's preference is to attend a physical face-to-face interview process, the Office will not be liable for any expenses incurred.

MANAGEMENT ECEHLON

<u>POST 19/183</u>	:	<u>CHIEF DIRECTOR: ADMINISTRATION SUPPORT REF NO: OTP: 03 / 25 / 01 (X1 POST)</u> Chief Directorate: Administration Support
<u>SALARY</u>	:	R1 436 022 per annum (Level 14), all-inclusive remunerative package)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Public Administration / Public Management / Human Resource Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). Five (05) years' experience at Senior Management level in related field. SMS Pre-Entry (Nyukela) Certificate upon appointment. A valid driver's license except for people with disability.
<u>DUTIES</u>	:	Responsibilities: Oversee the provision of Human Resource Management Services which includes Recruitment and Selection, Compensation and Service Benefits, implementation and reviewing of HRM policies, provision of Organization development services, development and implementation of HR Plan and Employment Equity Plans. Oversee the Management of Departmental Records, Facilities and Auxiliary Services. Oversee the provision of HRD, PMDS and Employee Health and Wellness Programmes. Oversee the Management of Information Communication Technology (ICT) Infrastructure and Security Services which include the provision, maintenance, monitoring and installation of ICT equipment, analysis of Information Communication Technology requirements, development, maintenance and implementation of application systems, management of contracts and Service Level Agreement, the provision of ICT infrastructure and security services. Provide strategic direction in respect of Administration support by Managing resources and maintaining discipline. Manage the provision of equipment (assets) required by personnel for the achievement of outputs in their respective Job Descriptions. Implement and develop strategies of the directorate to ensure alignment with its business plans. Formulate, implement and report on strategic frameworks in the area of functional responsibility. Develop Operational Plans to give strategic direction to the directorate and coordinate reports.
<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.
<u>POST 19/184</u>	:	<u>DIRECTOR: LIMPOPO YOUTH DEVELOPMENT REF NO: OTP: 03 / 25 / 02 (X1 POST)</u> Directorate: Limpopo Youth Development
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (all-inclusive remunerative package)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Public Management / Public Administration/ Project Management / Community Development / Development Studies or equivalent qualification as recognized by the South African Qualification Authority (SAQA). Five (05) years' experience at Middle/Senior Management level. SMS Pre-Entry (Nyukela) Certificate upon appointment. A valid driver's license except for people with disability.
<u>DUTIES</u>	:	Develop and review provincial youth development policies, frameworks and strategies. Align youth development strategies with the provincial growth and development strategies. Provide strategic direction to departments on the mainstreaming of youth development initiatives. Oversee the development and implementation of integrated youth development programmes across all

		provincial departments. Facilitate the coordination of departmental and municipal youth development plans to avoid duplication and promote synergies. Drive initiatives that enhance youth economic participation, social cohesion and skills development. Build and manage strategic partnerships with the National Youth Development Agency (NYDA), civil society, private sector and academic institutions. Engage with formations, community-based Organisations and traditional leaders to promote inclusive youth development. Prepare quarterly and annual reports on youth development interventions and their contribution to provincial development goals. Ensure data-driven decision-making by maintaining an up-to-date youth development database.
<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.
<u>POST 19/185</u>	:	<u>DIRECTOR: INFRASTRUCTURE PLANNING AND PROJECT MANAGEMENT COORDINATION REF NO: OTP: 03 / 25 / 03 (X1 POST)</u> Directorate: Infrastructure Planning and Project Management Coordination
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (all-inclusive remunerative package)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Built Environment Qualifications / Project Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience at Middle/Senior Management level. SMS Pre-Entry (Nyukela) Certificate upon appointment. A valid driver's license except for people with disability.
<u>DUTIES</u>	:	Co-ordinate Integrated Infrastructure Development Planning in the Province. Coordinate the development, updating and review of the Provincial Integrated Infrastructure Related Policy / Framework / Strategy / Plan. Provide project management oversight on priority projects in the province. Facilitate the development of Province - Wide Intervention Plans on infrastructure matters. Manage Human Resource and Divisional Budget.
<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.
<u>POST 19/186</u>	:	<u>DIRECTOR: SPECIAL PROGRAMMES REF NO: OTP: 03 / 25 / 04 (X1 POST)</u> Directorate: Special Programmes
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (all-inclusive remunerative package)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Public Management / Public Administration or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). Five (05) years' experience at Middle/Senior Management level. SMS Pre-Entry (Nyukela) Certificate upon appointment. A valid driver's license except for people with disability.
<u>DUTIES</u>	:	Co-ordinate, facilitate, monitor and evaluate the implementation and mainstreaming of disability programmes in line function Departments. Coordinate, facilitate, monitor and evaluate the implementation and mainstreaming of Older Person's Rights and Military Veteran programs in line function Departments. Monitor, facilitate, coordinate and evaluate the mainstreaming of children's rights program implementation in line function Departments. Monitor, facilitate, coordinate and evaluate the service delivery improvement plan. Monitor, facilitate, coordinate and evaluate the service standards. Monitor, facilitate, coordinate and evaluate the Thusong Programme.
<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.

POST 19/187 : **DIRECTOR: ORGANISATIONAL DEVELOPMENT COORDINATION REF NO: OTP: 03 / 25 / 05 (X1 POST)**
Directorate: Organisational Development Coordination

SALARY : R1 216 824 per annum (Level 13), (all-inclusive remunerative package)
CENTRE : Polokwane

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Management Services / Organisation and Work Study/ Operations Management / Production Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience at Middle/Senior Management level. SMS Pre-Entry (Nyukela) Certificate upon appointment. A valid driver's license except for people with disability.

DUTIES : Manage, coordinate, monitor and evaluate the implementation of organisational design and work-study investigation within the Provincial Administration. Manage, coordinate, monitor and evaluate the implementation of Job Evaluation within the Provincial Administration. Manage the coordination, implementation and monitoring of Operations Management Framework within the Province. Manage, coordinate, monitor and evaluate the development, review and implementation of Job Descriptions within the Provincial Administration. Manage the performance of the Directorate.

ENQUIRIES : Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.

POST 19/188 : **DIRECTOR: FINANCIAL MANAGEMENT AND ACCOUNTING SERVICES REF NO: OTP: 03 / 25 / 06 (X1 POST)**
Directorate: Financial Management and Accounting Services

SALARY : R1 216 824 per annum (Level 13), (all-inclusive remunerative package)
CENTRE : Polokwane

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Financial Management / Financial Accounting or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). Five (05) years' experience at Middle/Senior Management level in Financial Accounting/ Financial Management. A valid driver's license except for people with disability.

DUTIES : Manage Budget Planning. Manage and Coordinate, Bank Reconciliation and Debt Management. Manage Assets, Disposal and Financial systems. Manage payment of salaries and related claims. Manage payment of creditors and other general accounts.

ENQUIRIES : Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.

OTHER POSTS

POST 19/189 : **DEPUTY DIRECTOR: MONITORING & EVALUATION ECONOMIC AND INFRASTRUCTURE SECTOR REF NO: OTP: 03 / 25 / 07 (X1 POST)**
Directorate: Monitoring & Evaluation Economic and Infrastructure Sector

SALARY : R1 059 105 per annum (Level 12), (all-inclusive remunerative package)
CENTRE : Polokwane

REQUIREMENTS : An undergraduate qualification (NQF level 6) in Public Administration or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in Monitoring and Evaluation of which three (3) years must have been at an Assistant Director level. A valid driver's license except for people with disability.

DUTIES : Coordinate and monitor the implementation of Government National Outcomes and other strategic priorities in Provincial Departments. Coordinate and monitor the implementation of the provincial Pillars of Monitoring and Evaluation (M&E) Framework in Provincial Departments. Coordinate and monitor the implementation of the Provincial Infrastructure programmes/projects in all Departments. Coordinate and monitor the implementation of Economic programmes/projects.

<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.
<u>POST 19/190</u>	:	<u>DEPUTY DIRECTOR: DEVELOPMENT PLANNING AND ANTI-POVERTY STRATEGY REF NO: OTP: 03 / 25 / 08 (X2 POSTS)</u> Directorate: Development Planning and Anti-Poverty Strategy
<u>SALARY</u>	:	R1 059 105 per annum (Level 12), (all-inclusive remunerative package)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) in Development Studies or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in Development Planning of which three (3) years must have been at an Assistant Director level. A valid driver's license except for people with disability.
<u>DUTIES</u>	:	Coordinate policy development and analysis. Coordinate integrated development planning amongst the three spheres of government. Coordinate and implement the integrated Provincial Planning Cycle. Coordinate assessment and consolidation of Provincial Strategic Plans. Link Intergovernmental Strategic Plans with the Municipal IDPs.
<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.
<u>POST 19/191</u>	:	<u>DEPUTY DIRECTOR: PUBLIC SECTOR HRD PROGRAMMES REF NO: OTP: 03 / 25 / 09 (X1 POST)</u> Directorate: Public Sector HRD Programmes
<u>SALARY</u>	:	R1 059 105 per annum (Level 12), (all-inclusive remunerative package)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) in HRD / HRM / Public Management or equivalent qualification in relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in Human Resource Development of which three (3) years must have been at an Assistant Director level. A valid driver's license except for people with disability.
<u>DUTIES</u>	:	Coordinate and monitor the development and implementation of Departmental workplace skills plans (WSPs). Coordinate and monitor the development and implementation of Annual HRD Implementation plans and M&E reports. Coordinate and monitor the implementation of generic training programmes. Develop and monitor policy guidelines on the implementation of HRD programmes in the Limpopo Provincial Departments.
<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.
<u>POST 19/192</u>	:	<u>DEPUTY DIRECTOR: PGITO REF NO: OTP: 03 / 25 / 10 (X1 POST)</u> Directorate: Provincial Government Information Technology Office
<u>SALARY</u>	:	R1 059 105 per annum (Level 12), (all-inclusive remunerative package)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) in Information Technology or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in ICT, ICT Governance and E-governance Strategy of which three (3) years must have been at an Assistant Director level. A valid driver's license except for people with disability.
<u>DUTIES</u>	:	Coordinate and monitor the implementation of the ICT strategy. Coordinate and monitor the implementation of transversal vendor contracts or agreements. Provide quality advice and support to provincial departments on ICT matters. Provide high-quality secretarial services to the Provincial Government Information Technology Officers Council (PGITOC).

<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.
<u>POST 19/193</u>	:	<u>DEPUTY DIRECTOR: M&E G&A REF NO: OTP: 03 / 25 / 11 (X1 POST)</u> Directorate: Monitoring & Evaluation Justice Crime Prevention and Security (JCPS) And Governance & Administration (G&A) Sector
<u>SALARY</u>	:	R1 059 105 per annum (Level 12), (all-inclusive remunerative package)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) in Public Administration or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in Monitoring and Evaluation of which three (3) years must have been at an Assistant Director level. A valid driver's license except for people with disability.
<u>DUTIES</u>	:	Monitor the implementation of four (4) National Outcomes; 5, 9, 11 and 12 (PoA priorities). Monitor Service delivery points and projects. Coordinate and Manage Provincial M&E System.
<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.
<u>POST 19/194</u>	:	<u>DEPUTY DIRECTOR: INTERNAL CONTROLS AND COMPLIANCE REF NO: OTP: 03 / 25 / 13 (X1 POST)</u> Directorate: Internal Controls and Compliance
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive remunerative package)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) in Compliance, Auditing, Accounting Science or Risk Management as recognised by South African Qualification Authority SAQA. A minimum of five (5) years' experience in Compliance/ Auditing / Financial Management or Risk Management of which three (3) years must have been at an Assistant Director level. A valid driver's license except for people with disability.
<u>DUTIES</u>	:	Manage development and execution of Internal Controls & Compliance plan. Manage Internal Controls and Compliance Reports. Effective coordination of governance, oversight structures and assurance providers. Facilitate audit steering committee meetings, entry and exit meetings.
<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.
<u>POST 19/195</u>	:	<u>DEPUTY DIRECTOR: OFFICE OF THE DIRECTOR GENERAL REF NO: OTP: 03 / 25 / 14 (X1 POST)</u> Directorate: Office of the Director General
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive remunerative package)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) in Public Administration / Internal Audit or equivalent qualification in the relevant field/area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in Office Administration of which three (3) years must have been at an Assistant Director level. A valid driver's license except for people with disability.
<u>DUTIES</u>	:	Provide Administrative Support to the Director General. Provide Secretariat Support to the Director General. Effective Management and Monitoring of the Implementation of the Decisions / Directives / Resolutions of various meetings. Coordination of Compliance Report to Oversight Structures. Effective Management of records and photocopier in the DG's Registry.
<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.

<u>POST 19/196</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: OTP: 03 / 25 / 15 (X1 POST)</u> Directorate: HRD, PMDS and Employee Health and Wellness
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive remunerative package)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) in Human Resource Management / Development or equivalent qualification in the relevant field/area as recognized by the South African Qualification Authority (SAQA). A minimum of five (5) years' experience in HRD environment of which three (3) years must be at Assistant Director level. A valid driver's license except for people with disability.
<u>DUTIES</u>	:	Manage the development of Workplace Skills Plan. Manage the development of policies. Manage the development of course manuals. Manage the facilitation of training courses and administration of bursaries. Manage the facilitation of Internship and Learnership Programmes. Manage the implementation of AET (Adult Education Training).
<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.
<u>POST 19/197</u>	:	<u>GIS PROFESSIONAL PRODUCTION GRADE A-C REF NO: OTP: 03 / 25 / 12 (X2 POSTS)</u> Directorate: Geographic Information System
<u>SALARY</u>	:	Grade A: R761 157–R816 852 per annum, (all-inclusive remunerative package) Grade B: R866 304–R924 198 per annum, (all-inclusive remunerative package) Grade C: R976 029–R1 144 008 per annum, (all-inclusive remunerative package)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Geographic Information System (GIS) / Geomatics/ Geo-Informatics as recognized by the South African Qualification Authority (SAQA). Registration with the South African Geomatics Council (SAGC) as GIS Professional. Grade A: (0-2 years appropriate experience), Grade B: (14 years appropriate experience), Grade C: (26 years appropriate experience). A valid driver's license except for people with disability.
<u>DUTIES</u>	:	Provide GIS support to departments, municipalities and other stakeholders within the provincial administration. Develop and coordinate GIS projects in the province. Coordinate the establishment (design and develop) and maintenance of the Provincial Geo-database and Website. Render Mapping Services.
<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.
<u>POST 19/198</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER REF NO: OTP: 03 / 25 / 23 (X1 POST)</u> Directorate: State Law Advisory Services (Legal Services) Re-advertisement, applicants who have previously applied, are kindly requested to re-apply if still interested.
<u>SALARY</u>	:	R586 956 per annum (MR6)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate legal qualification (NQF level 7) in LLB / B. JURIS / B. Proc as recognized by the South African Qualification Authority (SAQA). A minimum of eight (8) years appropriate post qualification legal experience in labour matters. A valid driver's license except for people with disability.
<u>DUTIES</u>	:	Ensure a well-coordinated Civil & Labour Litigation Service and represent the Provincial Administration in Conciliation, Arbitration and Labour Matters. Provide legal advice to the Provincial Administration. Draft or edit Labour related contracts and Legal documents for the Provincial Administration. Perform delegated and assigned duties.

<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.
<u>POST 19/199</u>	:	<u>ASSISTANT DIRECTOR: HRM COORDINATION REF. NO.: OTP: 03 / 25 / 16 (X1 POST)</u> Directorate: Human Resource Management Coordination
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) in HRM / Public Administration or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (3) years' experience in Human Resource Management at a Supervisory level. PERSAL Certificate / Results. A valid driver's license except for people with disability.
<u>DUTIES</u>	:	Coordinate Recruitment and Selection within Provincial Departments. Coordinate and Monitor HR Practices within the Provincial Administration. Coordinate effective management and implementation of Departmental HR Plans. Coordinate, develop and implement Human Resource policies, reporting templates, standardized recruitment and selection processes & Standard Operating Procedures (SoPs) to all Departments.
<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.
<u>POST 19/200</u>	:	<u>ASSISTANT DIRECTOR: THUSONG SERVICE CENTERS REF NO: OTP: 03 / 25 / 17 (X1 POST)</u> Directorate: Special Programmes
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) in Social Sciences/Public Management/ Public Administration/ Development Studies or equivalent qualification in the relevant field/area as recognized by the South African Qualification Authority (SAQA). A minimum of three (3) years' experience in Transformation Service/ Community Liaison at a Supervisory level. A valid driver's license except for people with disability.
<u>DUTIES</u>	:	Advise and support the establishment and management of Thusong Service Centers. Monitor and evaluate services rendered at Thusong Service centers, Traditional Authority Offices, and mobile services. Promotion of access to government services through integrated service delivery.
<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.
<u>POST 19/201</u>	:	<u>ASSISTANT DIRECTOR: OFFICE ON THE STATUS OF PEOPLE WITH DISABILITIES REF NO: OTP: 03 / 25 / 18 (X1 POST)</u> Directorate: Special Programmes
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) in Public Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (3) years' experience in Special Programmes at a Supervisory level. A valid driver's license except for people with disability.
<u>DUTIES</u>	:	Assist in the improvement of mainstreaming of disability programmes in line function departments. Facilitate and coordinate disability related capacity building programmes in line function Departments and Municipalities. Assist in the improvement of coordination of advocacy programs for nation building. Facilitate the improvement of mainstreaming of disability programmes in line function Departments.
<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.

<u>POST 19/202</u>	:	<u>ASSISTANT DIRECTOR: INTEGRITY SERVICES REF NO: OTP: 03 / 25 / 19 (X1 POST)</u> Directorate: Integrity, Security and Vetting Services
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) in Policing / Security Management/ Forensic Investigation / Criminology or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (3) years' experience in the Anti-corruption / Integrity / Investigations environment at a Supervisory level. A valid driver's license except for people with disability.
<u>DUTIES</u>	:	Coordinate and monitor establishment of the minimum anti-corruption capacity within Provincial Departments. Facilitate the implementation of anti-corruption education and awareness programmes. Coordinate the implementation of Ethics Management Programmes. Monitor the implementation of the whistle blowing mechanisms. Manage Integrity information systems.
<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.
<u>POST 19/203</u>	:	<u>ASSISTANT DIRECTOR: VETTING SERVICES REF. NO.: OTP: 03 / 25 / 20 (X2 POSTS)</u> Directorate: Integrity, Security and Vetting Services
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) in Social Science / Security Management / Investigation or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (3) years' experience in the Security Management and Investigations environment at a Supervisory level. Security Vetting Certificate / Training offered by State Security Agency (SSA). A valid driver's license except for people with disability.
<u>DUTIES</u>	:	Conduct vetting field work investigations. Provide inputs for the development and implementation of policies, guidelines norms and standards in vetting. Provide effective communication channels and systems between the department and the State Security Agency (SSA) and other related agencies. Administer files and partake in task teams dealing with matters related to vetting projects / processes.
<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.
<u>NOTE</u>	:	Candidates will be subjected to vetting process to the level of top secrets.
<u>POST 19/204</u>	:	<u>ASSISTANT DIRECTOR: AUDIO VISUAL SERVICES REF NO: OTP: 03 / 25 / 21 (X1 POST)</u> Directorate: Provincial Corporate Communication
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) in Film and Video Productions or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (3) years' experience in film and video industry at a Supervisory level. A valid driver's license except for people with disability.
<u>DUTIES</u>	:	Manage and technically produce Government video documentaries. Develop multimedia processes of the province in ways that reflect innovation & implement special requirements in covering government programme and activities. Provide the technical support services for multimedia. Manage and coordinate multimedia channel and projects in process from conception to delivery & production staff.

<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.
<u>POST 19/205</u>	:	<u>ASSISTANT DIRECTOR: MARKETING SERVICES REF NO: OTP: 03 / 25 / 22 (X1 POST)</u> Directorate: Provincial Corporate Communication
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) in Marketing/ Communication Studies as recognized by the South African Qualification Authority (SAQA). A minimum of three (03) years experience in Communication environment at a Supervisory level. A valid driver's license except for people with disability.
<u>DUTIES</u>	:	Coordinate the promotion and protection of provincial Corporate Identity (CI) Manual. Coordinate Exhibition Activities. Coordinate the promotion of the brand Limpopo.
<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.
<u>POST 19/206</u>	:	<u>ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM (PMDS) REF NO: OTP: 03 / 25 / 24 (X1 POST)</u> Directorate: HRD, PMDS and Employee Health and Wellness
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) in Human Resource Development/ Human Resource Management/ Public Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (3) years' experience in Performance Management environment at a Supervisory level. PERSAL certificate/ results. A valid driver's license except for people with disability.
<u>DUTIES</u>	:	Implement Performance Management and Development System. Ensure the maintenance of Performance Management Database. Render administration support services. Coordinate the Performance Management System Committee meetings and Performance Management Development System trend analysis.
<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.
<u>POST 19/207</u>	:	<u>ASSISTANT DIRECTOR: STRATEGIC PLANNING AND POLICY COORDINATION REF NO: OTP: 03 / 25 / 25 (X1 POST)</u> Directorate: Strategic Management Services
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) in Public Management/ Strategic Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (3) years' experience in Strategic Planning/ Policy Coordination at a Supervisory level. A valid driver's license except for people with disability.
<u>DUTIES</u>	:	Coordinate Strategic Planning processes in line with applicable guidelines and frameworks. Policy Development and Coordination. Coordinate Annual Planning for the Sub-Directorate. Stakeholder Engagement and Coordination.
<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.
<u>POST 19/208</u>	:	<u>SYSTEM ANALYST REF NO: OTP: 03 / 25 / 26 (X1 POST)</u> Directorate: Department Government Information Technology Office
<u>SALARY</u>	:	R468 459 per annum (Level 09)

<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) in Information Technology or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (3) years' experience in Supervising Application Systems within the ICT environment. ITIL certificate or COBIT certificate in ICT Governance will be an added advantage. A valid driver's license except for people with disability.
<u>DUTIES</u>	:	Determine applications requirements. Monitor developments and maintenance of all IT Applications Systems. Coordinate Systems Development projects. Provide support on IT Application Systems and User Support.
<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.
<u>POST 19/209</u>	:	<u>ASSISTANT DIRECTOR: CONTRACTS MANAGEMENT REF NO: OTP: 03 / 25 / 27 (X1 POST)</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) in Supply Chain / Logistics / Purchasing Management / Contract Management Law or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (3) years' experience in Supply Chain or Financial Management field at Supervisory level. A valid driver's license except for people with disability.
<u>DUTIES</u>	:	Analyse proper contract administration. Manage, monitor contract administration. Monitor supplier performance according to the contract and service level agreement. Monitor vendor performance
<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.
<u>POST 19/210</u>	:	<u>ASSISTANT DIRECTOR: SYSTEMS CONTROL REF NO: OTP: 03 / 25 / 28 (X1 POST)</u> Directorate: Financial Management and Accounting Services
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) in Financial Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (3) years' experience in Financial Management at a Supervisory level. BAS & LOGIS Certificate / Results. A valid driver's license except for people with disability.
<u>DUTIES</u>	:	Close books effectively. Maintain code structure. Manage access to systems. Provide support to system users. Manage assets.
<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.
<u>POST 19/211</u>	:	<u>ASSISTANT DIRECTOR: INVENTORY MANAGEMENT REF NO: OTP: 03 / 25 / 29 (X1 POST)</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) in Supply Chain/ Logistics/ Purchasing Management/ BCom in Accounting/ Business Management/ Economics/ Cost and Management Accounting/ Financial Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (3) years' experience in Supply Chain/ Logistics Management at a Supervisory level. LOGIS literacy certificate / results. A valid driver's license except for people with disability.

<u>DUTIES</u>	:	Monitoring ordering and issuing of inventory items. Monitor spot-check and stocktaking. Manage the disposal of inventory items. Management of staff and monthly report.
<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.
<u>POST 19/212</u>	:	<u>RESEARCH OFFICER REF NO: OTP: 03 / 25 / 30 (X1 POST)</u> Directorate: Media Liaison and Research Services
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) in Journalism, Media Studies, Public Relations or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (02) years' experience in Communication. A valid driver's license except for people with disability.
<u>DUTIES</u>	:	Conduct EXCO Imbizo Research. Monitor and Analyse the media coverage and trends. Coordinate the Provincial Media Rapid Response sessions. Conduct Media briefs.
<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.
<u>POST 19/213</u>	:	<u>PERSONNEL PRACTITIONER: RECRUITMENT & SELECTION AND HR PLANNING, INFORMATION AND SYSTEMS REF NO: OTP: 03 / 25 / 31 (X1 POST)</u> Directorate: Human Resource Management Services
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) in Human Resource Management / Public Management / Public Administration or equivalent qualification in the relevant field/area as recognized by the South African Qualification Authority (SAQA). A minimum of two (02) years' experience in Human Resource Management environment. PERSAL Certificate / Results.
<u>DUTIES</u>	:	Facilitate Recruitment & Selection, Appointments and Probation processes. Capture/update PERSAL establishment and personal information PERSAL system. Facilitate transfers, secondments, salary (grade) progressions and Translations. Facilitate Human Resource Planning, Information and Systems.
<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.
<u>POST 19/214</u>	:	<u>ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: OTP: 03 / 25 / 32 (X1 POST)</u> Directorate: Human Resource Management Services
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) in Management Services / Organisational Development / Operations Management / Production Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (2) years' experience in the Organisational Development environment. A valid driver's license except for people with disability.
<u>DUTIES</u>	:	Assist with the designing of the functional organization and staff establishment structure. Facilitate the development of Job Descriptions and conduct Job Evaluations. Assist in the implementation of the Operations Management Framework (OMF). Assist in the implementation of Change Management Programme and strategies. Provide secretariat and administrative function to the unit.
<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.

<u>POST 19/215</u>	:	<u>PERSONNEL PRACTITIONER: PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM REF NO: OTP: 03 / 25 / 33 (X1 POST)</u> Directorate: HRD, PMDS and Employee Health and Wellness Programmes
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) in HRM / Public Administration / Public Management or equivalent qualification in the relevant field/area as recognized by the South African Qualification Authority (SAQA). A minimum of two (2) years' experience in Performance Management. PERSAL Certificate / Results. A valid driver's license except for people with disability.
<u>DUTIES</u>	:	Assist in providing guidance and support to PMDS. Assist in monitoring of the implementation of PMDS. Administer performance management and development system (PMDS). Records Management
<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.
<u>POST 19/216</u>	:	<u>STATE ACCOUNTANT: ACCOUNTS REF NO: OTP: 03 / 25 / 34 (X1 POST)</u> Directorate: Financial Management and Accounting Services
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) in Financial Management as or equivalent qualification in the relevant field / area recognized by the South African Qualification Authority (SAQA). A minimum of two (2) years' experience in Financial Management. BAS & LOGIS Certificate / Results.
<u>DUTIES</u>	:	Control Expenditure and Capture payments. Process payment vouchers for complete payments. Liaise with Treasury; Internal Audit, Office of the Auditor General and other Stakeholders.
<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.
<u>POST 19/217</u>	:	<u>ADMINISTRATIVE OFFICER: BIDS MANAGEMENT REF NO: OTP: 03 / 25 / 35 (X1 POST)</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) in Supply Chain / Purchasing Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (02) years' experience in Supply Chain Management environment. A valid driver's license except for people with disability.
<u>DUTIES</u>	:	Invite Bids. Administer Compliance. Serve as a Secretariat to Bids Evaluation Committee. Serve as a Secretariat to Bids Adjudication Committee.
<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.
<u>POST 19/218</u>	:	<u>ADMINISTRATIVE OFFICER: QUOTATION MANAGEMENT REF NO: OTP: 03 / 25 / 36 (X1 POST)</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) in Supply Chain Management / Logistics Management/ Purchasing Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (2) years' experience in Supply Chain Management or Financial Management. A valid driver's license except for people with disability.

<u>DUTIES</u>	:	Source Quotations. Liaise with Stakeholders. Process received quotations. Link of documents on LOGIS.
<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.
<u>POST 19/219</u>	:	<u>ADMINISTRATIVE OFFICER: GOVERNMENT SUBSIDIZED REF NO: OTP: 03 / 25 / 37 (X1 POST)</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) in Supply Chain Management / Transport Management / Logistics Management or equivalent qualification in the relevant field/area as recognized by the South African Qualification Authority (SAQA). A minimum of two (02) years' experience in Supply Chain / Transport Management. A valid driver's license except for people with disability.
<u>DUTIES</u>	:	Capture fuel claims for subsidized vehicles, SMS, MMS and Scheme B. Capture applications for subsidized vehicles. Update commitment register. Update contracts for schemes.
<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.
<u>POST 19/220</u>	:	<u>ADMINISTRATIVE OFFICER: HUMAN RESOURCE DEVELOPMENT REF NO: OTP: 03 / 25 / 38 (X1 POST)</u> Directorate: HRD, PMDS and Employee Health and Wellness Programmes
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) in HRD / HRM / Public Administration / Public Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (02) years' experience in Human Resource Development.
<u>DUTIES</u>	:	Assist in planning and coordinate skills programmes. Assist in Administering bursaries. Assist in administering Developmental Programmes. Records Management.
<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.
<u>POST 19/221</u>	:	<u>ACCOUNTING CLERK: BUDGET PLANNING REF NO: OTP: 03 / 25 / 39 (X1 POST)</u> Directorate: Financial Management and Accounting Services
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 (NQF Level 4) as recognized by the South African Qualification Authority (SAQA). Computer Literacy / MS Package Office.
<u>DUTIES</u>	:	Assist on Budget Planning. Distribute monthly expenditure and commitment reports. Manage cash flow.
<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.
<u>POST 19/222</u>	:	<u>ACCOUNTING CLERK: DEBTS AND BANK RECONCILIATION MANAGEMENT REF NO: OTP: 03 / 25 / 40 (X1 POST)</u> Directorate: Financial Management and Accounting Services
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 (NQF Level 4) as recognized by the South African Qualification Authority (SAQA). Computer Literacy / Microsoft Office Package.
<u>DUTIES</u>	:	Render Bank Reconciliation Services. Handle Revenue. Create Debt.

<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.
<u>POST 19/223</u>	:	<u>ACCOUNTING CLERK: SALARY ADMINISTRATION REF NO: OTP: 03 / 25 / 41 (X1 POST)</u> Directorate: Financial Management and Accounting Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05) Polokwane Grade 12 (NQF Level 4) with Accounting as a subject as recognized by the South African Qualification Authority (SAQA). Computer literacy / Microsoft Office Package.
<u>DUTIES</u>	:	Process payments of salaries, wages and allowances to all employees. Capture subsistence and travel, fuel, and overtime claims in PERSAL and BAS system. Process Human Resources advices in PERSAL and Salary related debts. Sort salary reports, IRP5 and payroll report and filling of documents.
<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.
<u>POST 19/224</u>	:	<u>SECRETARY REF NO: OTP: 03 / 25 / 42 (X4 POSTS)</u> Branch: Corporate Management (X1 Post); Institutional Development Support (X1 Post); Stakeholder Management Coordination (X1 Post); and Planning Coordination, Monitoring and Evaluation (X1 Post).
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05) Polokwane Grade 12 (NQF Level 4) or equivalent qualification in the relevant field/area as recognized by the South African Qualification Authority (SAQA). Computer Literacy.
<u>DUTIES</u>	:	Provide secretarial/ receptionist support service to the DDG. Provide clerical support services to the DDG. Remains up to date with regard to prescripts/ policies and procedures applicable to the work terrain to ensure efficient and effective support to the DDG.
<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.
<u>POST 19/225</u>	:	<u>REGISTRY CLERK: GENERAL RECORDS REF NO: OTP: 03 / 25 / 43 (X1 POST)</u> Directorate: Records and Facilities Management Services (Work Environment)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05) Polokwane Grade 12 (NQF Level 4) as recognized by the South African Qualification Authority (SAQA). Computer literacy.
<u>DUTIES</u>	:	Provide General Records Services to clients. Implement Staff file plan, Records policy, procedure manual control schedule. File personal and series files. Facilitate Messenger and Postal services.
<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.
<u>POST 19/226</u>	:	<u>HANDYMAN REF NO: OTP: 03 / 25 / 44 (X1 POST)</u> Directorate: Records and Facilities Management Services (Work Environment)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R163 680 per annum (Level 03) Polokwane ABET / AET Level 4 / Grade 9 certificate or equivalent qualification as recognized by the South African Qualification Authority (SAQA).
<u>DUTIES</u>	:	Maintain Office Buildings. Maintain Office Equipment and Furniture.
<u>ENQUIRIES</u>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/665 / 6027 / 6293 / 6588 / 6063 respectively.

PROVINCIAL TREASURY

The Limpopo Provincial Treasury is an equal opportunity and affirmative action Employer. Suitable women and persons with disabilities remain the target group and are encouraged to apply in line with the Employment Equity Act No. 55 of 1998.



- APPLICATIONS** : Applicants should apply through the following website: <https://erecruitment.limpopo.gov.za> or Applicants should be submitted to: Director: Human Resource Management, Private Bag X9486, Polokwane, 0700 OR Hand delivered to: ISMINI Towers Building, Office No. GOO2 (Ground Floor) Registry, 46 Hans van Rensburg Street, Polokwane, 0700.
- CLOSING DATE** : 30 June 2025 @ 16H00. Late applications or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.
- NOTE** : Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za or www.gov.za. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not to provide passport numbers. If an applicant responds "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?" then the answer to the next question "In the event that you are employed in the Public Service you immediately relinquish such business interests?" can be left blank or indicated as not applicable. A "not applicable" or blank response will be allowed on the question "If your profession or occupation requires official registration, provide date and particulars of registration"; if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. The declaration should be completed and signed. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae also showing all information as required by the advert. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form. The Department will request certified copies of qualifications and other relevant documents for shortlisted candidates which may be submitted to HR on / or before the date of the interview. A specific reference number for the post applied for must be quoted in the space provided on the new form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. Shortlisted applicants will be required to provide their original qualification certificates and ID on the day of the interview for verification purposes. The recommended candidates for appointments will be subjected to Personnel Suitability Checks. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date,

please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. All shortlisted candidates including Senior Management Services (SMS), shall undertake two pre-entry assessments. One must be a practical exercise and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government with effect from 1st April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS level. The link for the completion of the pre-entry certificate is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such. However, all short-listed candidates will be required to have completed the certificate and submit such on the date of the interview. The advert will be posted on the following websites www.limtreasury.gov.za / www.limpopo.gov.za and www.dpsa.gov.za

MANAGEMENT ECHELON

<u>POST 19/227</u>	:	<u>DEPUTY DIRECTOR-GENERAL: SUSTAINABLE RESOURCE MANAGEMENT REF NO: LPT/221</u> Branch Sustainable Resource Management
<u>SALARY</u>	:	R1 741 770 per annum (Level 15), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
<u>CENTRE REQUIREMENTS</u>	:	Head Office – Polokwane A postgraduate qualification (NQF level 8) as recognised by SAQA. Qualification in Financial Management / Accounting / Economics or related qualification. Eight (8) years' experience at a senior managerial level. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedures including Managerial functions. Finance. Human Resource matters. Planning and organizing. Compilation of reports. Research/analysing. Technical/standards/procedures. Needs and priorities of the Department. Public Service Regulations. Public Service Act. DPSA directives. Ability to interpret and apply policy. Analytical and innovative thinking. Research and Report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Policy formulation and development. Adaptability during changes to meet the goals. Change/diversity management. Planning, Staffing needs. Good understating of working knowledge of the relevant legal prescripts including the Public Finance Management Act, Municipal Finance Management Act, Municipal Systems Act, Public Procurement Act, Division of Revenue Act, etc. Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Budget management and analysis, Infrastructure and construction management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication.
<u>DUTIES</u>	:	Oversee programmes and systems for macro-economic research to align the provincial fiscal policy. Determine and evaluate economic parameters and

socio-economic imperatives within a provincial context. Provide provincial socio-economic research and analysis that informs fiscal policy development and annual budget. Provide statistics and economic modelling services. Provide technical assistance in the application of economic analysis. Conduct economic and social research. Determine resource shifts between Votes and main Divisions within a Vote. Oversee the preparation of the provincial medium term budget policy statement. Oversee programmes systems and strategy for provincial own revenue collection and growth. Monitor and coordinate revenue portfolio of the province. Develop, implement and review revenue enhancement strategy. Develop Provincial Revenue policies and procedure in consultation with stakeholders. Develop Provincial Revenue practice notes and guidelines based on the need. Develop and maintain effective efficient controls and systems regarding overall cash management of revenue collection. Develop the provincial revision of tariffs guidelines and revenue forecasting capacity. Develop and maintain Provincial Revenue information management systems. Evaluate, monitor, analyse and give advice on Provincial taxes, levies, duties and surcharges. Promote and enforce transparent and effective revenue management. Monitor and give advice to boards responsible for revenue collection e.g. (Liquor and Gambling Board). Oversee and monitor infrastructure performance of provincial departments, provincial public entities and municipalities. Enhance and monitor performance of infrastructure delivery by Provincial Departments and Provincial Public Entities. Provide advice and guidance on implementation and management of PPP projects. Promote and contribute to infrastructure funding framework and long-term infrastructure planning in the province. Assess relevant provincial infrastructure plans and budgets and provide expert infrastructure inputs and guidance. Provide infrastructure inputs at relevant forums pertaining to Provincial Departments and Provincial Public Entities. Promote, monitor and enforce the transparent, economic, effective and efficient management in respect of infrastructure expenditure of Provincial Departments and Provincial Public Entities. Institutionalize the monitoring system for financial and performance indicators related to infrastructure. Promote, monitor and enforce the optimal utilization and maintenance of infrastructure by the Provincial Custodians and Users. Promote, monitor and enforce the optimal utilization and maintenance of infrastructure by the Municipalities through mutual agreement. Promote the use of alternative services delivery funding options for infrastructure for Provincial Departments. Assist with effective implementation of PPP projects. Provide technical assistance, advice and support on PPP projects. Provide PPP training and capacity building. Assist with the appraisal of PPP infrastructure projects. Provide advice and guidance on implementation and management of PPP project. Oversee programmes systems and strategy for the provincial budget planning and implementation. Promote effective and optimal financial resource allocation and enable Government to finance its service delivery obligations. Determine an overall financial envelope for the MTEF. Drive the Medium-Term Expenditure Frameworks (MTEF) and the annual budget processes. Develop and roll out budget systems to enhance budget processing. Provide advice and guidance in Provincial budget compilation process. Determine annual budget allocation per vote. Promote and implement budget reforms. Provide controls to contain costs relating of Provincial COE. Ensure the implementation of public financial and data management. Monitor and report on financial and non-financial performance in provincial departments and entities. Ensure improved expenditure management practices. Oversee the analysis and monitoring implementation of provincial strategic and annual performance plans, implementation of the quarterly performance reporting systems and analysis of quarterly performance data. Monitor budget implementation data and update and maintain data base. Monitoring, evaluating and reporting on economy, efficiency, effectiveness and equity in the use of resources to deliver services. Development of provincial expenditure management prescripts and monitoring compliance. Oversee programmes systems and strategy to ensure effective and efficient financial management as well as governance in municipalities and municipal entities. Enhance financial management and effective governance in municipalities and municipal entities. Develop a framework to ensure optimal and sustainable municipal budget planning, implementation and management. Oversee municipalities budget performance and reporting. Enforce compliance with

financial management and annual reporting framework. Oversee the accounting and reporting support function for municipal compliance with the MFMA, norms and standards governing accounting reporting. Implement a framework for effective and efficient supply chain, asset and liability management in municipalities. Oversee processes of monitoring spending of conditional grants in municipalities. Provide internal audit and risk management support in municipalities. Coordinate institutional development and capacity building programs in municipalities. Provide support to improve financial sustainability of municipalities. Oversee the monitoring and support processes for revenue management value chain implementation in municipalities. Enhance financial management transparency through publication of municipal financial performance. Oversee the monitoring and support on risk management function and Risk Management committee to ensure risk management integration within the municipal activities and alignment to the Risk Management Framework, norms and standards. Oversee the process of monitoring general compliance with MFMA and directives from National Treasury. Ensure effective and efficient management of corporate service functions within the branch. Ensure effective and efficient Human Resource Management. Ensure office management. Ensures that the Branch complies with relevant legislation, policies, procedures and regulations. Ensures effective financial management and procurement for the Branch. Ensures timely and accurate financial reporting to the HOD. Manages and oversee budget and expenditure control within the Branch. Manages and oversee facilities management within Branch.

ENQUIRIES : Ms. Kotze Elizba Tel No: (015) 298 7000

OTHER POSTS

POST 19/228 : **DEPUTY DIRECTOR: MUNICIPAL FINANCE & GOVERNANCE: CAPRICORN DISTRICT (REVENUE AND DEBT MANAGEMENT) REF NO: LPT/277**

Chief Directorate: Municipal Finance & Governance

SALARY : R896 436 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)

CENTRE REQUIREMENTS : Head Office – Polokwane
: An NQF level 7 qualification as recognized by SAQA. Qualification in Financial Management/Accounting or related field. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level/ Assistant Director level in Financial Management/Accounting. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of Managerial functions. Strategic capabilities and leadership. Programme and project management. Financial management. Human Resource management. Planning and organizing. Report writing. Research \ analyzing. Computer software programs (word, excel and power point). Financial Legislations and policies (MFMA, PFMA, DoRA, Treasury Regulations, etc.) Needs and priorities of the Department. Policy formulation and Interpretation. Knowledge of the medium-term expenditure framework. Ability to interpret and apply policies. Analytical and innovative thinking. Research. Report writing. Workshop presentation and facilitation. Organizing. Project Management. Conflict Management. Financial Management. Policy formulation and interpretation. Adaptability during changes to meet the goals. Advanced computer skills.

DUTIES : Assess the tabled and adopted MTREF revenue budget in line with guiding tools. Monitor and support municipalities in the implementation of revenue related policies and by-laws. Provide support on tariffs, settings and tariffs uploads on the municipal billing system against adopted budget. Assess the accuracy, implementation, and effectiveness of billing system. Conduct municipal cash flow assessment. Monitor the reconciliations between the billing system and the valuation roll and other in-year revenue related reconciliations. Conduct monthly cash flow assessment and provide feedback to municipalities and municipal entities. Monitor and support municipalities in the development and implementation of financial recovery plans. Monitor and support municipalities in the implementation of indigent support policy. Support

municipalities and municipal entities in the implementation of revenue related MSCOA matters. Monitor payments of Section 41 reports. Review revenue related ratios to assess performance based on audited AFS. Participate in IGR structures. Support and monitor completion and submission of the D-Forms by municipalities. Facilitation of the reconciliation of the Government debts owed to municipalities. Participate in tabled budget and mid-year engagement sessions. Monitor systems, policies, procedures and processes relating to revenue, credit control and debt collection in line with the revenue management value chain. Provide feedback on MFM status to National Treasury and other stakeholders.

<u>ENQUIRIES</u>	:	Ms. Kgadima Conny Tel No: (015) 298 7000
<u>POST 19/229</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL FINANCE & GOVERNANCE: WATERBERG DISTRICT: (FINANCIAL PLANNING & BUDGET) REF NO: LPT/305</u> Chief Directorate: Municipal Finance & Governance
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
<u>CENTRE REQUIREMENTS</u>	:	Head Office – Polokwane An NQF level 7 qualification as recognized by SAQA. Qualification in Financial Management/ Accounting or related field. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level/ Assistant Director level in Budget Management or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedures such as, Managerial functions. Strategic capabilities and leadership. Programme and project management. Financial management. Human Resource Management Planning and organizing. Report writing. Research \ analysing. Computer software programs (word, excel and power point). Ability to interpret and apply policies. Analytical and innovative thinking. Research. Workshop presentation and facilitation. Leadership. Organizing.
<u>DUTIES</u>	:	Monitor and provide support on the preparation of tabled budget in line with MFMA and related circular. Provide support and analyse the table budget including MSCOA data strings from municipalities. Assess and monitor implementation of schedule of key deadlines. Provide written feedback on the assessments. Provide support on the implementation of budget related legislative framework. Monitor and provide support on the preparation of adopted budget in line with MFMA and related circular. Provide support and review the adopted budgets including MSCOA data strings from municipalities. Provide feedback on adopted budget to municipalities. Provide support on implementation of budget related legislative framework. Monitor and support municipalities on mid-year assessments and provide feedback. Provide support and analysis Mid-year budget and performance reports from municipalities. Provide feedback to municipalities on Mid-year analysis and participate in the engagements. Perform a high-level assessment of the adopted adjustment budget and MSCOA data string. Monitor implementation of municipal budget (S71 reports). Provide hands on support to municipalities on Section 71 and MSCOA in-year reports as and when required. Analyze and provide feedback the section 71 reports. Perform roll over assessments. Participate in CFO's Forum.
<u>ENQUIRIES</u>	:	Ms. Kgadima Conny Tel No: (015) 298 7000
<u>POST 19/230</u>	:	<u>DEPUTY DIRECTOR: PUBLIC FINANCE & DATA MANAGEMENT (ALL VOTES) REF NO: LPT/252</u> Directorate: Public Finance & Data Management
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
<u>CENTRE REQUIREMENTS</u>	:	Head Office – Polokwane An NQF level 7 qualification as recognized by SAQA. Qualification in Financial Management / Accounting / Economics or related field. Five (5) years' experience within the field of which three (3) years' functional experience at

	junior managerial \ Assistant Director level in Financial Management environment. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedures such as managerial functions. Finance. Human Resource matters. Planning and organizing. Compilation of reports. Computer software programs (word, excel and power point). Standards/procedures. Needs and priorities of the Department. Ability to interpret and apply policy. Analytical and innovative thinking. Report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goals. Change / diversity.
<u>DUTIES</u>	: Collect, evaluate, and consolidate financial and non-financial data. Facilitate training on IYM data file. Consolidate the expenditure performance against annual performance plans. Determine expenditure parameters. Develop data for departments and public entities for National Treasury. Align provincial cash-flow projections to provincial budget. Compile monthly in-year monitoring reports and facilitate reporting to national treasury and relevant stakeholders. Prepare annual IYM submission dates. Facilitate annual workshop on IYM compilation. Consolidate Provincial IYM reports. Report on compensation of employee's expenditure trends. Facilitate the Budget and Revenue forum. Facilitate quarterly bilateral meetings and report of provincial performance. Develop and maintain data models and common network drive. Develop data model for reporting in the province. Develop data analysis models for compensation of employees monitoring in the province. Facilitate a workshop for stakeholders on data models. Develop MTEF (Medium Term Expenditure Framework) database including the updating and preparation of tools for the budget process. Provide audited information for the database. Provide revised estimates during different stages of the budget. Provide Key Performance Indicators to the EPRE. Align the budget to planning documents. Coordinate and manage conditional grants implementation. Analyse conditional grant business plan. Provide inputs to conditional grants frameworks. Facilitate workshops to department and public entities on grant framework. Coordinate submission of grand evaluation reports. Prepare conditional grant performance report.
<u>ENQUIRIES</u>	: Ms. Kgadima Conny Tel No: (015) 298 7000
<u>POST 19/231</u>	: <u>DEPUTY DIRECTOR: FINANCIAL SYSTEMS IMPLEMENTATION REF NO: LPT/442</u> Directorate: Financial Systems Implementation
<u>SALARY</u>	: R896 436 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
<u>CENTRE REQUIREMENTS</u>	: Head Office – Polokwane : An NQF level 7 qualification as recognized by SAQA. Qualification in Financial Information Systems / Business Informatics / Business Analysis / Systems Development / Information Technology / Information Systems or related field. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level \ Assistant Director level as Business Analyst. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Sound and in-depth knowledge of relevant prescripts, ICT operations, Systems development, ICT Governance and Programme/Project Management and relevant ICT regulations and prescripts. Ability to convert business requirements into ICT technical requirements using relevant technology. Application of human resources as well as understanding of the legislative framework governing the Public Service such as: Employment Equity Act, Skills Development Act. Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations, and various Bargaining Council Resolutions. Negotiation skills. People management. Financial solving. Planning & organizing. Time management. Strategic planning. Policy analysis and development. Good communication skills. Computer software programs (word, excel and power point). Group dynamics. Diversity management. Facilitation skills. Co-ordination skills. Leadership skills. Change and knowledge management.

<u>DUTIES</u>	:	<p>Improve and reengineer existing business processes. Analyse the current environment and identify areas for business process improvements. Map current business processes that incorporate financial systems according to Toolkit on Public Service Business Process Mapping. Develop business case, scope and requirements documents. Conduct research on implementation approaches strategies. Develop assessment reports. Prepare/ develop implementation plans. Conduct benchmark exercise on financial systems. Implement new financial systems and enhance existing. Assess new system requests and advise. Conduct research and benchmark on financial systems. Develop an assessment report. Develop a business case. Prepare/ develop implementation plan. Conduct post implementation analysis and support on newly implemented systems. Draft a post Implementation and support report. Review and improve on current business processes. Consult with clients (Govt Departments) management and personnel to identify, define and document business needs and objectives, current operational procedures, problems, input and output requirements, and levels of systems access. Identify opportunities for improving business processes through information systems and/or non-system driver changes. Assist in the preparation of proposals to develop new systems and/or operational changes. Identify and document gaps between current and desired state for systems and process. Develop and maintain project documentation including business requirements, functional specification, and test plans. Participate in project planning and estimation activities. Serve as liaison between business stakeholders and technical teams to ensure that business requirements are accurately translated into technical solutions. Conduct user acceptance testing (UAT) and ensure that solutions meet business requirements. Conduct on job training for end-users. Render advisory services on Transversal Financial Systems in Limpopo Provincial Government. Analyse request on the new financial systems and enhancement in the departments. Develop business case to substantiate the recommendation for acquisition new financial systems. Develop quarterly reports. Provide secretariat services for the system development projects. Coordinate the implementation of financial systems in the department. Collaborate in the planning, design, development and deployment of new applications and enhancements to existing applications. Coordinate the procurement of recommended equipment to be utilized with the new systems. Manage allocation of procured equipment to departments. Monitor implementation and utilization of the equipment. Develop operational leadership. Manage Leave as per leave plans. Orientate subordinates on the Performance Agreement. Complete Performance Agreement with subordinates. Conduct bi-annual Reviews. Promotes transformation within the directorate and implement performance improvements suggestions scheme. Provide corrective measures in terms of deviation. Operationalize and communicates the vision and mission for the directorate. Consolidates final reviews and respond to committee needs.</p>
<u>ENQUIRIES</u>	:	Ms. Kgadima Conny Tel No: (015) 298 7000
<u>POST 19/232</u>	:	<p><u>DEPUTY DIRECTOR: GOVERNANCE, MONITORING & COMPLIANCE REF NO: LPT/391</u></p> <p>Directorate: Governance, Monitoring & Compliance</p> <p>Re-advertisement, Candidates who applied before for the re-advertised vacant posts are encouraged to re-apply.</p>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
<u>CENTRE</u>	:	Head Office – Polokwane
<u>REQUIREMENTS</u>	:	<p>An NQF level 7 qualification as recognized by SAQA. Qualification in Accounting / Internal Auditing. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level / Assistant Director level in Internal Control or related field. Valid vehicle driver's license (with exception of persons with disabilities). Skills & Knowledge: Knowledge of variety of work ranges and procedures such as: Managerial functions. Finance. Human Resource matters. Planning and organizing. Compilation of reports. Computer software programs (word, excel and power point). Standards/procedures. Needs and priorities of the Department</p>

Competencies: Ability to interpret and apply policy. Analytical and innovative thinking. Report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goals. Change/ diversify management.

DUTIES

: Manage the implementation of compliance to norms, standards, policies and guideline. Facilitate the research and quality assure the drafted policies and guidelines for the province. Facilitate the process of drafting new policies and guidelines in terms of Section 18 of the PFMA. Identify cutting edge monitoring and evaluation methodologies to ensure effective monitoring of financial management. Draft toolkits and report related to PFMA compliance. Manage compliance with the applicable legislation. Coordinate the process of issuing directives on the management of unwanted expenditure (irregular, fruitless and wasteful and unauthorized expenditures). Develop a reporting template, evaluation, advising and ensuring correct disclosure of the unwanted expenditure in the Financial Statement. Review audited AFS to confirm the unwanted expenditure identified by Audit General. Review irregular expenditure applications for condonement by IECC. Do follow ups on unwanted expenditures on quarterly. Draft IECC minutes and resolutions. Draft feedback letters to departments as per IECC recommendations. Facilitate listing/delisting of public entities (including subsidiaries) to National Treasury. Facilitate the review of governance compliance (Companies Act and King IV) by [provincial public entities (including subsidiaries). Manage the attendance of audit steering committees' meetings to provide technical assistant to both office of the auditor general, departments and public entities (including subsidiaries). Assess 30 days payments in line with NT Instruction Note number 34. Provide support to governance and oversight structure. Audit Committees: Conduct the appointment of Provincial Audit Committee by Provincial Executive Committee in terms of section 3.1 and 27.1 of Treasury Regulations. Facilitate logistical arrangements for Audit Committee and Provincial Technical Committee. Manage the availability of secretariat functions for governance forums. Receive reports from Provincial Legislature. Analyse the reports. SCOPA: Conduct monthly follow up with departments and public entities on the implementation of Scopa resolutions. Set up the meetings with the various stakeholders. Visits departments and public entities monthly to ensure the implementation of the resolutions. Provide assistance / technical advice on how to resolve some of the resolutions. Prepare the register for all the resolutions taken to be signed by both the departments and public entities and treasury. Attend all SCOPA public hearings. Take minutes during the public hearings for support of draft resolutions. Review audited AFS of departments for correct disclosure of unauthorised expenditure. Motivate to Legislature whether identified unauthorised expenditure should be approved with funding or not. Upon the receipt of SCOPA resolutions inform the Legal Services (OTP) to draft Finance Bill. Manage provincial internal control framework. Develop and amend Provincial Internal Control Framework. Develop monitoring tool to monitor implementation of the Framework by Institutions. Facilitate review and amendment of the Provincial Internal Control Framework. Produce Provincial Report to inform Oversight structures about the status of Internal Control in the Institutions. Coordinate provincial forensic investigations in the Province. Develop and amend Provincial Investigation Steering Framework for approval by the Committee. Serve as a Secretariat for the Provincial Investigation Steering Committee. Develop Terms of References as requested by the Investigation Steering Committee for Investigations. Liaise and provide support to Forensic Investigation Firms appointed. Follow-up with Institutions on implementation of Forensic Investigations Recommendations. Develop MOUS for assistant directors and monitor their quarterly performance. Develop MOU for five Assistant Directors and monitor and ensure its implementation throughout the year. Informal Quarterly Review of all Subordinates Performance. Formal Reviews of all Subordinates and submit to Human Resources Management. Support subordinates' performance to achieve organisational goals in terms of training and capacity development. Quality assures the work of the subordinates.

ENQUIRIES

: Ms. Kgadima Conny Tel No: (015) 298 7000

<u>POST 19/233</u>	:	<u>DEPUTY DIRECTOR: GOVERNANCE, MONITORING & COMPLIANCE REF NO: LPT/392</u> Directorate: Governance, Monitoring & Compliance
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
<u>CENTRE REQUIREMENTS</u>	:	Head Office – Polokwane An NQF level 7 qualification as recognized by SAQA. Qualification in Commerce / Auditor related field. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial / Assistant Director level in Internal Control or related field. Valid vehicle driver's license (with exception of persons with disabilities). Skills & Knowledge: Knowledge of variety of work ranges and procedures such as: Managerial functions. Finance. Human Resource matters. Planning and organizing. Compilation of reports. Computer software programs (word, excel and power point). Standards/procedures. Needs and priorities of the Department. Competencies: Ability to interpret and apply policy. Analytical and innovative thinking. Report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goals. Change/ diversity management.
<u>DUTIES</u>	:	Monitor implementation of action plan on auditor general audit findings by public entities. Coordinate and monitor consistent application of the Action Plan template by public Entities. Coordinate workshops and information sharing session with all Public Entities to ensure common understanding of the Action Plan template on implementing Auditor General Audit Findings. Coordinate and monitor implementation of AG Audit findings through Action Plan by Public Entities. Analyse progress report for oversight structures on the implementation of AG Action Plan by Public Entities. Analyse the Action Plan populated template with AG Audit findings from Public Entities and recommend corrective measures where necessary. Meet with Public Entities Action Plan Coordinators on a quarterly basis to discuss compliance outcomes. Attend Audit Committees and Audit Steering Committee meetings to discuss audit issues and other transversal matters. Identify innovative monitoring and evaluation methodologies to ensure effective monitoring of financial management. Manage compliance with the applicable legislation. Analyse and monitor the application of the PFMA and Treasury Regulations Compliance checklists / Template. Coordinate workshops and information sharing session with all Public Entities to ensure common understanding of the PFMA Compliance template, Companies Act, King III and other relevant policies. Coordinate and monitor PFMA Compliance by Public entities through sending Compliance template and receive feedback from departments on a Quarterly basis. Analyse PFMA populated template with information from Public Entities and recommend corrective measures where necessary. Meet with Entities PFMA Compliance Coordinators on a quarterly basis to discuss compliance outcomes. Develop a reporting template, evaluation, advising and ensuring correct disclosure of the unwanted expenditure in the Financial Statements. Facilitate listing/delisting of public entities (including subsidiaries) to National Treasury. Facilitate the review of governance compliance (Companies Act and King IV) by [provincial public entities (including subsidiaries)]. Manage the attendance of audit steering committees' meetings to provide technical assistant to both office of the auditor general, departments and public entities (including subsidiaries). Develop template for reporting on implementation of corrective action emanating from exceptions reported by office of the auditor general. Provide support to governance and oversight structure. Coordinate and monitor the functioning of oversight structures such as Audit Committees and Audit Steering Committees within Public Entities. Ensure the existence of the Central Inter-Departmental Remunerative Committee for Public Entities. Coordinate and monitor the development of annual schedule for Central Inter-Departmental Remunerative Committee and make sure it is aligned with the Provincial Corporate Calendar. Obtain annual schedules for audit committees and audit steering committee meetings for Public Entities. Attend and provide support to Public Entities Audit Committee meetings as well as Audit Steering Committee meetings. Provide secretariat services to the Central Inter-

		Departmental Remunerative Committee. Conduct the appointment of Provincial Audit Committee by Provincial Executive Committee in terms of section 3.1 of Treasury Regulations. Conduct analysis on delegation of authority. Coordinate and monitor the delegation of authority template by Public Entities. Coordinate and monitor implementation delegation of authority by Public Entities. Analyse progress report for oversight structures on the implementation of delegation of authority by Public Entities. Meet with Public Entities Action Plan Coordinators on a quarterly basis to discuss compliance outcomes.
<u>ENQUIRIES</u>	:	Ms. Kgadima Conny Tel No: (015) 298 7000
<u>POST 19/234</u>	:	<u>DEPUTY DIRECTOR: BANKING SERVICES REF NO: LPT/330</u> Directorate: Banking, Cash & Liabilities Management
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
<u>CENTRE REQUIREMENTS</u>	:	Head Office – Polokwane An NQF level 7 qualification as recognized by SAQA. Qualification in Financial Management/ Financial Accounting. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial / Assistant Director level in management of government finances as well as Government Financial System particularly BAS. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge, Skills & Competencies: Knowledge of Government Financial Systems (PERSAL, BAS, LOGIS or any other government procurement system). Knowledge of PFMA, DoRA, Treasury Regulations, Borrowing Powers Act and other relevant government regulations and policies. Advanced computer skills (Microsoft Word, Excel & Power point) coupled with good presentation skills and interpersonal relations.
<u>DUTIES</u>	:	Monitoring performance of Commercial Banking Contract in line with Service Levels. Maintenance of Provincial Government bank accounts. Provisioning and monitoring usage of face value documents for provincial departments. Handling banking queries and provide technical banking support to provincial departments and public entities. Conducting quarterly compliance assessments of provincial departments and public entities on banking management prescripts. Manage performance, budget/ expenditure, and risks of the sub-directorate.
<u>ENQUIRIES</u>	:	Ms. Kgadima Conny Tel No: (015) 298 7000
<u>POST 19/235</u>	:	<u>DEPUTY DIRECTOR: MARKETING & EVENTS MANAGEMENT REF NO: LPT/85</u> Directorate: Communications Services
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
<u>CENTRE REQUIREMENTS</u>	:	Head Office – Polokwane An NQF level 6 (National Diploma) qualification as recognized by SAQA. Qualification in Communications / Marketing or related field. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial \Assistant Director level in Communications or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Sound and in-depth knowledge of relevant prescripts, and application of human resources as well as understanding of the legislative framework governing the Public Service. Managerial Functions. Finance. Human Resources Matters. Planning and organizing. Compilation of reports. Research/ Analyzing. Computer software programs (word, excel and power point). Technical/ Standards/ Procedures. Needs and priorities of the Department. Negotiation skills. People Management. Financial Management. Problem Solving. Planning & organizing. Time Management. Strategic Planning. Policy analysis and development. Good Communication skills. Group dynamics. Diversity management. Facilitation skills. Co-ordination skills. Leadership skills. Change and knowledge management. Planning and organization skills.

<u>DUTIES</u>	:	Manage marketing services. Provide brand champion role within Limpopo Provincial Treasury directly responsible for activities such as architecture conformance and the implementation rollout of the corporate identity manual guidelines. Promote of the efficiency for all policies, legislation and regulation, incentives and other products through appropriate packaging and branding of its products and services. Manage media relations and execute media releases. Attend media briefing. Send invitation to media. Constant update media releases and alerts on website. Provide branding during departmental events. Monitor the response through electronic and print media. Develop and market the department via different mediums. Develop communication plan for marketing events. Monitor coverage of the departmental events through; Newspaper cuttings and Interview of principals. Marketing of departmental events (advertisement). Monitor Corporate Identity (CI) manual and communication policy compliance. Approval and implementations of Limpopo Provincial Treasury brand applications in line with the CI manual. Organize departmental workshops on CI manual and communication policy. Write reports on CI manual and communication policy. Monitor compliance with CI manual. Advise where designing is not in line with CI manual. Manage intranet and website content development services. Make coverage of events, exhibitions and publishing of internal and external newsletters. Development and maintenance of website services. Analyze the website content. Update the departmental website content.
<u>ENQUIRIES</u>	:	Ms. Kgadima Conny Tel No: (015) 298 7000
<u>POST 19/236</u>	:	<u>DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT REF NO: LPT/55</u> Directorate: Employee Utilization & Capacity Building Re-advertisement, Candidates who applied before for the re-advertised vacant posts are encouraged to re-apply.
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
<u>CENTRE REQUIREMENTS</u>	:	Head Office – Polokwane An NQF level 6 (National Diploma) qualification as recognized by SAQA. Qualification in Human Resource Management / Human Resource Development or equivalent qualification. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level \ Assistant Director level in Performance Management Development Systems (PMDS). Valid vehicle driver's license (with exception of persons with disabilities). PERSAL Certificate / Results must be attached. Knowledge & Skills: Knowledge of variety of work ranges and procedures such as managerial functions. Human Resource Management / Performance Management Development Systems. Planning and organizing. Compilation of reports. Research \ analyzing. Computer software programs (word, excel and power point). Technical/standards/procedures. Needs and priorities of the Department. Ability to interpret and apply policy. Analytical and innovative thinking. Research. Report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Organizing. Project Management. Conflict Management. Basic Financial Management. Strategic Management. Policy formulation. Project Management.
<u>DUTIES</u>	:	Develop, manage, and monitor the implementation of performance management systems. Advise line managers and staff on the implementation of departmental recognition and reward framework. Coordinate moderation process and provide technical support. Monitor quality assurance. Ensure service delivery by measuring performance. Manage probationary appointments. Facilitate the HOD's PMDS / Contracting review. Facilitate a joint departmental moderation committee and the branch moderation committee. Ensure synergy and co-ordination of the PMDS with other HR programs. Develop systems and processes for the attainment of a performance management culture in the Department. Design, develop and facilitate capacity building program on performance management within the Department. Manage and monitor the Senior Management Services performance agreements. Continuously ensures service delivery by measuring performance. Manage and ensure the implementation of the Rewards Strategy for the Department. Manage and ensure compilation of seniority list and long-

term service awards. Ensure linkages of the PMDS with the strategic objectives of the department. Manage payment of performance bonuses and pay progression. Coordinate and administer performance management systems. Coordinate moderation process and provide technical support. Conduct research and impact analysis pertaining to performance management practices, procedures, processes and policies in the Department. Monitor PMDS practices, policies and procedures and ensure compliance with legislation. Make recommendations and on areas affecting service delivery with an aim of improvement. Monitor compliance to PMDS policy. Advise management and the staff on policy matters with specific reference to PMDS noncompliance. Advise both line managers and staff on the developments of performance agreements and performance instruments to ensure that these are in line with the departmental strategic goals and the unit operational plans. Organize awareness and facilitate capacity building program on performance management. Submit PMS improvement plan to ensure effectiveness and efficiency of the system. Facilitate grievances related to PMDS. Monitor and evaluate the effectiveness of the system and provide regular reports. Submit proposals where changes are necessary and to ensure the effectiveness and efficiency of the system. Conduct research, audits and analysis of the system. Develop performance improvement programs. Advise management and the department on performance management practices, procedures, guidelines and policies. Manage resources (physical and human). Development of operational and business plan. Compile Job Description for the subordinates. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Assess subordinate on quarterly basis. Control leave register. Maintain and update the inventory list. Ensure proper utilization of equipment's.

ENQUIRIES

: Ms. Kgadima Conny Tel No: (015) 298 7000

POST 19/237

: **ASSISTANT DIRECTOR: GOVERNANCE, MONITORING & COMPLIANCE**
REF NO: LPT/396
Directorate: Governance, Monitoring & Compliance

SALARY
CENTRE
REQUIREMENTS

: R468 459 per annum (Level 09)
: Head Office – Polokwane
: An NQF level 7 qualification as recognized by SAQA. Qualification in Commerce / Accounting / Financial Management / Internal Auditing. 3 years' functional experience in Internal Control or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedures such as: Planning, Coordinating and Organizing. Managerial functions. Secretarial Function. Ability to interpret Treasury Directives / PFMA and Treasury Regulations. Compilation of reports. Analysing / Research. Computer Literacy. Standards/procedures. Needs and priorities of the Department. Ability to interpret and apply policy. Analytical and innovative thinking. Report writing. Workshop presentation and facilitation. Leadership. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goals. Change / diversity.

DUTIES

: Coordinate implementation of compliance to norms, standards, policies and guidelines in provincial departments. Draft new policies and guidelines in terms of Section 18 of the PFMA. Coordinate PFMA and Treasury Regulations Compliance checklist or template. Facilitate the financial management capacity maturity model in the departments and ensure that an action plan is developed to address all the gaps identified. Facilitate and support departments and the IECC to address the unwanted expenditures (irregular, fruitless and wasteful and unauthorized expenditures). Monitor implementation and draft reports on the Provincial Audit Steering Committee's framework. Support departments in the development of AGSA audit action plans, monitor and report on implementation of the plan. Analyse and report on 30 days payments compliance in line with NT Instruction Note number 34. Analyse and report on the implementation of resolutions of oversight structures (Audit Committees, SCOPA, etc). Monitor implementation and draft reports Provincial Internal Control Framework. Monitor and draft reports on implementation delegation of authority in departments. Coordinate the process of registration and de-

		registration of public entities and subsidiaries. Analyse and draft reports on section 54 applications. Prepare and submit consolidated monthly and quarterly reports.
<u>ENQUIRIES</u>	:	Ms. Kgadima Conny Tel No: (015) 298 7000
<u>POST 19/238</u>	:	<u>ASSISTANT DIRECTOR: GOVERNANCE, MONITORING & COMPLIANCE</u> <u>REF NO: LPT/399 & LPT/406 (X2 POSTS)</u> Directorate: Governance, Monitoring & Compliance
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Head Office – Polokwane
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification as recognized by SAQA. Qualification in Commerce / Accounting / Financial Management / Internal Auditing. 3 years' functional experience in Internal Control or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedures such as: Planning, Coordinating and Organizing. Managerial functions. Secretarial Function. Ability to interpret Treasury Directives / PFMA and Treasury Regulations. Compilation of reports. Analysing / Research. Computer Literacy. Standards/procedures. Needs and priorities of the Department. Ability to interpret and apply policy. Analytical and innovative thinking. Report writing. Workshop presentation and facilitation. Leadership. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goals. Change / diversity.
<u>DUTIES</u>	:	Coordinate implementation of compliance to norms, standards, policies and guidelines in provincial public entities including subsidiaries. Draft new policies and guidelines in terms of Section 18 of the PFMA. Coordinate PFMA and Treasury Regulations Compliance checklist or template. Facilitate the financial management capacity maturity model in provincial public entities including subsidiaries and ensure that an action plan is developed to address all the gaps identified. Facilitate and support provincial public entities including subsidiaries and the IECC to address the unwanted expenditures (irregular, fruitless and wasteful and unauthorized expenditures). Support and monitor governance compliance by provincial public entities (including subsidiaries). Monitor implementation and draft reports on the Provincial Audit Steering Committee's framework. Support provincial public entities including subsidiaries in the development of AGSA audit action plans, monitor and report on implementation of the plan. Analyse and report on 30 days payments compliance in line with NT Instruction Note number 34. Analyse and report on the implementation of resolutions of oversight structures (Audit and Risk Committees, SCOPA, etc.). Monitor implementation and draft reports Provincial Internal Control Framework. Monitor and draft reports on implementation delegation of authority in public entities including subsidiaries. Monitor the implementation of delegation of authority by Public Entities. Prepare and submit monthly and quarterly reports.
<u>ENQUIRIES</u>	:	Ms. Kgadima Conny: Tel No: (015) 298 7000
<u>POST 19/239</u>	:	<u>ASSISTANT DIRECTOR: FACILITIES & AUXILIARY MANAGEMENT REF NO: LPT/118</u> Directorate: Records Management & Auxiliary Services
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Head Office – Polokwane
<u>REQUIREMENTS</u>	:	An NQF level 6 (National Diploma) qualification as recognized by SAQA. Qualification in Public Management or related field. 3 years' functional experience in Facilities / Auxiliary Services. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service such as managerial functions. Finance. Human Resource matters. Planning and organizing. Compilation of reports. Computer Literacy. Standards/procedures. Needs and priorities of the Department. Ability to interpret and apply policy. Analytical and innovative thinking. Report writing. Workshop presentation and facilitation. Leadership. Organizing. Conflict of Management. Strategic

DUTIES

Management. Policy formulation. Adaptability during changes to meet goals. Change / diversity Management.

: Maintain infrastructure and allocation of office accommodation. Develop Office Occupation database. Update office occupation database. Maintain Offices and buildings. Liaise with the HR in regarding with the new appointees. Liaise with the department of public works in relation with maintenance of the building. Facilitate the process of acquiring Office space. Make follow-ups to all reported maintenance faults and accommodation. Liaising with internal and external stakeholders. Monitor Office accommodation lease Agreements. Compile report for Office Accommodation to the Manager of quarterly basis. Ensure the provision and maintenance of telephone services. Ensure the telephone policy and procedure manual is being implemented. Ensure provision of telecommunication facilities. Facilitate the payment of monthly telephone bills. Monitor proper usage of telecommunication. Develop landline telephone database. Update landline telephone database. Monitor usage of landline telephone. Provide and facilitate application and payments of landline telephone for employees. Develop and update cell phone and 3G data cards database. Daily monitoring of cellphones and 3G data card on the Spend Manager Cellular Phone System. Facilitate the installation of new telephone PABX. Ensure the provision of housekeeping/auxiliary services. Develop cleaning checklist. Monitor the cleaning of office building. Cleaning of office building and surroundings. Identify suitable cleaning material. Ensure the provision of cleaning material. Consult with OHS on the safety of cleaning product provided. Identify services that need to be outsourced. Capacitate cleaners on housekeeping services. Ensure provision of adequate cleaning materials. Ensure provision of adequate protective clothing. Ensure provision of adequate cleaning equipment's. To ensure the provision of labour-saving devices and office equipment. Ensure that the correct labour-saving devices are being delivered in time in the department i.e. photocopy machine, faxes, etc. Monitor the implementation of labour-saving devices lease agreements. Monthly monitoring the usage of all labour-saving devices. Analyse the usage and advise accordingly on the findings. Ensure that registers of all labour-saving devices are developed, kept and updated regularly. Monthly monitoring of all labour-saving devices registers. Ensure that the expiry date of labour-saving devices are covers in the delivery note by the service provider. Compile labour saving devices monthly report. Prepare monthly payment of labour-saving devices invoice. Facilitate the provisioning of office furniture and equipment's. Ensure that all officials are having adequate office furniture, shelves, microwave, fridge, urn, and all other kitchen appliance/equipment. Implement office furniture contract. Conduct need analysis on the furniture, shelves, microwave, fridge, urn and all other kitchen appliance requirements by the officials. Liaison with HRM with regards to recruitment plan. Ensure that correct office furniture, shelves, microwave, fridge, urn and all other kitchen appliance/equipment is being delivered in time in the department. Manage human resource. Develop job descriptions and performance contract of subordinate. Monitor performance. Liaison with HRM with regards to recruitment plan. Monitoring of Lease Agreements.

ENQUIRIES

: Ms. Kgadima Conny Tel No: (015) 298 7000

POST 19/240

: **ASSISTANT DIRECTOR: REVENUE, DEBT & BANK RECONCILIATION (SYSTEM CONTROLLER) REF NO: LPT/179**
Directorate: Financial Accounting

SALARY CENTRE REQUIREMENTS

: R468 459 per annum (Level 09)
: Head Office – Polokwane
: An NQF level 7 qualification as recognized by SAQA. Qualification in Financial Accounting or related field. 3 years' functional experience in Financial Management. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedure such as; Managerial functions. Finance. Human Resource matters. Planning and organizing. Compilation of reports computer. Technical/standards. Ability to interpreted policy. Financial Management. Analytic and innovative thinking. Report writing. Ability to Operate computer. Leadership. Organizing. Conflict Management. BAS & LOGIS.

<u>DUTIES</u>	:	Manage users' registration on the system. Facilitate and ensure that users are trained before registration. Ensure that there is documented request for the system. Ensure that indemnity form is completed before granting access to the system. Ensure that only access to the relevant user area is granted. Creation of new user's profile. The system controller ensures that there is correct allocation of functions. Issue a statement to users explaining their access rights. Safeguarding of all users' documentations for audit purposes. Review of user's access rights. To ensure that there is effective control over access of data and information services. Ensure that system users commit themselves for every financial year by completing indemnity form. Ensure that access to the system is terminated upon termination of employment or resignation. Ensure that new form for change of functions is completed upon appointment to a new post. Monitor actions of system users. Perform random checks to ensure that no compromise of segregation of duties by users. Follow up with users on repeated failed log in attempts. All inactive users should be removed from the systems. Make follow up on any blocked or suspended users ID to ensure that the is authorized owner.
<u>ENQUIRIES</u>	:	Ms. Kgadima Conny Tel No: (015) 298 7000
<u>POST 19/241</u>	:	<u>ASSISTANT DIRECTOR: RISK BASED AUDITING REF NO: LPT/503</u> Branch: Shared Internal Audit Services (SIAS)
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Head Office – Polokwane
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification as recognized by SAQA. Qualification in Internal Audit or related field. 3 years' functional experience in Internal Audit or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedures such as, managerial functions. Finance. Human Resource matters. Planning and organizing. Compilation of reports. Research and analysing. Computer Literacy. Technical/ standards /procedures. Needs and priorities of the Department. Public Service Regulations. Public Service Act. DPSA directives. Ability to interpret and apply policy. Analytical and innovative thinking. Research and report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation and development. Adaptability during changes to meet the goals. Change/ diversity management.
<u>DUTIES</u>	:	Facilitate the implementation of internal audit strategy. Facilitate the implementation of the Annual Audit Plans for all assurance and consulting activities. Facilitate implementation of individual projects as per operational plan, ad-hoc management request approved by Chief Audit Executive or ad-hoc Audit Committee request. Prepare / Review the following planning documents: Notification letter. System Description, Audit program, Engagement letter and Certificate of independence. Facilitate that audit follow up projects are implemented according to the approved plans by the Cluster Audit Committees. Ensure the provision of risk-based auditing on all matters relating to Institutional Governance, Risk Management, Internal Control for votes 4, 6 & 8 client portfolio and in accordance with the approved Internal Audit Charter and Branch Plans. Review executed risk based internal audit project within teammate. Review audit steps on teammate during execution stage. Review audit evidence and the working papers. Sign off working papers on teammate during execution stage. Review and evaluate finalize management comments. Review working paper file prior submission of reports for review in line with Project completion checklist. Report on the status and challenges of the audit projects to the Deputy Director on monthly basis for votes 4, 6 & 8. Implementation of Branch strategic and operational plans relevant to votes. Ensure the provision of risk-auditing services on all matters relating to Institutional governance, Risk Management, Internal Control for votes 4, 6 & 8. Report regularly to the relevant Deputy Director on progress of the implementation of branch strategic and operational plans relevant to votes 4, 6 & 8. Ensure that audit projects are reviewed and implemented as approved by the Deputy Director General: Shared Internal Audit Services for votes 4, 6 & 8. Prepare the quarterly progress report to the Deputy Director at the end of each quarter. Ensure the implementation of relevant Cluster Audit Committee

resolutions and prepare a Cluster AC Resolution and Briefing Report for Chief Director review. Ensure implementation of the Quality Assurance Improvement Plan (QAIP) for each project for votes 4 6 & 8. Provide the outcomes of the internal audit services. Review exception reports during the reporting stage. Prepare draft final reports and final reports. Facilitate and attend exit meeting. Close off teammate file. Ensure all risk-based audits are conducted in terms of the-SAS's methodology and norms and standards. Ensure quality standards of all work performed in terms of the Quality. Assurance and Improvement Program / Policy of LPIA. Ensure the validity of all audit findings and recommendations and draft the Audit report for discussion within Internal Audit, with auditee client concerned and with audit committee. Follow up. Review the following, follow up execution, follow up evidence, follow up reports, follow up files, close off teammate file, planning, directing and managing audit projects. To appraise the economic acquisition, efficiency and effectiveness of utilization of Limpopo Provincial Departments' resources with a view to identifying opportunities for improvement of policies, procedures and processes and to provide consulting support to management regarding policies, procedures and processes. Update the audit universe for Performance audits and collaborate with at' risk-based Audit Directors for inclusion in the respective annual and three-year rolling plans. Prepare preliminary reports, with recommendation as to further and/or corrective action to be taken. Coordinate relevant information to be included in the quarterly reports for Audit Committee purposes. Administration. Conduct administration on the following. Preparation of performance appraisals. Management of personnel staff. Review weekly timesheet. Prepare weekly timesheet. Review subordinates of performance appraisals. Collaborate, persuade, built and maintain strategic alliances and relationships with Auditee Clients and Stakeholders of vote 1, 3 & 12 client portfolio. Ensure coordination to better leverage the services of all internal and external assurance providers through the implementation of the Combined Assurance Model. Ensure broader assurance coverage whilst minimizing duplication of assurance and audit efforts in in respect of governance, risk management, internal control, and compliance processes (GRCC). Coordinate the management of auditee client expectations by encouraging mutual understanding between Internal Audit and Clients (Auditees). Ensure the safeguarding of the independence and objectivity of the Internal Audit function through appropriate reporting lines and governance structures (including the Three Lines of Defense Model). Develop and maintain effective working relationships with key internal and external stakeholders such as the relationships with Departmental and Internal Transversal assurance providers within Limpopo Provincial Treasury, external auditors, and Provincial Fora such as the Asset, Liabilities and Supply Chain Management, Revenue Management, Internal Control, Audit Steering Committee and Risk Management Committee.

ENQUIRIES

: Ms. Kgadima Conny Tel No: (015) 298 7000

POST 19/242

: **ASSISTANT DIRECTOR: PERFORMANCE AUDITING & CONSULTING SERVICES REF NO: LPT/491**
Branch: Shared Internal Audit Services (SIAS)

SALARY

: R468 459 per annum (Level 09)

CENTRE

: Head Office – Polokwane

REQUIREMENTS

: An NQF level 7 qualification as recognized by SAQA. Qualification in Internal Audit/ B.Com or related field. 3 years' functional experience in Internal Auditing or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedures such as, managerial functions. Finance. Human Resource matters. Planning and organizing. Compilation of reports. Research and analyzing. Computer Literacy. Technical/ standards /procedures. Needs and priorities of the Department. Public Service Regulations. Public Service Act. DPSA directives. Ability to interpret and apply policy. Analytical and innovative thinking. Research and report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation and development. Adaptability during changes to meet the goals. Change/ diversity management.

<u>DUTIES</u>	:	Prepare / Review planning of the Audit project. Assist in the implementation of the annual audit plan. Prepare / draft notification letter. Set up a contact meeting with client Departments. Prepare / review an audit engagement letter by way of an entry meeting. Obtain / review sufficient knowledge of the business, activity, or program to be audited. Draft / review request for information document to be submitted to Auditee. Identify / review a focus area for the audit if not known. Identify / review symptoms. Develop audit program (step by step of how audit objectives are going to be achieved and criteria. Lead and guide Senior performance Auditors / Trainee on audit projects to see that professional standards of the Institute of Internal Auditors are maintained in the planning phase. Review the planning working papers prepared by Senior Internal Auditors / Trainee to ensure professional standards are maintained in the planning phase. Prepare / review execution of the audit project. Lead and guide performance Auditors / Trainee to ensure that the approved audit objectives are met and that adequate, practical coverage is achieved. Review audit work performed by Performance / Auditors / Trainee and ensure that audit working papers and files are in line with the international standards for the professional practice of internal audit before forwarding the work to Manager for final review. Prepare / review reporting of Audit projects. Prepare / review all findings identified by Performance Auditors during the execution phase. Prepare / assist a preliminary report with suggested corrective measures (Draft Report). Discuss the draft report with Auditee. Prepare / assist draft final audit with management comments for submission to the manager for review. Ensure completeness of the audit project file on teammate. Administration. Compile job descriptions for the subordinates. Ensure capacity and development of staff. Assess subordinates on a quarterly basis. Control leaves and attendance register. Assist in the development of operational plan. Maintain and update inventory list. Ensure proper utilization of equipment.
<u>ENQUIRIES</u>	:	Ms. Kgadima Conny Tel No: (015) 298 7000
<u>POST 19/243</u>	:	<u>INTERNAL AUDITOR: RISK BASED AUDITING REF NO'S: LPT/470, LPT/472, LPT/477, LPT/479, LPT/482, LPT/484, LPT/485, LPT/487, LPT/505, LPT/507, LPT/515 (X11 POSTS)</u> Branch: Shared Internal Audit Services (SIAS)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum (Level 08) Head Office – Polokwane An NQF level 6 (National Diploma) qualification as recognized by SAQA. Qualification in Internal Audit or related field. 2 years functional experience in Internal Audit or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Sound and in-depth knowledge of relevant prescripts, as well as understanding of the legislative framework governing the Public Service such as: PFMA, Treasury Regulations, King Report, Public Service Act, BAS. PERSAL, Teammate, Professional Standards. Computer Literacy. Communication skills. Report Writing skills. Presentation skills. Problem solving skills. Time Management. Analytical skills. Interviewing skills. Leadership skills. Project Management. Conflict management skills. Interpersonal skills.
<u>DUTIES</u>	:	Planning and implementation of individual projects as per approved Audit Plan, Ad-hoc management requests (Approved by the CAE). Execute the individual approves audit programmes within Teammate. Reporting and prepare the outcome of individual projects in terms of draft reports. Follow-up on the resolution of unsatisfactory finding in respect of Internal Audit reports, Auditor General's action plan, and SCOPA resolutions.
<u>ENQUIRIES</u>	:	Ms. Kgadima Conny Tel No: (015) 298 7000
<u>POST 19/244</u>	:	<u>SENIOR STATE ACCOUNTANT: PAYROLL ADMINISTRATION REF NO: LPT/175</u> Directorate Financial Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum (Level 08) Head Office – Polokwane An NQF level 6 (National Diploma) as recognized by SAQA. Qualification in Financial Accounting / Financial Management. 2 years functional experience

in Payroll Administration or related field. PERSAL & BAS Certificates / Results will be an added advantage. Knowledge & Skills: Knowledge of variety of work ranges and procedure such as managerial functions. Finance. Human Resource matters Planning and organizing. Compilation of reports. Computer Literacy. Technical/standards. Ability to interpreted policy. Financial Management. Analytic and innovative thinking. Report writing. Leadership. Organizing. Conflict Management.

DUTIES

: Processing of PERSAL transactions. Submitted vouchers that are captured, processed and filed. Check and verify the authenticity of submitted documents before capturing. Maintain salary related records. Ensure compliance to confidentiality of documents. Capture on PERSAL and BSA and ensure it is supported by authentic source documentation. Implementation of all salary deductions on PERSAL. Reconciliation of IRP5 accumulation. Update information pertaining to IRP5 accumulations. Validate IRP5 by clearing errors during submission. Registering of new employees to obtain tax numbers. Printing of duplicate IRP5 certificates. Creating manual IRP for all BAS payment. Implementation of departmental liabilities / debt. Timeously capturing of departmental debts. Capturing of inter-departmental claims. Ensure correct codes and debt number are used when implementing debt. Tax recalculation during service terminations. Collection of report and filling. Ensure compliance to Treasury Regulations 8.3.4 by collecting, sorting and distribution of salary advice. Ensure that signed payroll certificate are certified and returned within the set time frame. Address any payroll related queries from staff members and external institutions. Advice and assist staff members with salary related queries e.g. issue duplicate IRP5 certificates, recalculation of allowances etc. Ensure that payment schedules are posted, emailed to third parties on monthly basis.

ENQUIRIES

: Ms. Kgadima Conny Tel No: (015) 298 7000

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF EDUCATION**

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

- APPLICATIONS** : Postal address: The Head of Department, Department of Education, Private Bag X11341, Nelspruit, 1200. Applications may also be placed (recorded in the register) in the application container located at the Security Desk, Upper Ground, Ikhamanga Building of the Riverside Government Complex, Mbombela or uploaded on the following link: <https://forms.gle/o9MBmwvn3xDFCSub8>
- FOR ATTENTION** : Mr. J Ngomane / Ms. C Mkhathshwa / Ms. SR Ndzinisa / Mr. X Sifunda, HR Recruitment
- CLOSING DATE** : 26 June 2025
- NOTE** : Applications should be submitted on the latest Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recent updated comprehensive CV only. Only shortlisted candidates for a post will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview following communication from the relevant HR section of the Department. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they complete part A, B AND C as well as the declaration and sign form Z83, even if they are attaching a CV. and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. The filling of posts will be done in terms of the Department's approved Employment Equity Plan. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Education within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to positions, as set out below:

MANAGEMENT ECHELON

- POST 19/245** : **DEPUTY DIRECTOR-GENERAL: CURRICULUM REF NO: Y1/001**
- SALARY** : R1 741 770 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
- CENTRE** : Head Office, Mbombela
- REQUIREMENTS** : An appropriate SAQA recognised Honors Degree or Post Graduate Diploma or equivalent qualification (NQF level 8) relevant to the specific field plus a minimum of 8 years experience at a senior managerial level. Proven outstanding managerial and service delivery competency. In depth knowledge

and understanding of education policies and legislation, in particular the policy frameworks governing the provision of general- and further education and training, as well as the PFMA and Financial Regulations. Extensive knowledge of and credible experience in the area of general- and further education and training. Proven communication and interpersonal skills at all levels. Sound analytical and problem solving skills. Advanced planning, organising and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules and to work under pressure. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Willingness to travel and work beyond normal working hours. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Condition: Appointment will be subject to competency assessment. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.

<u>DUTIES</u>	:	Ensure the development, planning, implementation, monitoring, assessment and co-ordination of policy and systems for general education and training (including ECD), as well as further education and training. Ensure the effective delivery of policy, programmes and systems for diverse educational support services, including education for learners with special educational needs, psychological guidance, career guidance, school enrichment programmes as well as the provisioning and utilisation of printed media and the management of school and education libraries. Ensure the planning, administration, monitoring, evaluation and reporting on learner assessments examinations and school evaluations. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Ensure mission effectiveness and operational efficiency through effective and efficient resources management, including the human resources, finance, equipment and systems of the component. Contribute to the strategic direction of the Department. Pro-actively build sound relationships with key stakeholders and clients, including organised labour. Empower staff within the component through coaching, development and skills transfer. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level. Promote a culture of efficiency and quality.
<u>ENQUIRIES</u>	:	Ms P Moosa Tel No: (013) 766 5520
<u>POST 19/246</u>	:	<u>DIRECTOR: DISTRICT MANAGEMENT REF NO: Y1/003</u>
<u>SALARY</u>	:	R1 216 824 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
<u>CENTRE REQUIREMENTS</u>	:	Bohlabela District Office, Bushbuckridge
	:	An appropriate SAQA recognised Bachelor's Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years' experience at a middle/senior managerial level. The following will serve as a strong recommendation: Sound knowledge of and experience in education and public sector management, as well as interactions between the various role players in the education and public sector. Sufficient knowledge and understanding of current national and provincial education and

public servant policies. Distinct competence and a proven track record in the areas of participative management and leadership. A strong interest in the development of the education system. Advanced planning, organising and project management skills. Ability to develop and adhere to work schedules. Strong interpersonal-, networking-, written- and verbal communication skills at all levels. Excellent report writing skills. Excellent analytical and strategic thinking capabilities. Sound financial management skills. Proven supervisory and people management skills. Proficiency and computer skills in the Microsoft Office applications. Willingness to travel and work beyond normal working hours. Ability to work under pressure and produce excellent results. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.

DUTIES

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

ENQUIRIES

: Mr CS Manyabeane Tel No: (013) 766 5317

POST 19/247

: **DIRECTOR: HR DEVELOPMENT REF NO: Y1/004**

SALARY

: R1 216 824 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

CENTRE REQUIREMENTS

: Head Office, Mbombela
: An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Competencies: In depth knowledge of government policies (PSR, MTEF etc.).

Sound understanding and insight into the programmes and priorities of government. Sound understanding of human resource development in government. Distinct competence and a proven track record in the areas of participative management and leadership, organisational development, policy formulation, as well as human resource prescriptions and processes. Ability to develop and adhere to work schedules. Strong leadership ability. Ability to capitalize on human potential and to build a strong team. Good inter-personal skills. Advanced planning, organising and project management skills. Sound financial management skills. Excellent verbal communication- and report writing skills. Excellent editing- and analytical skills. Good computer and IT skills. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.

DUTIES : Plan, develop and maintain a workplace skills development strategy. Develop and review an integrated HRD Policy and Plan with reference to the following: ensure sufficient funds are available for training and oversee the analysis of training needs. Manage the implementation of personal development plans. Manage and monitor the presentation of short courses, seminars and workshops. Oversee the conducting of orientation sessions for registered service providers. Manage the evaluation of training. Manage and co-ordinate all processes for bursaries. Manage the assistance in meeting strategic staffing needs and alleviation of unemployment through the provision of practical and accelerated work experience programmes and skilling of the youth. Manage the development of Public Service Staff (PSS) through training and education.

ENQUIRIES : Mr JS Ndala Tel No: (013) 766 5508

POST 19/248 : **DIRECTOR: HR PROVISIONING REF NO: Y1/005**

SALARY : R1 216 824 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

CENTRE : Head Office, Mbombela

REQUIREMENTS : An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Competencies: Extensive knowledge of HR policy frameworks, education legislation and policies and public service legislation and policies pertaining to HR Provisioning. In depth knowledge of and experience in procedures for dealing with the job evaluation system, HR Provisioning and HR Planning. Credible experience in the management of the maintenance and administration of the entire Departmental HR Establishment. Credible experience in the Management of the PERSAL system. Credible knowledge and experience related to the costing and preparation of inputs for Compensation budgeting processes. Ability to develop logical frameworks and other planning models. Ability to maintain the required level of information confidentiality and security. Advanced planning, organising and project management skills. Ability to develop and adhere to work schedules. Strong interpersonal-, networking-, written- and verbal communication skills at all levels. Excellent report writing skills. Excellent analytical and strategic thinking capabilities. Sound financial management skills. Proven supervisory and people management skills. Proficiency and computer skills in the Microsoft Office applications. Willingness

to travel and work beyond normal working hours. Ability to work under pressure and produce excellent results. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.

DUTIES

: Manage the HR Provisioning Unit. Manage organisational development, the job evaluation system and equitable job design in line with strategic- and HR Planning. Manage strategic plans for the provisioning of human resources, and the provision of an effective HR information service. Manage the monitoring and maintenance of the departmental establishment as well as the PERSAL Personnel sub-system. Manage the Post Provisioning Norms in the allocation of posts & employment of educators. Manage and control the provisioning of human resources in line with HR- and Affirmative Action plans. Manage the recruitment and employment of educators and officials in offices in accordance with policy and delegations. Provide costing and inputs for Compensation budgeting processes. Give direction to, co-ordinate, monitor and advise on all HR provisioning related matters (procedural and policy). Manage the development and implementation of HR Plan, HR Performance Information, Risk Management & all other HR Strategic interventions in accordance to the approved HR Strategy & appropriate policy, processes & procedures- and administrative structures for the provision and maintenance of a HR provisioning service. Identify the needs for improved HR provisioning services and formulate programmes and projects for the implementation thereof. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Maintain discipline of staff members. Promote a culture of efficiency and quality. Execute HR Performance Management.

ENQUIRIES

: Mr JS Ndala Tel (013) 766 5508

POST 19/249

: **DIRECTOR: LEGAL SERVICES REF NO: Y1/006**

SALARY

: R1 216 824 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

CENTRE REQUIREMENTS

: Head Office, Mbombela
: An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Extensive credible experience in the rendering of reliable legal advisory services with regard to all legal matters. Competencies: In depth knowledge and understanding of all legislation related to the Public Service, the education sector, labour law and related legislation and the interpretation thereof. Sound knowledge and insight into the development of provincial education and training legislation. Ability to provide sound advice to all line managers on legal matters. Distinct competence and a proven track record in the areas of participative management and leadership, organisational development, policy formulation, as well as programme management and evaluation. Ability to capitalize on human potential and to build a strong team. Strong leadership ability. Advanced planning, organisational and project management skills. Sound analytical and problem-solving skills. Ability to develop logical

frameworks and other planning models. Sound financial management skills. Proven ability to communicate effectively with a broad spectrum of role players, both in writing and verbally. Excellent report writing skills. Excellent networking skills. Willingness to travel and work beyond normal working hours. Ability to maintain the required level of information confidentiality and security. Good computer user skills. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.

DUTIES : Manage and oversee the rendering of all legal advisory and litigation services to the Department. Manage and co-ordinate the development and maintenance of provincial education and training legislation, including conducting of research on legislation and case law, the drafting of Notices and Court documents and dealing with appeals for the Executive Authority. Manage and assist with the interpretation of legislation and regulations. Co-ordinate the administering of legislation concerning statutory bodies. Manage the liaison with the State Attorney and the State Law Advisors. Manage the monitoring of compliance, including negotiation of contracts, the compilation of interpretative guidelines for contracts and service level agreements as well as a contract management manual and compliance manuals on relevant procedures, the compilation of quarterly needs analysis reports as well as impact analysis reports, the conducting of legal research and the publishing of articles on legal services issues to keep the Department on track. Design systems to improve the efficiency and productivity of the Directorate. Pro-actively build sound relationships with key stakeholders and clients, including organised labour. Promote a culture of efficiency and quality. Empower staff within the component through performance management, coaching, development, and skills transfer. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level.

ENQUIRIES : Mr CS Manyabeane Tel No: (013) 766 5317

POST 19/250 : **DIRECTOR: STRAT PLANNING & CO-ORDINATION REF NO: Y1/007**

SALARY : R1 216 824 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

CENTRE REQUIREMENTS : Head Office, Mbombela
: An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Extensive credible experience in facilitating and monitoring strategic planning processes and research programmes. Competencies: In depth knowledge of government policies (PFMA, MTEF etc.) and its planning processes. Sound understanding and insight into the programmes and priorities of government. Sound understanding of transformation in government. Distinct competence and a proven track record in the areas of participative management and leadership, organisational development, policy formulation, as well as programme management and evaluation. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Strong leadership ability. Ability to capitalize on human potential and to build a strong

team. Good inter-personal skills. Advanced planning, organising and project management skills. Sound financial management skills. Excellent verbal communication- and report writing skills. Excellent editing- and analytical skills. Good computer and IT skills. Valid drivers license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.

DUTIES

: Conduct research related to strategic planning and formulate and review a clear strategic plan for the Department within the MTEF. Manage the promotion of integrated development planning and partnerships with all stakeholders involved in the reconstruction and development of education. Facilitate programmes alignment within the department, as well as the planning, monitoring and assessment of progress regarding the provincial programmes. Monitor the overall provisioning of education in the province and facilitate the planning of new policy directions. Ensure active and influential participation in provincial, national, and international development and planning processes with a view to identifying policy implications for education. Strategically co-ordinate, monitor and report on macro policy and planning processes, including the development of strategies for the monitoring and evaluation of programmes and the co-ordination of the preparation of the Annual Report. Determine the research needs of the department, conduct research/ co-ordinate the conducting of research and establish a departmental resource centre. Initiate, develop, facilitate and co-ordinate all developmental education projects in support of the overall strategic plan. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Ensure mission effectiveness and operational efficiency through effective and efficient resources management (including Human Resources, Finance, Equipment, etc.) of the component. Pro-actively build sound relationships with key stakeholders and clients, including organised labour. Promote a culture of efficiency and quality. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level.

ENQUIRIES

: Mr MD Mtembu Tel No: (013) 766 5124

POST 19/251

: **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: Y1/008**

SALARY

: R1 216 824 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

CENTRE

: Head Office, Mbombela

REQUIREMENTS

: An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Sound knowledge of the relevant frameworks including Public Finance Management Act (PFMA), Preferential Procurement Policy Framework, Financial Regulations and Public Service procurement procedures. In-depth knowledge of policies, systems, processes, procedures and best practices in the areas of Procurement, Tenders, Contract Management & Administration, Store/Inventory Management, Logistics and Asset Management. Advanced planning, organising and project management skills. Ability to develop and adhere to work schedules. Strong interpersonal, networking, written, and verbal communication skills at all levels. Excellent report writing skills.

Excellent analytical and strategic thinking capabilities. Sound financial management skills. Proven supervisory and people management skills. Proficiency and computer skills in the Microsoft Office applications. Willingness to travel and work beyond normal working hours. Ability to work under pressure and produce excellent results. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.

<u>DUTIES</u>	:	Manage and give strategic direction to the Supply Chain Management Unit. Ensure compliance, implementation and maintenance of Public Finance Management Act (PFMA) and PPPFA in the responsible areas of activity. Serve as an organizational purchasing key driver in executing the Preferential Procurement Policy Framework. Drive the deployment of organizational sourcing/procurement strategy and related strategic initiatives. Implement, evaluate and improve organisational Procurement policies, systems, processes, procedures and best practices within the relevant framework in achieving mission effectiveness, operational efficiency and improved service delivery. Identify, investigate, select and develop appropriate sources of supply and solution providers. Oversee corporate procurement activities, administration of tender processes, contract management/administration, store/inventory, logistics, security, archiving and auxiliary office support functions. Ensure mission effectiveness and operational efficiency through effective and efficient resources management (including Human Resources, Finance, Equipment, etc.) of the component. Contribute to the strategic directions of the organisation. Pro-actively build sound relationship with key stakeholders and clients/customers including suppliers/service providers. Empower staff within the component by coaching, developing and skill-transfer.
<u>ENQUIRIES</u>	:	Ms TF Ntuli Tel No: (013) 766 5438

OTHER POSTS

<u>POST 19/252</u>	:	<u>DEPUTY DIRECTOR: SECURITY MANAGEMENT UNIT REF NO: Y1/009</u>
<u>SALARY</u>	:	R1 059 105 per annum, an all-inclusive remuneration package.. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Mbombela
	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA in the relevant field, minimum of 3 years proven experience in the field of Security Management. Competencies: Thorough understanding of security management policies. Strong policy development-, research and analytical skills. Ability to collate detailed information. Strong problem solving skills. Well developed financial and project management skills as well as written and verbal communication skills. Good presentation skills. Ability to work under pressure. Ability to function independently. Strong interpersonal skills. Proven management skills and the ability to liaise at a high level. Good computer user knowledge and experience. Valid driver's license.
<u>DUTIES</u>	:	Identify all risks and threats to the security of the department. Formulate departmental security policy and ensure the existence and availability of proper security systems. Manage the provision of the safety of departmental documentation, personnel, communication, computers and physical assets. Manage the provisioning and payment of security services. Manage and co-

		ordinate the screening and vetting of officials. Manage the presentation of training to line management and staff in respect of security matters. Liaise with the SSA for support and advice in respect of information security and conduct investigations on security related matters. Initiate/co-ordinate disciplinary steps in cases of non-adherence to security standards in line with the departmental disciplinary procedures. Manage, monitor, evaluate and initiate improvement of the effectiveness of security measures and procedures.
<u>ENQUIRIES</u>	:	Mr CS Manyabeane Tel No: (013) 766 5317
<u>POST 19/253</u>	:	<u>CHIEF ENGINEER GRADE A (ELECTRICAL): INFRASTRUCTURE PLANNING REF NO: Y1/014</u>
<u>SALARY</u>	:	R1 196 262 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Mbombela
	:	Degree in Engineering. Registered as a Professional Engineer with ECSA. Six years' relevant post-qualification (after completing qualification) experience. Research and technical report writing skills. Programme and project management skills. Computer literate. Valid Drivers license.
<u>DUTIES</u>	:	Provide electrical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations. Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile electrical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate electrical engineering installations and oversee commissioning of electrical engineering installations. Manage people. Undertake research.
<u>ENQUIRIES</u>	:	Ms JH Matukane Tel No: (013) 766 5293
<u>POST 19/254</u>	:	<u>ADMINISTRATIVE SUPPORT & CO-ORDINATION SERVICES: ADMINISTRATIVE SUPPORT, MEC'C OFFICE REF NO: Y1/016</u>
<u>SALARY</u>	:	R896 436 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Mbombela
	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA in Public Management or equivalent qualification plus 3 years relevant experience. Broad knowledge and understanding of the functional areas covered by the Executive Authority's portfolio (education and related). Proven management competencies. Working knowledge of the political and parliamentary processes in South Africa as well as general functioning of the public service. Advanced computer literacy. Advanced communication skills at all levels (verbal/written).
<u>DUTIES</u>	:	Manage the administrative activities within the office of the executive authority. This would, inter alia, entail the following: Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority. Compile correspondence, submissions and cabinet memoranda as required. Study, edit and comment on submissions to be submitted to the executive authority for consideration. Manage the procurement and maintenance of equipment and administer the budget in the office of the executive authority. Manage logistical support in the office of the executive authority. Develop, implement and maintain a filing system for the office of the executive authority. Manage the registry of the office of the executive authority. Ensure that documents are

classified in accordance with the MIS prescripts and are handled in accordance with their classification. Liaise with internal and external role-players with regard to matters relating to the portfolio of the executive authority. This would, inter alia, entail the following: Brief the Chief of Staff on matters with regard to the executive authority's portfolio on the agenda of Cabinet/executive council. Liaise with senior managers in the institutions within the executive authority's portfolio. Co-ordinate the activities of the executive authority's office. Render a Cabinet/executive council support service to the executive authority. This would, inter alia, entail the following: Manage the distribution of memoranda to Cabinet/executive council members. Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees. Keep record of decisions of Cabinet/executive council and alert the Chief of Staff and executive authority of actions to be taken and due dates. Supervise employees. This would, inter alia, entail the following: General supervision of the employees in the office of the executive authority. Quality control of the work delivered by supervisees. Advise supervisees with regard to all aspects of the work. Serve as the formal disciplinary authority with regard to supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

<u>ENQUIRIES</u>	:	Ms DS Mthombathi Tel No: (013) 766 5555
<u>POST 19/255</u>	:	<u>DEPUTY DIRECTOR: BOOKKEEPING REF NO: Y1/017</u>
<u>SALARY</u>	:	R896 436 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Mbombela
	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA in Financial Accounting or Cost Management or equivalent qualification plus 3 years relevant experience. Extensive knowledge of BAS, the PFMA, Treasury Regulations as well as the specified work field. In depth knowledge pertaining to the Standard Chart of Accounts (SCOA). Planning and organising skills. Good presentation and report writing skills. Well developed skills in financial management and in analysing and understanding financial accounting matters. Ability to work under pressure. Proven managerial skills and the ability to liaise at a high level. Well developed computer-, verbal and written communication skills. Valid driver's license.
<u>DUTIES</u>	:	Manage, co-ordinate, monitor and review all policy, delegations, systems and controls required for the efficient and accountable administration of all bank reconciliation matters, including resolving of exceptions, cancelation and re-issue of cheques and EBT's, maintenance and control of relevant accounts/suspense accounts and record keeping. Manage the maintenance of the following accounts: General Account of the Vote (Opening journals), Exchequer Grant Account (Opening journals and fund requisitions), Fund Requisition Account (Fund requisitions), Disallowance Miscellaneous Account, Dishonored Cheque Account and Advance Petty Cash account. Manage the Departmental cash flow. Control and submit financial statements. Manage all non-decentralised matters in regard to the above. Interact with other financial and project managers on related issues. Execute HR performance management.
<u>ENQUIRIES</u>	:	Ms NM Mbiba Tel No: (013) 766 5066
<u>POST 19/256</u>	:	<u>DEPUTY DIRECTOR: DEMAND, ACQUISITION AND LOGISTICAL MANAGEMENT REF NO: Y1/018</u>
<u>SALARY</u>	:	R896 436 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to

		<p>a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.</p>
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Mbombela
	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA in Financial Accounting or Commerce or equivalent qualification plus a minimum of 3 years relevant experience. Competencies: In depth knowledge of the Public Finance Management Act, 1999, Treasury Regulations and Preferential Procurement Policy Framework Act (PPPFA). Successful completion of SCM 1 course. Sound knowledge of BAS and LOGIS systems. Good written and communication skills. Good management skills. Computer skills (MS Word, Excel, PowerPoint). The ability to develop systems and processes as well as policies and procedures. Client-orientation/customer focus. Analytical, problem solving and decision making skills. Valid driver's license.
<u>DUTIES</u>	:	<p>Compile and maintain 3/5 years SCM Departmental Project Plan. Compile and maintain the SCM Annual Procurement Strategy. Ensure that effective Bid Administration is achieved through compilation of bid documentation, notification and invitation of bids/quotations proposals and submitting the bid evaluations to the Bid Adjudication Committee. Ensure that effective acquisition of goods and services are accomplished based on the Just-In-Time principle. Ensure effective Contract Administration including monitoring and evaluating the contractors' adherence to the contract agreement. Ensure the finalization of all audit inquiries. Provide support with inventory control and risk management. Execute HR Performance Management.</p>
<u>ENQUIRIES</u>	:	Ms TF Ntuli Tel No: (013) 766 5438
<u>POST 19/257</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL & SUPPORT SERVICES REF NO: Y1/019</u>
<u>SALARY</u>	:	R896 436 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
<u>CENTRE REQUIREMENTS</u>	:	Gert Sibande District Office, Ermelo
	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce/Financial Management or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. In depth knowledge of the Public Finance Management Act, 1999, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) and the specified work field. Sound knowledge and experience of all financial related matters, budget procedures, the Basic Accounting System (BAS), the PERSAL System as well as the computerised LOGIS System will serve as strong recommendations. Well-developed written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. The ability to develop systems and processes as well as policies and procedures. Client-orientation/customer focus. Analytical, problem solving and decision making skills. Good computer user knowledge and experience. Valid driver's license.
<u>DUTIES</u>	:	Overall management of district Financial Services (including Budget and revenue management, expenditure services & Salary services, Supply Chain services and Asset Management). Ensure the efficient management of the district budget, the co-ordination of budgetary inputs and financial reporting. Manage and co-ordinate the efficient and accountable administration of salaries and salary accounts. Ensure the effective acquisition of goods and

		services. Co-ordinate and administer matters in respect of asset management in accordance with policies and delegations. Give direction to, co-ordinate, monitor and advise on all finance related matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on financial matters where applicable. Develop and implement appropriate policy, systems, management- and administrative structures for the provision and maintenance of a comprehensive district Financial Service. Identify the needs for improved financial services and formulate programmes and projects for the implementation thereof. Maintain discipline of staff members. Execute HR Performance Management.
<u>ENQUIRIES</u>	:	Mr MP Nkosi Tel No: (017) 801 5077, Ms G Motau Tel No: (017) 801 5097
<u>POST 19/258</u>	:	<u>DEPUTY DIRECTOR: GRIEVANCE AND DISPUTE RESOLUTION AND PREVENTION REF NO: Y1/020</u>
<u>SALARY</u>	:	R896 436 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Mbombela
	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA in Labour Relations / Labour Law or equivalent qualification plus a minimum of 3 years relevant experience in a Labour Relations environment. Proven outstanding managerial and service delivery competency. Competencies: Extensive knowledge of Labour laws, dispute resolution mechanisms, education legislation and policies and public service legislation and policies. In depth knowledge of and experience in procedures for dealing with grievances and disputes. Credible experience in representing the employer at dispute resolution forums. Proven negotiation skills. Credible experience in conflict resolution and crisis intervention. Strong interpersonal-, written and verbal communication skills. Proven ability to communicate effectively with a broad spectrum of role players. Excellent networking skills. Excellent report writing skills. Sound analytical and problem solving skills. Advanced planning, organising and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Willingness to travel and work beyond normal working hours. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license.
<u>DUTIES</u>	:	Manage the grievance and dispute resolution Unit. Promote and administer sound dispute resolution and -prevention mechanisms. Give direction to, co-ordinate, monitor and advise on all Labour relations related matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on Labour relations matters where applicable. Manage the development and implementation of appropriate policy, systems, management- and administrative structures for the provision and maintenance of a comprehensive grievance and dispute resolution service. Identify the needs for improved grievance and dispute resolution services and formulate programmes and projects for the implementation thereof. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Maintain discipline of staff members. Promote a culture of efficiency and quality. Execute HR Performance Management. The appointee will be a member of the middle management echelon of the Department of Education, and will be expected to chair disciplinary enquiries when required to do so.
<u>ENQUIRIES</u>	:	Mr HA Ngwenya Tel No: (013) 766 5429

<u>POST 19/259</u>	:	<u>DEPUTY DIRECTOR: HR SERVICES REF NO: Y1/021</u>
<u>SALARY</u>	:	R896 436 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
<u>CENTRE REQUIREMENTS</u>	:	Nkangala District Office, KwaMhlanga
	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: Knowledge of Human Resource concepts, principles, policies and procedures. In depth knowledge and experience of the PERSAL System. Knowledge of the legislation regulating all HR administration of educators and officials and related HR policies and practices, as well as employee wellness. Excellent written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. The ability to develop systems and processes as well as policies and procedures. Client-orientation/ customer focus. Analytical, problem solving and decision making skills. Advanced planning and project management skills. Proven supervisory and people management skills. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint - with special emphasis on Access). Valid driver's license.
<u>DUTIES</u>	:	Overall management of district HR Services, including specialised HR support, research and advisory services, establishment services, employment, career matters, housing and leave, pensions and compensation benefits, PERSAL registry services, the maintenance of the PERSAL Personnel subsystem, and the co-ordination of all HR Projects. Overall management of matters in respect of HIV/AIDS prevention and -care programmes and employee assistance programmes. Give direction to, co-ordinate, monitor and advise on all HR related matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on HR matters where applicable. Develop and implement appropriate policy, systems, management- and administrative structures for the provision and maintenance of a comprehensive district HR Service. Identify the needs for improved HR services and formulate programmes and projects for the implementation thereof. Maintain discipline of staff members. Execute HR Performance Management.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013)947 1816 / Ms LS Malatjie Tel No: (013) 947 1725
<u>POST 19/260</u>	:	<u>DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: Y1/022</u>
<u>SALARY</u>	:	R896 436 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
<u>CENTRE REQUIREMENTS</u>	:	Nkangala District Office, KwaMhlanga
	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA in Labour Relations /Labour Law or equivalent qualifications. Minimum of 3 years' relevant experience in Labour Relations environment. Competencies: Extensive knowledge of Labour laws, dispute resolution mechanisms, education legislation and policies and public service legislation and policies. In depth knowledge of and experience in procedures for dealing with

		incapacity/inefficiency and employee behaviour. Credible experience in conflict resolution and crisis intervention. Strong interpersonal-, written and verbal communication skills. Proven ability to communicate effectively with a broad spectrum of role players. Excellent report writing skills. Sound analytical and problem solving skills. Advanced planning, organising and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Willingness to travel and work beyond normal working hours. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license.
<u>DUTIES</u>	:	Manage all district labour relations matters. Co-ordinate, manage and monitor collective bargaining activities, address grievances and regulate, promote and administer sound dispute resolution and -prevention mechanisms. Manage all matters pertaining to incapacity/ inefficiency and employee behaviour. Give direction to, co-ordinate, monitor and advise on all labour relations matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on collective bargaining, grievances as well as dispute resolution and -prevention mechanisms. Manage the monitoring of time off and secondment for teacher union or employee organisation activities. Liaise with Head Office and trade unions on all labour relations matters. Develop and implement appropriate policy, systems, management- and administrative structures for the provision of effective and efficient district labour relations. Maintain discipline of staff members. Execute HR Performance Management.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816 / Ms LS Malatjie Tel No: (013) 947 1725
<u>POST 19/261</u>	:	<u>DEPUTY DIRECTOR: PROPERTY MANAGEMENT REF NO: Y1/023</u>
<u>SALARY</u>	:	R896 436 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Mbombela
	:	B Degree or Equivalent in Real Estate or Property Management. Five (5) years' relevant post-qualification (after completing qualification) experience. Strong policy development-, research and analytical skills. Knowledge of statistical research methods. Ability to collate detailed information. Strategic planning, organisational and problem solving skills. Well developed financial and project management skills. Well developed written and verbal communication skills. Good presentation skills. Ability to work under pressure. Ability to function independently. Strong interpersonal and networking skills. Proven management skills and the ability to liaise at a high level. Good computer user knowledge and experience. Valid driver's license.
<u>DUTIES</u>	:	Direct and manage the implementation of property administration functions. Manage land affairs and Immovable Asset Register. Manage leases. Manage Municipal Accounts. Manage use of utilities. Execute HR performance management.
<u>ENQUIRIES</u>	:	Ms JH Matukane Tel No: (013) 766 5293
<u>POST 19/262</u>	:	<u>QUANTITY SURVEYOR PRODUCTION GRADE A: PROJECTS MAINTENANCE REF NO: Y1/015</u>
<u>SALARY</u>	:	R761 157 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Mbombela
	:	Degree in Quantity Surveying. Registered as a Professional Quantity Surveyor with SACQSP. Three years' relevant post-qualification (after completing

		qualification) experience. Computer literate. Decision making-, analytical-, planning-, and problem solving skills. Valid driver's license.
<u>DUTIES</u>	:	Customise quantity surveying and cost norms/standards for all schools. Determine quantity surveying policies, plans, procedures and criteria for all infrastructure projects and programmes. Contribute to project briefing documents, costing models and operational narratives. Make inputs to the User Asset Management, Project lists and Budgets. Undertake research.
<u>ENQUIRIES</u>	:	Ms JH Matukane Tel No: (013) 766 5293
<u>POST 19/263</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH & WELLNESS PROGRAMMES (EHWP) REF NO: Y1/024</u>
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Nkangala District Office, KwaMhlanga
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF 6) as recognised by SAQA or equivalent qualification in the relevant field plus a minimum of 3 years relevant experience. Competencies: In depth knowledge and practical understanding of the set policies, legislation and operations related to HIV/AIDS prevention and -care programmes, as well as employee assistance programmes. Strong policy development and analytical skills. Proven management skills. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counselling with maturity, patience and sensitivity. Well developed written and verbal communication skills. Strong presentation- and report writing skills. Strong ability to liaise at all levels. Good problem solving skills. Proven project management skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential.
<u>DUTIES</u>	:	Co-ordinate and monitor the implementation of policy, delegations, systems, practices and grievance procedures required for the provision of comprehensive assistance, care and support programmes to employees in the workplace. Manage the provision of care and support to employees infected with and affected by HIV/AIDS. Manage the enhancement of employee and workplace effectiveness through prevention, identification and resolution of personal and productivity issues. Execute HR performance management.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816 / Ms LS Malačje Tel No: (013) 947 1725
<u>POST 19/264</u>	:	<u>HOSTEL SUPERINTENDENT: BOARDING SCHOOL REF NO: Y1/025</u>
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Izimbali Combined Boarding School, Amsterdam
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF6) in Public Management as recognised by SAQA or equivalent qualification and a minimum of 3 years relevant experience in the field of hostel management. Computer literacy. Competencies: Advanced management skills as well as proven ability to manage hostel staff. Sound financial administration skills including the management of a budget. Self motivated with a strong sense of responsibility. Innovative thinking and problem solving skills. Good planning and organising skills as well as good initiative. Thoroughness, honesty, integrity and the willingness to work hard. Appropriate verbal and written communication skills and sound interpersonal relations. Ability to perform accurately and methodically under pressure. Advanced supervisory skills and sound leadership qualities. Valid driver's license.
<u>DUTIES</u>	:	Manage the administration and the allocation of accommodation to learners and hostel staff in the hostel. Manage the provision of laundry- and cleaning services. Manage the provision of proper meals and other food provision services to learners. Manage, co-ordinate and monitor the maintenance of the hostel kitchen. Manage stock control of all hostel stock. Manage the proper maintenance of all hostel infrastructure/facilities. Manage and administer the hostel budget. Supervise all hostel staff. Do planning regarding future needs of the hostel. Manage and monitor the usage and maintenance of the physical training centre.
<u>ENQUIRIES</u>	:	Mr MP Nkosi Tel No: (017) 801 5077, Ms G Motau Tel No: (017) 801 5097
<u>POST 19/265</u>	:	<u>HOSTEL SUPERINTENDENT: BOARDING SCHOOL REF NO: Y1/026</u>
<u>SALARY</u>	:	R582 444 per annum

<u>CENTRE REQUIREMENTS</u>	:	Steve Tshwete Boarding School, Elandspruit, Middelburg
	:	An appropriate National Diploma (NQF6) in Public Management as recognised by SAQA or equivalent qualification and a minimum of 3 years relevant experience in the field of hostel management. Computer literacy. Competencies: Advanced management skills as well as proven ability to manage hostel staff. Sound financial administration skills including the management of a budget. Self motivated with a strong sense of responsibility. Innovative thinking and problem solving skills. Good planning and organising skills as well as good initiative. Thoroughness, honesty, integrity and the willingness to work hard. Appropriate verbal and written communication skills and sound interpersonal relations. Ability to perform accurately and methodically under pressure. Advanced supervisory skills and sound leadership qualities. Valid driver's license.
<u>DUTIES</u>	:	Manage the administration and the allocation of accommodation to learners and hostel staff in the hostel. Manage the provision of laundry- and cleaning services. Manage the provision of proper meals and other food provision services to learners. Manage, co-ordinate and monitor the maintenance of the hostel kitchen. Manage stock control of all hostel stock. Manage the proper maintenance of all hostel infrastructure/facilities. Manage and administer the hostel budget. Supervise all hostel staff. Do planning regarding future needs of the hostel. Manage and monitor the usage and maintenance of the physical training centre.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816
<u>POST 19/266</u>	:	<u>HOSTEL SUPERINTENDENT: BOARDING SCHOOL REF NO: Y1/027</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum
	:	Thaba Cheuw Boarding School, Mashishing
	:	An appropriate National Diploma (NQF6) in Public Management as recognised by SAQA or equivalent qualification and a minimum of 3 years relevant experience in the field of hostel management. Computer literacy. Competencies: Advanced management skills as well as proven ability to manage hostel staff. Sound financial administration skills including the management of a budget. Self motivated with a strong sense of responsibility. Innovative thinking and problem solving skills. Good planning and organising skills as well as good initiative. Thoroughness, honesty, integrity and the willingness to work hard. Appropriate verbal and written communication skills and sound interpersonal relations. Ability to perform accurately and methodically under pressure. Advanced supervisory skills and sound leadership qualities. Valid driver's license.
<u>DUTIES</u>	:	Manage the administration and the allocation of accommodation to learners and hostel staff in the hostel. Manage the provision of laundry and cleaning services. Manage the provision of proper meals and other food provision services to learners. Manage, co-ordinate and monitor the maintenance of the hostel kitchen. Manage stock control of all hostel stock. Manage the proper maintenance of all hostel infrastructure/facilities. Manage and administer the hostel budget. Supervise all hostel staff. Do planning regarding future needs of the hostel. Manage and monitor the usage and maintenance of the physical training centre.
<u>ENQUIRIES</u>	:	Mr T Magoane Tel No: (013) 766 7410
<u>POST 19/267</u>	:	<u>CLINICAL NURSE PRACT GR 1: SEN SCHOOL / BOARDING SCHOOL REF NO: Y1/058</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R476 367 per annum
	:	Gert Sibande District Office, Ermelo
	:	A Diploma/Degree in nursing or equivalent qualification as well as a post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the SANC. Registration with the SANC as Professional Nurse. Knowledge of relevant legal requirements for nursing. Sufficient credible experience. Knowledge of Education White Paper 6 on Inclusive Education. A PHC qualification will serve as an added advantage. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Identify and monitor health care needs of learners. Accompany and arrange medical treatment for learners. Render day to day nursing care services.

		Promote quality of nursing care as directed by the professional scope of practice and standards as determined by health facilities. Display a concern for learners, promote and advocate proper support. Facilitate a wide range of medical care for short-, medium- and long term medical needs of learners.
<u>ENQUIRIES</u>	:	Mr MP Nkosi Tel No: (017) 801 5077, Ms G Motau Tel No: (017) 801 5097
<u>POST 19/268</u>	:	<u>CLINICAL NURSE PRACT GR 1: SEN SCHOOL / BOARDING SCHOOL REF NO: Y1/059</u>
<u>SALARY</u>	:	R476 367 per annum
<u>CENTRE</u>	:	Steve Tshwete Boarding School, Elandspruit, Middelburg
<u>REQUIREMENTS</u>	:	A Diploma/Degree in nursing or equivalent qualification as well as a post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the SANC. Registration with the SANC as Professional Nurse. Knowledge of relevant legal requirements for nursing. Sufficient credible experience. Knowledge of Education White Paper 6 on Inclusive Education. A PHC qualification will serve as an added advantage. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Identify and monitor health care needs of learners. Accompany and arrange medical treatment for learners. Render day to day nursing care services. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by health facilities. Display a concern for learners, promote and advocate proper support. Facilitate a wide range of medical care for short-, medium- and long term medical needs of learners.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816
<u>POST 19/269</u>	:	<u>CLINICAL NURSE PRACT GR 1: SEN SCHOOL / BOARDING SCHOOL REF NO: Y1/061</u>
<u>SALARY</u>	:	R476 367 per annum
<u>CENTRE</u>	:	Thaba Cheuw Boarding School, Mashishing
<u>REQUIREMENTS</u>	:	A Diploma/Degree in nursing or equivalent qualification as well as a post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the SANC. Registration with the SANC as Professional Nurse. Knowledge of relevant legal requirements for nursing. Sufficient credible experience. Knowledge of Education White Paper 6 on Inclusive Education. A PHC qualification will serve as an added advantage. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Identify and monitor health care needs of learners. Accompany and arrange medical treatment for learners. Render day to day nursing care services. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by health facilities. Display a concern for learners, promote and advocate proper support. Facilitate a wide range of medical care for short-, medium- and long term medical needs of learners.
<u>ENQUIRIES</u>	:	Mr T Magoane Tel No: (013) 766 7410
<u>POST 19/270</u>	:	<u>ASSISTANT DIRECTOR: BARGAINING, GRIEVANCE & DISPUTE MGMT REF NO: Y1/062</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF 6) in Labour Relations / Labour Law as recognised by SAQA or equivalent qualification in the relevant field plus a minimum of 3 years relevant experience. Competencies: knowledge of the PERSAL System, legislation regulating the labour relations matters of educators and officials and related Labour Relation policies and legislation. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Valid drivers license.
<u>DUTIES</u>	:	Co-ordinate, manage and monitor labour matters within the educator and public servants sectors, including: implementation of labour policies and agreements; management and monitoring of time off and secondment for teacher union or employee organisation activities; and rendering support to the negotiation teams at provincial level. Promote and administer collective bargaining, including: liaison with teacher unions/ employee organisations and

departmental structures on matters of national/provincial concern; development of mandates from the district for collective bargaining and consultation; and representing the district in collective bargaining structures. Promote labour peace through grievance and dispute resolution and – prevention, including: rendering assistance to Head Office in the co-ordination of the settlement of disputes; resolution of grievances; liaison with trade unions with regard to dispute resolution; preparation of inputs to Head Office on disputes; and creation and maintenance of databases for grievances and disputes.

ENQUIRIES : Mr MP Nkosi Tel No: (017) 801 5077, Ms G Motau Tel No: (017) 801 5097

POST 19/271 : **ASSISTANT DIRECTOR: BARGAINING, GRIEVANCE & DISPUTE MGMT**
REF NO: Y1/063

SALARY : R468 459 per annum
CENTRE : Nkangala District Office, KwaMhlanga
REQUIREMENTS : An appropriate National Diploma (NQF 6) in Labour Relations / Labour Law as recognised by SAQA or equivalent qualification in the relevant field plus a minimum of 3 years relevant experience. Competencies: knowledge of the PERSAL System, legislation regulating the labour relations matters of educators and officials and related Labour Relation policies and legislation. Planning and organising skills. Ability to meet deadlines. Strong interpersonal, written and verbal communication skills. Report writing skills. Computer literacy is essential. Valid drivers license.

DUTIES : Co-ordinate, manage and monitor labour matters within the educator and public servants sectors, including: implementation of labour policies and agreements; management and monitoring of time off and secondment for teacher union or employee organisation activities; and rendering support to the negotiation teams at provincial level. Promote and administer collective bargaining, including: liaison with teacher unions/ employee organisations and departmental structures on matters of national/provincial concern; development of mandates from the district for collective bargaining and consultation; and representing the district in collective bargaining structures. Promote labour peace through grievance and dispute resolution and – prevention, including: rendering assistance to Head Office in the co-ordination of the settlement of disputes; resolution of grievances; liaison with trade unions with regard to dispute resolution; preparation of inputs to Head Office on disputes; and creation and maintenance of databases for grievances and disputes.

ENQUIRIES : Ms M Masilela Tel No: (013) 947 1816 / Ms LS Malatjie Tel No: (013) 947 1725

POST 19/272 : **ASSISTANT DIRECTOR: BARGAINING, GRIEVANCE & DISPUTE MGMT**
REF NO: Y1/064

SALARY : R468 459 per annum
CENTRE : Ehlanzeni District Office, Kanyamazane
REQUIREMENTS : An appropriate National Diploma (NQF 6) in Labour Relations / Labour Law as recognised by SAQA or equivalent qualification in the relevant field plus a minimum of 3 years relevant experience. Competencies: knowledge of the PERSAL System, legislation regulating the labour relations matters of educators and officials and related Labour Relation policies and legislation. Planning and organising skills. Ability to meet deadlines. Strong interpersonal, written and verbal communication skills. Report writing skills. Computer literacy is essential. Valid drivers license.

DUTIES : Co-ordinate, manage and monitor labour matters within the educator and public servants sectors, including: implementation of labour policies and agreements; management and monitoring of time off and secondment for teacher union or employee organisation activities; and rendering support to the negotiation teams at provincial level. Promote and administer collective bargaining, including: liaison with teacher unions/ employee organisations and departmental structures on matters of national/provincial concern; development of mandates from the district for collective bargaining and consultation; and representing the district in collective bargaining structures. Promote labour peace through grievance and dispute resolution and – prevention, including: rendering assistance to Head Office in the co-ordination

		of the settlement of disputes; resolution of grievances; liaison with trade unions with regard to dispute resolution; preparation of inputs to Head Office on disputes; and creation and maintenance of databases for grievances and disputes.
<u>ENQUIRIES</u>	:	Ms JT Dlamini Tel No: (013) 766 0508
<u>POST 19/273</u>	:	<u>ASSISTANT DIRECTOR: BARGAINING, GRIEVANCE & DISPUTE MGMT REF NO: Y1/065</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Bohlabela District Office, Bushbuckridge
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF 6) in Labour Relations /Labour Law as recognised by SAQA or equivalent qualification in the relevant field plus a minimum of 3 years relevant experience. Competencies: knowledge of the PERSAL System, legislation regulating the labour relations matters of educators and officials and related Labour Relation policies and legislation. Planning and organising skills. Ability to meet deadlines. Strong interpersonal, written and verbal communication skills. Report writing skills. Computer literacy is essential. Valid drivers license.
<u>DUTIES</u>	:	Co-ordinate, manage and monitor labour matters within the educator and public servants sectors, including: implementation of labour policies and agreements; management and monitoring of time off and secondment for teacher union or employee organisation activities; and rendering support to the negotiation teams at provincial level. Promote and administer collective bargaining, including: liaison with teacher unions/ employee organisations and departmental structures on matters of national/provincial concern; development of mandates from the district for collective bargaining and consultation; and representing the district in collective bargaining structures. Promote labour peace through grievance and dispute resolution and – prevention, including: rendering assistance to Head Office in the co-ordination of the settlement of disputes; resolution of grievances; liaison with trade unions with regard to dispute resolution; preparation of inputs to Head Office on disputes; and creation and maintenance of databases for grievances and disputes.
<u>ENQUIRIES</u>	:	Mr TZ Magoane Tel No: (013) 766 7410
<u>POST 19/274</u>	:	<u>ASSISTANT DIRECTOR: BEHAVIOUR MANAGEMENT REF NO: Y1/066</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Nkangala District Office, KwaMhlanga
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF 6) in Labour Relations /Labour Law as recognised by SAQA or equivalent qualification in the relevant field plus a minimum of 3 years relevant experience. Competencies: knowledge of the PERSAL System, legislation regulating the labour relations matters of educators and officials and related Labour Relation policies and legislation. Planning and organising skills. Ability to meet deadlines. Strong interpersonal, written and verbal communication skills. Report writing skills. Computer literacy is essential. Valid drivers license.
<u>DUTIES</u>	:	Manage and ensure the implementation of policies, delegations, systems and practices required for the efficient, equitable and conclusive management of all matters pertaining to incapacity/ /inefficiency (officials) and incapacity (educators), as well as employee behaviour (educators and officials). Manage and co-ordinate the investigation of disciplinary and incapacity enquiries. Liaise with the South African Council for Educators i.r.o the above. Manage the creation and maintenance of database and PERSAL records in regard of misconduct and incapacity. Provide related management information. Develop capacity in relation to the management of incapacity and misconduct throughout the district system.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816 / Ms LS Malatjje Tel No: (013) 947 1725
<u>POST 19/275</u>	:	<u>ASSISTANT DIRECTOR: COMMUNICATION REF NO: Y1/067</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Gert Sibande District Office, Ermelo

<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF 6) in Communication/Marketing as recognised by SAQA or equivalent qualification plus a minimum of 3 years relevant experience. Competencies: Understanding of the education legislative framework. Management skills. Computer literacy and good interpersonal, organisational, verbal and written communication skills. Good report writing skills. Ability to meet deadlines. Ability to work under pressure and adjust to irregular working hours. Valid driver license.
<u>DUTIES</u>	:	Manage the rendering of all district communication services. Manage and co-ordinate the development and maintenance of good relations with the media, and co-ordinate district production and publication matters. Co-ordinate the development and maintenance of good relations between the department and it's internal and external publics. Participate in relevant Media Forums.
<u>ENQUIRIES</u>	:	Mr MP Nkosi Tel No: (017) 801 5077, Ms G Motau Tel No: (017) 801 5097
<u>POST 19/276</u>	:	<u>ASSISTANT DIRECTOR: HIV/AIDS IN THE WORKPLACE REF NO: Y1/069</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF 6) in the relevant field as recognised by SAQA or equivalent qualification in the relevant field plus a minimum of 3 years relevant experience in the field. Competencies: In depth knowledge and practical understanding of the set policies, legislation and operations related to HIV/AIDS prevention and -care programmes. Strong policy development and analytical skills. Proven management skills. Good understanding of project management. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counselling with maturity, patience and sensitivity. Well-developed written and verbal communication skills. Strong presentation- and report writing skills. Good problem solving skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential.
<u>DUTIES</u>	:	Develop, co-ordinate and ensure the provision of care and support to employees infected with and affected by HIV/AIDS, the prevention of stigmatization, victimisation and discrimination, the creation and promotion of a healthy and supportive working environment, the encouragement of voluntary testing, counselling, diagnosis and treatment. Develop strategies and interventions to promote condom distribution and use. Promote awareness amongst employees to prevent new infections. Minimise the impact of HIV/AIDS on individual and organisational performance. Execute HR performance management.
<u>ENQUIRIES</u>	:	Ms PD Mhlanga Tel No: (013) 766 5555
<u>POST 19/277</u>	:	<u>RESEARCHER: RESEARCH REF NO: Y1/071</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	MST Academy, Emalahleni
<u>REQUIREMENTS</u>	:	An appropriate recognised Honors degree backed by a BSC degree or equivalent in Mathematics, Physics or Chemistry as well as at least seven years relevant experience. Knowledge of and experience in quantitative and qualitative methods of research and different research designs. Sound knowledge and experience in observation and interview techniques. Experienced in the collecting and analysing of information to develop a research plan. Experience in statistical techniques for collecting, organising, analysing and interpreting of data. Good ICT skills - MS Word, MS Excel, MS Access, MS Projects and the use of the internet for research purposes. Well-developed verbal and written communication skills. Good organisational and planning skills. Valid driver's license.
<u>DUTIES</u>	:	Support the manager of the Research Unit, and conduct research on the teacher development programmes and strategies required for quality education in mathematics, science and technology. Interact with the line manager, districts and schools to determine research needs. Promote access to and the effective utilisation of resources. Maintain a research data base of information, including records of all research projects, resources and reference materials available. Assist with the provision of relevant and timely empirical data. Collect, analyse and interpret data, and assist with the writing, presentation and publication of reports. Establish and maintain national and

		international partnerships with universities, other Research Units, other Government Departments and NGOs.
<u>ENQUIRIES</u>	:	Mr I Zitha Tel No: (013) 766 5671
<u>POST 19/278</u>	:	<u>RISK OFFICER: RISK MANAGEMENT REF NO: Y1/072</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	A relevant National Diploma (NQF 6) as recognised by SAQA. Minimum of 3 years' relevant experience in Risk Management. Competencies: In depth knowledge of the legislation regulating risk management policies and practices. Proven presentation skills. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Valid driver's license.
<u>DUTIES</u>	:	Identify and evaluate risk areas & develop response strategies. Determine techniques and measures to minimize the impact of potential risks. Develop a risk register and conduct workshops to create & enhance risk management awareness. Assess and identify risk control measures to be utilized in the management of risks to determine their adequacy and relevance. Facilitate the implementation of risk management norms and standards. Monitor and report on all aspects relating to risk management. Implement a culture of zero-tolerance on fraud and corruption.
<u>ENQUIRIES</u>	:	Mr MEM Bhembe Tel No: (013) 766 5431
<u>POST 19/279</u>	:	<u>ASSISTANT DIRECTOR: HR BENEFITS ADMINISTRATION REF NO: Y1/074</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	A Bachelor' degree or equivalent qualification or Grade 12 certificate backed by extensive relevant experience in Human Resources management and administration. Competencies: In depth knowledge of the PERSAL System, legislation regulating the employment and conditions of service of educators and officials and related HR policies and practices. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Valid driver's license.
<u>DUTIES</u>	:	Develop, co-ordinate, monitor and review policy, delegations systems, practices and grievance procedures required for the efficient, equitable and accountable remuneration of all human resources, including salaries and hourly remuneration, benefits and compensation as well as the maintenance of detailed personnel records, both on file and on PERSAL. Develop decentralised capacity in regard of the above. Manage the administration of related non-decentralised matters. Provide related management information.
<u>ENQUIRIES</u>	:	Ms F Khoza Tel No: (013) 766 5501
<u>POST 19/280</u>	:	<u>CHIEF WORKS INSPECTOR: WORKS INSPECTIONS REF NO: Y1/073</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Nkangala District Office, KwaMhlanga
<u>REQUIREMENTS</u>	:	National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. Three to Five Years' relevant post-qualification (after completing qualification) experience. Computer literate. Valid driver's license.
<u>DUTIES</u>	:	Plan and execute inspections on infrastructure projects and implement condition assessments. Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all building projects. Facilitate and resolve technical problems. Implement condition assessments. Manage people and finances.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816 / Ms LS Malatjje Tel No: (013) 947 1725
<u>POST 19/281</u>	:	<u>ADMIN OFFICER: SEN SCHOOL / BOARDING SCHOOL REF NO: Y1/076</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Ezakheni Boarding School, Driefontein

<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF6) as recognised by SAQA or equivalent qualification in Public Management/Administration plus sufficient credible experience with specific reference to bookkeeping and financial administration. Relevant National Diploma (NQF6) as recognised by SAQA will be an added advantage. Competencies: Sound knowledge of general administration and financial administration procedures, methods and principles. Good interpersonal and organisational skills. Appropriate verbal and written communication skills. Ability to interpret directives. Sound management skills. Proven computer literacy and user experience (Microsoft Office package). A valid drivers license will be an advantage.
<u>DUTIES</u>	:	Ensure the provision of advanced and efficient institutional administration services, including the administration and control of diverse financial matters, the preparation of related reports. Carry out tasks related to the preparation for meetings, maintain a filing system and draft and type correspondence. Maintain a database of all key service delivery areas. Take minutes prepare and circulate all communication. Execute HR performance management.
<u>ENQUIRIES</u>	:	Mr MP Nkosi Tel No: (017) 801 5077, Ms G Motau Tel No: (017) 801 5097
<u>POST 19/282</u>	:	<u>PRINCIPAL HR OFFICER: HR PROVISIONING REF NO: Y1/077</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Bohlabela District Office, Bushbuckridge
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field, with specific reference to establishment administration. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy. Valid driver's license will be an advantage.
<u>DUTIES</u>	:	Supervise the maintenance of post establishments. Implement departmental recruitment, selection and placement plans. Implement HR deployment and/or transfer strategies. Supervise all new employment matters, termination of service and the maintenance of employment records on files and on PERSAL. Provide related management information services. Train and supervise staff.
<u>ENQUIRIES</u>	:	Mr TZ Magoane Tel No: (013) 766 7410
<u>POST 19/283</u>	:	<u>SPECIAL PROGRAMMES OFFICER: EMPLOYEE ASSISTANCE (EAP) REF NO: Y1/078</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) as recognised by SAQA in Occupational Health and Safety or SAMTRAC as recognised by South African Institute of Occupational Safety and Health. Minimum of 2 years' experience in the SHERQ environment. Competencies: Knowledge of the set policies, legislation and operations related to employee assistance programmes. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counselling with maturity, patience and sensitivity. Well-developed written and verbal communication skills. Strong presentation- and report writing skills. Good problem solving skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential.
<u>DUTIES</u>	:	Enhance employee and workplace effectiveness through prevention, identification and resolution of personal and productivity issues. Psychologically, emotionally, socially and spiritually counsel employees on alcoholism and drug abuse, absenteeism, stress and tardiness, as well as personal matters such as abuse, violence, divorce and bereavement. Identify individual employees' behavioural problems based on work performance. Refer employees for diagnosis, treatment and rehabilitation. Scrutinise progress and medical reports and take corrective action. Co-ordinate SHERQ activities. Conduct OHS audits.
<u>ENQUIRIES</u>	:	Mr MP Nkosi Tel No: (017) 801 5077, Ms G Motau Tel No: (017) 801 5097

POST 19/284 : **SPECIAL PROGRAMMES OFFICER: EMPLOYEE ASSISTANCE (EAP) REF NO: Y1/079**

SALARY : R325 101 per annum
CENTRE : Ehlanzeni District Office, Kanyamazane
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Occupational Health and Safety or SAMTRAC as recognised by South African Institute of Occupational Safety and Health. Minimum of 2 years' experience in the SHERQ environment. Competencies: Knowledge of the set policies, legislation and operations related to employee assistance programmes. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counselling with maturity, patience and sensitivity. Well-developed written and verbal communication skills. Strong presentation- and report writing skills. Good problem solving skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential.

DUTIES : Enhance employee and workplace effectiveness through prevention, identification and resolution of personal and productivity issues. Psychologically, emotionally, socially and spiritually counsel employees on alcoholism and drug abuse, absenteeism, stress and tardiness, as well as personal matters such as abuse, violence, divorce and bereavement. Identify individual employees' behavioural problems based on work performance. Refer employees for diagnosis, treatment and rehabilitation. Scrutinise progress and medical reports and take corrective action. Co-ordinate SHERQ activities. Conduct OHS audits.

ENQUIRIES : Ms JT Dlamini Tel No: (013) 766 0508

POST 19/285 : **SPECIAL PROGRAMMES OFFICER: HIV/AIDS IN THE WORKPLACE REF NO: Y1/080**

SALARY : R325 101 per annum
CENTRE : Gert Sibande District Office, Ermelo
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA. Minimum of 2 years' appropriate experience. Competencies: Sound knowledge of the set policies, legislation and operations related to HIV/AIDS prevention and -care programmes. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counselling with maturity, patience and sensitivity. Well-developed written and verbal communication skills. Strong presentation- and report writing skills. Good problem solving skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential.

DUTIES : Provide care and support to employees infected with and affected by HIV/AIDS. Prevent stigmatization, victimisation and discrimination. Create and promote a healthy and supportive working environment. Encourage voluntary testing, counselling, diagnosis and treatment. Implement strategies and interventions to promote condom distribution and use. Promote awareness amongst employees to prevent new infections.

ENQUIRIES : Mr MP Nkosi Tel No: (017) 801 5077, Ms G Motau Tel No: (017) 801 5097

POST 19/286 : **SPECIAL PROGRAMMES OFFICER: HIV/AIDS IN THE WORKPLACE REF NO: Y1/081**

SALARY : R325 101 per annum
CENTRE : Nkangala District Office, KwaMhlanga
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA. Minimum of 2 years' appropriate experience. Competencies: Sound knowledge of the set policies, legislation and operations related to HIV/AIDS prevention and -care programmes. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counselling with maturity, patience and sensitivity. Well-developed written and verbal communication skills. Strong presentation- and report writing skills. Good problem solving skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential.

DUTIES : Provide care and support to employees infected with and affected by HIV/AIDS. Prevent stigmatization, victimisation and discrimination. Create and promote a healthy and supportive working environment. Encourage voluntary

		testing, counselling, diagnosis and treatment. Implement strategies and interventions to promote condom distribution and use. Promote awareness amongst employees to prevent new infections.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816 / Ms LS Malatjie Tel No: (013) 947 1725
<u>POST 19/287</u>	:	<u>ADMIN OFFICER: NUTRITION PROGRAMMES REF NO: Y1/173</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Nkangala District Office, KwaMhlanga
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF6) as recognised by SAQA or equivalent qualification in the field plus sufficient credible experience. Competencies: Strong administration, organisational and financial management skills. Good interpersonal, verbal and written communication skills. Ability to analyse, interpret and draft policies. Proven computer literacy and user experience (Microsoft Office package). A valid drivers license will be an advantage.
<u>DUTIES</u>	:	Render administration support services in regard of the school nutrition programme, food security and poverty alleviation. Administer and monitor grants allocated to the various programmes. Maintain database(s) and information system. Maintain a sound financial and provisioning system. Prepare management information and reports.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816 / Ms LS Malatjie Tel No: (013) 947 1725
<u>POST 19/288</u>	:	<u>ADMIN OFFICER: NUTRITION PROGRAMMES REF NO: Y1/174</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Ehlanzeni District Office, Kanyamazane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF 6) in Human Resource Management / Public Management as recognised by SAQA or equivalent qualification plus a minimum of 3 years experience in HRM administration. Competencies: Strong administration, organisational and financial management skills. Good interpersonal, verbal and written communication skills. Ability to analyse, interpret and draft policies. Proven computer literacy and user experience (Microsoft Office package). A valid drivers license will be an advantage.
<u>DUTIES</u>	:	Render administration support services in regard of the school nutrition programme, food security and poverty alleviation. Administer and monitor grants allocated to the various programmes. Maintain database(s) and information system. Maintain a sound financial and provisioning system. Prepare management information and reports.
<u>ENQUIRIES</u>	:	Ms JT Dlamini Tel No: (013) 766 0508
<u>POST 19/289</u>	:	<u>PRINCIPAL HOUSEKEEPING SUPERVISOR: BOARDING SCHOOL REF NO: Y1/082</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Steve Tshwete Boarding School, Elandspruit, Middelburg
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF6) in Public Management as recognised by SAQA or equivalent qualification. Valid driver's license. Sufficient credible experience in the field of housekeeping supervision. Computer literacy. Competencies: Advanced cooking and housekeeping skills as well as proven ability to manage hostel activities and -staff. Basic First Aid knowledge. Sound financial administration skills including managing the budget of a component. Self-motivated with a strong sense of responsibility. Innovative thinking and problem solving skills. Good planning and organising skills. Good initiative. Thoroughness, honesty, integrity and the willingness to work hard, coupled with work pride. Appropriate verbal and written communication skills and sound interpersonal relations. Ability to perform accurately and methodically under pressure. Advanced supervisory skills and sound leadership qualities.
<u>DUTIES</u>	:	Manage, co-ordinate and oversee all activities including maintenance activities of the hostel. Manage and supervise the preparation of meals to learners. Ensure that the hygiene of the hostel, kitchen facilities etc. are of an outstanding standard. Ensure that the hostel kitchen functions properly and is adequately stocked at all times. Manage the keeping of accurate records and stock control. Plan and delegate duties and supervise the performance of Housekeeping supervisors. Manage the arrangement of hostel functions. Promote proper discipline and morale in the hostel.

<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (013) 947 1816
<u>POST 19/290</u>	:	<u>PRINCIPAL HOUSEKEEPING SUPERVISOR: BOARDING SCHOOL REF NO: Y1/083</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Thaba Cheuw Boarding School, Mashishing
<u>REQUIREMENTS</u>	:	An appropriate National Diploma (NQF6) in Public Management as recognised by SAQA or equivalent qualification. Valid driver's license. Sufficient credible experience in the field of housekeeping supervision. Computer literacy. Competencies: Advanced cooking and housekeeping skills as well as proven ability to manage hostel activities and -staff. Basic First Aid knowledge. Sound financial administration skills including managing the budget of a component. Self-motivated with a strong sense of responsibility. Innovative thinking and problem solving skills. Good planning and organising skills. Good initiative. Thoroughness, honesty, integrity and the willingness to work hard, coupled with work pride. Appropriate verbal and written communication skills and sound interpersonal relations. Ability to perform accurately and methodically under pressure. Advanced supervisory skills and sound leadership qualities.
<u>DUTIES</u>	:	Manage, co-ordinate and oversee all activities including maintenance activities of the hostel. Manage and supervise the preparation of meals to learners. Ensure that the hygiene of the hostel, kitchen facilities etc. are of an outstanding standard. Ensure that the hostel kitchen functions properly and is adequately stocked at all times. Manage the keeping of accurate records and stock control. Plan and delegate duties and supervise the performance of Housekeeping supervisors. Manage the arrangement of hostel functions. Promote proper discipline and morale in the hostel.
<u>ENQUIRIES</u>	:	Mr T Magoane Tel No: (013) 766 7410
<u>POST 19/291</u>	:	<u>WORKS INSPECTOR: WORKS INSPECTIONS REF NO: Y1/084</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Bohlabela District Office, Bushbuckridge
<u>REQUIREMENTS</u>	:	National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. One Years' relevant post-qualification (after completing qualification) experience. Computer literate. Valid driver's license.
<u>DUTIES</u>	:	Implement inspections on infrastructure projects and implement condition assessments. Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all building projects. Implement condition assessments.
<u>ENQUIRIES</u>	:	Mr TZ Magoane Tel No: (013) 766 741

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>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>CLOSING DATE</u>	:	24 June 2025
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate the administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All health/engineering posts that are advertised within the Department professional registration will be required from various statutory councils for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be

considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short-listed candidates will be subject to a vetting process prior to appointment. If no response is received from the Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the CORRECT references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only online applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please Note: 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.

ERRATUM: Kindly note that the post was posted in the Public Service Vacancy Circular 14 of 2025 dated 25 April 2025, the post of Operational Manager Nursing Grade 1 (PN-B3): Operating Theatre (Lydenburg Hospital, Ehlanzeni District) with Ref No.: MPDOH/Apr/25/43 with the closing date of 16 May 2025, has been withdrawn.

OTHER POSTS

POST 19/292 : **CLINICAL MANAGER (MEDICAL) GRADE 1 REF NO: MPDOH/JUNE/25/112**

SALARY : R1 348 635 - R1 494 765 per annum
CENTRE : Piet Retief Hospital (Gert Sibande District)
REQUIREMENTS : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner and proof of current HPCSA registration (2025). A minimum of ten (10) years' appropriate experience after registration with HPCSA as a Medical Practitioner. Postgraduate management qualification will be an added advantage. Computer literacy in Microsoft Package (Word, Excel and Power Point) and a valid driver's license. Knowledge in Administration, Finance and Supply Chain Management. Strong communication, customer management, leadership, interpersonal skills and strategic management. Problem solving, good analytical and decision-making skills. The prospective incumbent should have knowledge of good administration procedures relating to specific working environments including norms and standards. Good Planning and organizing skills. Sound clinical knowledge of and experience in the respective discipline. Knowledge of current Health and Public Service regulations and policies. Experience as a health service manager or significant experience in management in a health service environment. Valid driver's licence. Knowledge: Knowledge of relevant legislations such as the National Health Act, Public Finance Management Act (PFMA), public Service and related regulations and policies. Core-competencies: strategic capabilities and leadership, programme and project management, financial management, change management, people management and empowerment. Process Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus. Must be able to work under pressure, cope with the high workload and be willing to manage the hospital after hours.

DUTIES : Provide services as the Clinical Manager-cum-Chief Executive Officer in the hospital. Manage all resources, including human resources. Co-ordinate and supervise the teaching of community servers and junior doctors in the hospital. Organize CPD sessions in the unit. Manage the outpatient clinic in the unit. Participate in quality improvement plans in the hospital. Perform after-hour duties. Ensure that medical staff also comply with PMDS and are evaluated quarterly. Overall control over the organising and inspection of health care services, identification of the needs for health care, the formulation of health care programs and the implementation thereof. Advise various committees at

local and national level on medical/ health issues Ensure co-ordination of various clinical and support services. Evaluate needs for medical equipment, taking into account budget and benefits to patients. In training institutions, significant involvement in organising examinations and teaching programmes. Community involvement and development. Development of clinical protocols and guidelines for management. To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums. To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximize revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost-effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes.

ENQUIRIES : 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, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 19/293 : **OPERATIONAL MANAGER NURSING (PN-B3): MARTENITY REF NO: MPDOH/JUNE/25/113**

SALARY : R693 096 – R789 861 per annum
CENTRE : Lydenburg Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2025). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Advanced Midwifery. Diploma/Degree in nursing management. Minimum of ten (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing At least six (05) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Advanced Midwifery. At least three (03) years of the period referred to above must be appropriate/recognizable experience at Management Level Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework Good interpersonal skills

		including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.
<u>DUTIES</u>	:	Provide effective management and professional leadership in the specialized units of Advanced Midwifery Unit. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required. Effective management, utilization and supervision of all resources. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele. Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Implement maternal guidelines, demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students Monitor implementation of Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Co-ordinate and participate in health promotion activities and monitor and evaluation of data Demonstrate basic computer literacy as a support tool to enhance service delivery.
<u>ENQUIRIES</u>	:	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, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 19/294</u>	:	<u>CONTROL NETWORK CONTROLLER REF NO: MPDOH/JUNE/25/114</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum, (plus service benefits) Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in ICT / IT as recognized by SAQA with three (3) years' experience directly related to the duties and responsibilities specified. Knowledge and Skills: Working knowledge of Windows Server 2016-2022, Active Directory, MS Exchange Server 2016/2019 and Microsoft Office Suites plus M365. Experience in working within the ITIL Framework for Incident, Problem, Change, or Service Experience in the design, planning, and implementation of a Training and Support service. Good Communication and business analysis abilities; Good project management abilities; Sound problem solving abilities. Knowledge of other computing technologies like open-source systems is an added advantage.
<u>DUTIES</u>	:	To provide ICT solutions in the Department that support Business objectives in terms of Systems & Applications, ICT Infrastructure services, and Client user support. Training to staff members on IT related matters. To analyze and implement Health Systems. To analyze; develop, support in-house systems and implement special projects. To analyze and ensure that PEIS systems is fully implemented.
<u>ENQUIRIES</u>	:	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, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

PROVINCIAL TREASURY

The Mpumalanga Provincial Treasury is an equal opportunity, affirmative action Employer. It is the intention of the Provincial Treasury to promote retrospectivity in terms of (race, gender and disability) through filling of these posts and all appointments will be made in accordance with the Employment Equity targets of the Provincial Treasury. Suitably qualified women and persons with disabilities remain the targeted group and are encouraged to apply.

<u>CLOSING DATE</u>	:	23 June 2025
<u>NOTE</u>	:	Applications must include completed and signed New Z83 form (effective 1 January 2021) obtainable from any Public Service Department or from the

DPSA website and a detailed CV only, Failure to comply with the above instructions will lead to automatic disqualification. Only shortlisted candidates will be requested to submit certified copies of qualifications, a valid driver's licence and ID on the day of the interview. Communication regarding requirements for certified documents will be limited to shortlisted candidates. Applications must be sent on pdf format (maximum size: 5MB) only and indicate on email subject: Name of Post and Post Reference Number. Failure to comply with the above instructions will lead to automatic disqualification. Applications sent to wrong e-mail address will not be considered. Please note the following: All appointments will be subjected to a personnel suitability check process not limited to the following: (criminal record, credit record, qualification verification, citizenship, employment reference and social media). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Successful candidates will be required to enter into a performance agreement. Shortlisted candidates may be required to undergo skills assessment where necessary. Applications received after the closing date or those that do not comply with the requirements indicated above will not be considered. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to within 90 days seek reasons for the above administrative action in terms of section 5, of Promotion of Administrative Justice, 2000 (Act No. 3 of 2000). No facsimile, post or hand delivered applications will be accepted. Only applications submitted via email will be accepted. For full details of the advertised posts, applicants are advised to visit the Mpumalanga Provincial Treasury, website: <http://treasury.mpg.gov.za> The Provincial Treasury reserves the right not to make any appointment(s) to the advertised posts.

OTHER POSTS

<u>POST 19/295</u>	:	<u>ASSISTANT DIRECTOR: ACCOUNTING SERVICES REF NO: MPT 10/2025 (X2 POSTS)</u> Directorate: Accounting Services
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	Minimum three years of a Bachelor's Degree/Advanced Diploma/BTech (NQF Level 07) in Accounting/Commerce with a minimum of 3 years' experience in accounting/bookkeeping/analytics/compiling of financial statements. Completed articles with a registered accounting firm will be an added advantage. Valid driver's licence. Skills and Competencies: Competency in Microsoft Office Suite (Excel, Word and PowerPoint). Good people management and problem-solving skills. Good communication (verbal and written), interpersonal and report writing skills. Planning, organising and analytical skills. Knowledge of PFMA, Treasury Regulations and related frameworks. Knowledge of IFRS and GRAP. Knowledge of financial systems and financial management.
<u>DUTIES</u>	:	Facilitate the implementation of National Treasury prescripts and approved accounting standards. Assess and report on the quality of interim and annual financial statements. Analyze the clearing of monthly control accounts for Provincial Departments. Review the implementation of National Treasury instruction notes for departments, public entities and municipalities. Prepare consolidated financial statements for departments and public entities. Prepare an audit file to support the consolidated Annual Financial Statements (AFS).
<u>ENQUIRIES</u>	:	Mr DJ Sibiyi Tel No: (013) 766 4386/4138, Mr PM Nkambule Tel No: (013) 766 4435/4374/4478
<u>APPLICATIONS</u>	:	applications must be submitted by email to: MPT10@mpg.gov.za
<u>POST 19/296</u>	:	<u>ASSISTANT DIRECTOR: TRANSVERSAL SYSTEMS TRAINER REF NO: MPT 11/2025</u> Directorate: Interlinked Financial Systems
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	Head Office, Mbombela

<u>REQUIREMENTS</u>	:	Minimum three years of a National Diploma (NQF Level 6) in Financial Management/Supply Chain Management/Public Administration/Information Systems/Information Technology/Human Resource Management with a minimum of three (3) years' functional work experience in Transversal systems (PERSAL, LOGIS, BAS, Vulindlela or Business Process Automations). Train the Trainer Certificate. Moderator and Assessor Certificate. A valid driver's license. Skills and Competencies: Sound knowledge of PFMA, Public Service Act, Public Service Regulations, National Treasury Regulations, National Treasury Circulars and Supply Chain Management prescripts. Knowledge of transversal systems. Compilation of management reports. Must have good communication (verbal and written), interpersonal, project management, innovative thinking, report writing, analytical, presentation, planning and coordination skills. Competency in Microsoft Office Suite (Excel, Word and PowerPoint). Knowledge of assessment of assignments/tests, moderation of assessments. Designing training programmes/interventions.
<u>DUTIES</u>	:	Render support services to all provincial Transversal Systems users. Facilitate and coordinate Transversal systems training. Assess and moderate assignments/tests for all trainees/users on Transversal Systems. Monitoring compliance with prescribed legislation, policies, and guidelines relating to all applicable procedures. Providing support to Provincial Departments by assisting them in obtaining management information through the use of systems. Compiling standard policies and procedure manuals for internal security profiles and control deviations.
<u>ENQUIRIES</u>	:	Mr DJ Sibiya Tel No: (013) 766 4386/4138, Mr PM Nkambule Tel No: (013) 766 4435/4374/4478
<u>APPLICATIONS</u>	:	applications must be submitted by email to: MPT11@mpg.gov.za
<u>POST 19/297</u>	:	<u>SENIOR DATA TECHNOLOGIST: CYBER SECURITY AND CLOUD SERVICES ADMINISTRATOR REF NO: MPT12/2025</u> Directorate: Information Technology
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum (Level 10) Head Office, Mbombela
	:	Minimum three years of a Bachelor's degree/Advanced Diploma/BTech (NQF Level 7) in Information Technology/Computer Science/Cybersecurity. Minimum 3 years of experience in Cybersecurity/or Cloud Services Administration. Microsoft Certified: Identity and Access Administrator Associate certification or Microsoft Certified: Azure Administrator Associate certification will be an added advantage. Valid driver's license. Skills and Competencies: Good communication, analytical and interpersonal skills. Good client relations. Advanced experience in Active Directory Architecture. Advanced experience in Active Directory Infrastructure. Experience with development and implementation of Active Directory security concepts and IT Security Solutions in Azure. Advanced Network Knowledge. Expert experience in Azure automation.
<u>DUTIES</u>	:	Adoption and Implementation of the Cyber Security Strategy and Frameworks. Cyber Security Administration. Conduct audits, create and enforce security policies and ensure the province is compliant with all cybersecurity regulations. Implementation of IT Architectures in Azure. Support of IT Architectures in Azure, cloud operations analysis, Identity and Access Management and Administration. Assist Departments in the execution of security logs management, monitoring, security analysis, event correlation, vulnerability management, impact analysis, incident and problem management. Threat hunting, threat and baseline detection analysis and root cause analysis. Manage human and financial resources.
<u>ENQUIRIES</u>	:	Mr DJ Sibiya Tel No: (013) 766 4386/4138, Mr PM Nkambule Tel No: (013) 766 4435/4374/4478
<u>APPLICATIONS</u>	:	applications must be submitted by email to: MPT12@mpg.gov.za

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF PUBLIC WORKS AND ROADS**

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representatively (race, gender and disability) e.g. White, Indian, Coloured and African, in terms of equity plan preference will be given to Disabilities, Youth, Females in the Department through the filling of posts. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representatively will receive preference. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : All Applications must be submitted online, Or Hand delivered to Registry Office no. 133, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road, Mmabatho, or addressed to: Human Resource Manager, Public Works and Roads, Private Bag X2080, Mmabatho, 2735. Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za
- FOR ATTENTION** : HRM Recruitment - Mr. M.E Khauoe
- CLOSING DATE** : 27 June 2025 (posted/handed, e-mailed applications must have reached the Department by 16h30 pm Walk-in and 00h00 Mid-night online will, as a rule not be accepted).
- NOTE** : Please Note: On the Subject Line of your E-mail, Indicate the Correct Job Title and the Reference number of the post. All attachments for online submission must include the Z83 Form and Curriculum Vitae only be in PDF format, as one document. Failure to do so, your application will be disqualified. Compliance: It is compulsory to fill all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, is obtainable from any Public Service, Departments or on the DPSA Website, www.dpsa.gov.za. Part A must be fully completed by the applicant's indicate correct advertised Post name and Reference number, Centre, Notice period on the z83 form. Z83 form part of declaration must be signed, dated and initialled only on the first page. The Z83 Form must be accompanied by a recently updated/ detailed Curriculum Vitae. The personal details and the subjects of relevant qualification, should be mentioned on the CV, also clearly indicating current positions held in sequential period. Outline or provide the sufficient information about related experience and key responsibilities with respective dates and include three (3) names contactable referees. Part B, C and D must be fully completed, however B, C, E on the space that indicate date of birth/ work permit, preferred language, current study, may be left blank if not relevant to you. Part E, F and G do not need to be completed if the CV has provided the required information. Part F is compulsory to be completed for applicants seeking re- employment into Public Service. Please note: It is a responsibility of a Person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA) only when shortlisted. Only shortlisted candidate(s) for post will be required to submit certified documents on or before the day of the interview. Senior Management Pre-entry Programme Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion (Nyukela) obtain via this link: <https://www.thensg.gov.za>. Failure to submit the requested information will result in your application not being considered. The e-mailed applications will be accepted. Applications received after the closing date will, as a rule not be accepted. It will be expected of candidates to be available for interview process on a date, time and place as determined by the Department. Applicant's previous information as background/reference checks will be verified through contactable referees. Shortlisted candidate(s) will be required to undergo personnel suitability checks and will be subjected to security screening which include, criminal records, citizenship, financial credits, asset records, qualifications verification and vetting. The Department reserves the right not to make any appointments to the advertised posts. The successful candidate will enter into an annual performance agreement, and annually disclose his/her financial interest. NB: Salary Level 1-12, all shortlisted candidates will be subjected to practical exercise and integrity assessment test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job. Recommend candidate(s) will be required to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicant requiring

additional information regarding advertised post must direct their enquiries to the relevant person indicated. NB: Communication and Correspondence will be limited to short-listed candidates only. If you do not receive any response from us within three months after closing date, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 19/298 : **CHIEF DIRECTOR: IMMOVABLE ASSET MANAGEMENT REF NO: H/O 11/2025 (X1 POST)**

SALARY : R1 436 022 per annum (Level 14), an all-inclusive remuneration package
CENTRE : Head Office – Mahikeng
REQUIREMENTS :

Qualifications: National Senior Certificate plus a Bachelor's Degree (NQF Level 7) in Property Management/ Town & Regional Planning/ Real Estate/ Property Law/ Property Valuation. Senior Management Pre-entry Programme (Nyukela Certificate). Experience: Five (5) years' of relevant experience at a senior managerial level. Extensive experience in immovable asset and property management. A valid driver's license. Knowledge: Knowledge of the North West Land Administration Act, Government Immovable Asset Management Act (GIAMA), Horticultural processes/regulations, Cleaning and Hygiene Industry, Integrated Facilities Management, Occupational Health and Safety Act, Public Service Regulation. Public Service Act, Government procurement system and related legislation (e.g. PPPFA and PFMA), Treasury Regulations, Minimum Information Security Standards (MISS) Act, Understanding of building management legislation, Knowledge and understanding of: the relevant General Conditions of Contract, National Infrastructure Delivery Improvement Programme (IDIP) and the CIDB Toolkit requirements. Skills: Understanding of change management and financial management. Programme and Project Management skills, Strategic capability and leadership, Change Management, Knowledge Management, Service Delivery Innovation, Conflict Resolution, Research and policy formulation, Computer Literacy (MS Word, Excel, Power Point), People Management and Empowerment, Strategic Capability and Leadership, Report writing, Good planning and organising skills, Data Collection. Problem solving, presentation and facilitation skills. Analytical, innovative, interpersonal skills. Ability to work under pressure, willingness to travel and work beyond normal working hours.

DUTIES : Manage state owned property portfolio, housing accommodation and property payments. Oversee, plan, and co-ordinate the strategic management of state owned immovable properties which includes provision of accommodation for all provincial departments as well as acquisition and disposal of land and redundant properties. Oversee the management and maintenance of Prestige Buildings. Manage prestige property portfolio through the implementation of the ministerial handbook. Manage the implementation of GIAMA to ensure the effective, efficient and economic use and maintenance of immovable assets which includes, pro- active life cycle management of the Provincial building Immovable Asset Portfolio). Oversee the management of the leases and housing rental portfolio including the management of lease contracts as well as co-ordination of property services including the cleaning and gardening services. Produce Asset management Plans that will inform the Provincial Planning and budgeting process. Manage the Immovable Asset Management Policies, Strategies and maintain Provincial Asset Register. Provide guidance and support to User Departments (Client Departments) on the management of immovable assets. Ensure compliance with Asset Management Guidelines as prescribed by Treasury and the Auditor-General through regular conditional assessments and valuation of assets. Implement the infrastructure Delivery Improvement Programme (IDIP) requirements. Provide strategic leadership to the Chief Directorate Immovable Asset Management.

ENQUIRIES : Dr. NMG Mfike Tel No: (018) 388 2426
APPLICATIONS : Use the correct E-mail: DPWRHORecruit@nwpg.gov.za

POST 19/299 : **DIRECTOR: PLANNING AND INFORMATION REF NO: H/O 12/2025 (X1 POST)**

SALARY : R1 216 824 per annum (Level 13), an all-inclusive remuneration package

<u>CENTRE REQUIREMENTS</u>	:	Head Office – Mahikeng
	:	Qualifications: National Senior Certificate plus a Bachelor's Degree (NQF Level 7) in Property Management/ Town & Regional Planning/ Real Estate/ Property Law/ Property Valuation or related field. Senior Management Pre-entry Programme (Nyukela Certificate). Experience: Five (5) years' of relevant experience at middle/ senior managerial level. A valid driver's license. Knowledge: Knowledge of the North West Land Administration Act, Government Immovable Asset Management Act (GIAMA), Public Service Regulation, Public Service Act, Supply Chain Management Practices, Government procurement systems and related legislation (e.g. PPPFA and PFMA), Treasury Regulations, Minimum Information Security Standards (MISS) Act. Understanding of building management legislation. Competencies in terms of the SMS Competency Framework. Compliance with the Occupational Health and Safety Act. Knowledge of labour intensive mode. Skills: Technical consulting skills. Strategic capability and leadership skills. Programme and project management skills. Financial Management. Change management. Service Delivery Innovation. Problem solving and Analytical thinking. Client Orientation and customer focus. Good communication and interpersonal relations. Ability to work under pressure, willingness to travel and work beyond normal working hours.
<u>DUTIES</u>	:	Manage the immovable asset management policies and strategies. Design and maintain the Provincial Asset Register System. Co-ordinate the completion of the vesting of properties. Manage proclamations and inherent legislation. Manage financial assets accounts and reporting. Manage the payment of municipal accounts at Head Office. Manage the payment of property rates and taxes for the province. Manage the payments of electricity supply services at Head Office. Manage the payments of electricity, water and security services at Prestige residences. Manage the administration of the Provincial Residential Housing Portfolio. Co-ordinate the review and update of residential lease database. Co-ordinate tenants verification process during and after allocation process. Develop policies and procedures for the management of state owned residences. Ensure effective co-ordination and administration of residential leases at District offices. Manage land administration and implement acquisitions and disposal strategies. Manage the resources in the Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. NMG Mfikwe Tel No: (018) 388 2426
	:	Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za
<u>POST 19/300</u>	:	<u>DIRECTOR: PROVINCIAL DEPARTMENTS INFRASTRUCTURE CONSTRUCTION, MAINTENANCE AND TECHNICAL PORTFOLIO</u> <u>SUPPORT REF NO: H/O 13/2025 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 per annum (Level 13), an all-inclusive remuneration package
	:	Head Office – Mahikeng
	:	Qualifications: National Senior Certificate plus a Bachelor's Degree/B-Tech (NQF Level 7) in Engineering Built environment. Senior Management Pre-entry Programme (Nyukela Certificate). Experience: Five (5) years' of relevant experience at middle/senior managerial level. A valid driver's license. Knowledge: Management of professional teams within the built environment. Extensive knowledge of all engineering aspects of the building and construction environment. Advanced knowledge and understanding of the following Acts: Government Procurement systems and related legislations e.g. (PPPFA, PFMA), Public Service Act, Occupational Health and Safety and other related acts governing the Public Service. Proven programme/ project planning, budgeting and construction experience. Knowledge of the built environment legal and operational compliance. Contract Management. Project Management. Ability to maintain integrity and confidential information. Skills: Technical consulting skills. Strategic capability and leadership skills. Programme and project management skills. Financial Management. Change management. Service Delivery Innovation. Problem solving and Analytical thinking. Client Orientation and customer focus. Good communication and interpersonal relations. Ability to work under pressure, willingness to travel and work beyond normal working hours.
<u>DUTIES</u>	:	Manage infrastructure, maintenance and technical portfolio support for Provincial Departments. Determine life cycle-costs and condition assessments norms and standards for provincial departments. Monitor the implementation

of condition assessments. Manage Infrastructure delivery programmes. Enforce validation of building plans. Manage implementation of projects including contract management in line with budgets, timeframes and quality standards. Manage client department projects. Co-ordinate and Plan building Infrastructure projects. Collate the Infrastructure Programme Management Plan and B5 project list. Evaluate and recommend feasibility study/ scoping report, preliminary Design, detailed design and tender documentation. Manage procurement of construction projects supported by departmental SCM. Manage and update building standards documents and procedures. Manage the resources within the Directorate.

ENQUIRIES : Mr M. Chwene Tel No: (018) 388 4460
APPLICATIONS : Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za

POST 19/301 : **DISTRICT DIRECTOR REF NO: KK 01/2025 (X1 POST)**

SALARY : R1 216 824 per annum (Level 13), an all-inclusive remuneration package
CENTRE : Dr Kenneth Kaunda District Office-Potchefstroom
REQUIREMENTS : Qualifications: National Senior Certificate plus a Bachelor's Degree (NQF Level 7) in any Built Environment discipline/ Public Administration/ Public Management or related field. Senior Management Pre-entry Programme (Nyukela Certificate). Experience: Five (5) years' of relevant experience at middle/ senior managerial level. A valid driver's license. Knowledge: Knowledge and understanding of - Public Service Act; Public Service Regulations and related HRM Acts, PFMA and Treasury Regulations; Supply Chain Management Practices; Competencies in terms of the SMS Competency Framework; Construction Industry Development Board Regulations and best practice requirements; Compliance with the Occupational Health and Safety Act; Knowledge of labour intensive mode. Skills: Technical consulting skills. Strategic capability and leadership skills. Programme and project management skills. Financial Management. Change management. Service Delivery Innovation. Problem solving and Analytical thinking. Client Orientation and customer focus. Good communication and interpersonal relations. Ability to work under pressure, willingness to travel and work beyond normal working hours.

DUTIES : Implement infrastructure project/ programmes and condition assessments. Ensure effective and efficient implementation of planned building maintenance projects within the time and budget allocations. Manage day-to-day preventative and renovate maintenance scheduling and programming. Implement property management services. Manage the provision of roads maintenance services and maintenance of the construction plant for the district. Render oversight on Capital Expenditure (CAPEX) Projects. Manage community based programmes (i.e. EPWP) and ensure job opportunity creation in the district. Implement the Infrastructure Delivery Improvement Programme (IDIP) requirements. Implement monitoring and reporting systems and ensure implementation of appropriate remedial actions where applicable. Manage corporate support services inclusive of District budget and other resources. Ensure effective and efficient risk management within the district.

ENQUIRIES : Dr. NMG Mfikwe Tel No: (018) 388 2426
APPLICATIONS : Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za

OTHER POSTS

POST 19/302 : **DEPUTY DIRECTOR: BUILDINGS INFRASTRUCTURE REF NO: H/O 14/2025 (X1 POST)**

SALARY : R896 436 per annum (Level 11), an all-inclusive remuneration package
CENTRE : Head Office - Mahikeng
REQUIREMENTS : Qualification: National Senior Certificate plus an appropriate a Bachelor's Degree (NQF Level 7) in Civil Engineering or Quantity Surveyor or related field in build environment. Experience: Minimum 3-5 years' of experience in the built environment of which 3 years should be at Assistant Director Level. A valid driver's license. Knowledge: Knowledge of government policies and planning systems. Construction projects. Design and labour intensive construction projects. Civil engineering related projects. Processing payment certificates. Measuring and estimating of value of works and compilation of tender

		documents for various Infrastructure Projects. Knowledge of legal compliance. Technical report writing. Technical consulting. Knowledge of Public Service Regulations. Skills: Project management. Problem solving and analysis. Decision making. Team leadership. Creativity. Change management. Financial management. Customer focus and responsiveness. Effective communication skills (Verbal and written). Computer skills. Planning and organising. People management. Report writing skills. Presentation Skills. Willingness to travel and work beyond normal working hours.
<u>DUTIES</u>	:	Determine life cycle-costs and condition assessment norms and standards for buildings infrastructure (aligned to the prescribed norms and standards). Manage the preparation of life cycle infrastructure maintenance plans. Provide inputs and data to develop the U-AMP (User-Asset Management Plan). Plan and monitor the implementation of condition assessments for buildings infrastructure. Manage the interpretation of condition assessment findings and facilitate the updating of the Asset Register and relevant information systems. Manage procurement of construction projects supported by Departmental SCM Policies. Manage implementation of projects including contract management in line with budgets, timeframes and quality standards. Prepare and present progress reports. Coordinate Performance Information of the Directorate and liaise with Monitoring and Evaluation. Participate in Departmental Committees. Manage day-to-day operational aspects of a project. Effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management. Ensure that all physical and financial targets set for Annual Performance Plan (APP) are achieved. Register interim payment certificates. Scrutinize and analyze the account for correctness. Verify calculations. Manage and ensure each project is implemented within allocated budget. Ensure projects are implemented according to program of Public works and Roads. Establish and maintain appropriate systems and guidelines to ensure effective and efficient management of projects. Provide inputs on the development/review of B5 list and Budget. Manage the Sub-Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Sepotokele and Mr T Chanda Tel No: (018) 388 4516 / 4199
	:	Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za
<u>POST 19/303</u>	:	<u>CONTROL WORKS INSPECTOR REF NO: NMMD 03/2025 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum (SL10)
	:	Molopo Sub-District
	:	Qualification: National Senior Certificate plus an appropriate National Diploma (T/N/S Streams) registration as an Engineering or N3 with a passed Trade Test in the Building Industry or Technician. Experience: Minimum of more than 6 years appropriate experience. A valid driver license. Knowledge: Knowledge of the Public Service Act. Public Service Regulation. Labour Relation Act. Public Finance Management Act. Occupational Health and Safety Act. Construction Manual. Ribbon Development Act. Skills: Computer Literacy (MS Word, Excel, Power Point). Numeracy skills. Effective communication skills (Verbal and written). Interpersonal relations. Analytical and problem solving abilities. Negotiation and conflict resolution skill. Creative and innovative. Report writing skills. Presentation skills. Ability to work independently. Ability to work under pressure. Ability to interact with stakeholders on various levels.
<u>DUTIES</u>	:	Manage the process for identification of needs, new services and requirements for minor new work and repairs to existing work. Facilitate, coordinate and control implementation of new works, repair and renovations and maintenance. Ensure compliance with relevant project documentation for new and existing structures. Manage activities of contractors and consultants. Gather and submit information in terms of extended public works programme. Ensure compliance to Public Finance Management Act (PFMA). Manage activities of contractors and consultants. Supervise personnel.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. V.M.M More Tel No: (018) 388 4384
	:	All Applications must be submitted online, or Hand delivered to Registry Office no. 168, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road, Mmabatho, or Addressed to: Acting District Director, Public Works and Roads, Private Bag X80, Mmabatho, 2735. Use the correct E-mail: dpwrnmrecruit@nwpg.gov.za
<u>FOR ATTENTION</u>	:	Acting-District Director – Ms V.M.M. More

POST 19/304 : **CONTROL ENGINEERING TECHNICIAN GRADE A: CONTRACTS, PAVEMENTS MANAGEMENT AND MATERIAL SERVICES REF NO: NMMD 04/2025 (X1 POST)**

SALARY : R551 493 per annum, (OSD)
CENTRE : Mahikeng District Office (X1)
REQUIREMENTS : Qualification: National Senior Certificate plus an appropriate National Diploma in Engineering or relevant qualification. Compulsory registration with ECSA as a Professional Engineering Technician. Experience: 6 years post qualification technical experience. Valid driver's license. Knowledge: Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Knowledge of Public Service Regulations. General Conditions of Contract, knowledge of construction regulations. Skills: Computer Literacy (MS Word, Excel, Power Point). Problem solving and analysis. Project management. Decision making. Team work. Creativity. Financial management. Customer focus and responsiveness. Effective communication skills (Verbal and written). Planning and organizing. Interpersonal skills. Presentation skills. Report writing skills. Ability to work under pressure.

DUTIES : Manage technical services and support in conjunction with Engineers Technologists and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Manage district contracts such as reseal surface roads and road markings. Manage road building material functions including laboratory services. Ensure the development, implementation and maintenance databases. Assess pavements and prioritizing of rehab and reseal projects. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Manage, supervise and control technical and related personnel and assets.

ENQUIRIES : Ms. N. Motsilanyane Tel No: (018) 388 4251
APPLICATIONS : All Applications must be submitted online, or Hand delivered to Registry Office no. 168, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road, Mmabatho, or Addressed to: Acting District Director, Public Works and Roads, Private Bag X80, Mmabatho, 2735. Use the correct E-mail: dpwrnmrecruit@nwpg.gov.za

FOR ATTENTION : Acting-District Director – Ms V.M.M. More

POST 19/305 : **CONTROL ENGINEERING TECHNICIAN GRADE A: ROAD MAINTENANCE IMPLEMENTATION REF NO: NMMD 05/2025 (X1 POST)**

SALARY : R551 493 per annum, (OSD)
CENTRE : Mahikeng District Office
REQUIREMENTS : Qualification: National Senior Certificate plus an appropriate National Diploma in Engineering or relevant qualification. Compulsory registration with ECSA as a Professional Engineering Technician. Experience: 6 years post qualification technical experience. Valid driver's license. Knowledge: Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Knowledge of Public Service Regulations. General Conditions of Contract, knowledge of construction regulations. Skills: Computer Literacy (MS Word, Excel, Power Point). Problem solving and analysis. Project management. Decision making. Team work. Creativity. Financial management. Customer focus and responsiveness. Effective communication skills (Verbal and written). Planning and organizing. Interpersonal skills. Presentation skills. Report writing skills. Ability to work under pressure.

<u>DUTIES</u>	:	Manage technical services and support in conjunction with Engineers Technologists and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Administer Roads Service Points. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Manage district contracts such as reseal surface roads and road markings. Manage road building material functions including laboratory services. Ensure the development, implementation and maintenance databases. Maintain all provincial road including pavement material (potholes, edges, crack seal) roads signs and markings, drainage and road reserve maintenance and cleaning. Manage hired plant for road maintenance. Assist local authorities with selected services like maintenance of access roads, within allocated budget. Grading of gravel roads, surface road shoulders and structure maintenance (bridges & culverts). Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Manage, supervise and control technical and related personnel and assets.
<u>ENQUIRIES</u>	:	Ms. N. Motsilanyane Tel No: (018) 388 4251
<u>APPLICATIONS</u>	:	All Applications must be submitted online, or Hand delivered to Registry Office no. 168, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road, Mmabatho, or Addressed to: Acting District Director, Public Works and Roads, Private Bag X80, Mmabatho, 2735. Use the correct E-mail: dpwrnmmrecruit@nwpg.gov.za
<u>FOR ATTENTION</u>	:	Acting-District Director – Ms V.M.M. More
<u>POST 19/306</u>	:	<u>ROAD SUPERINTENDENT – ROAD REF NO: NMMD 06/2025 (X1 POST)</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Lichtenburg District
<u>REQUIREMENTS</u>	:	National Senior Certificate plus an appropriate National Diploma or equivalent qualification at NQF Level 6 in Civil Engineering or Construction Management Experience: Minimum 6 years in road maintenance /construction environment. Valid driver's license. Knowledge: Knowledge and understanding of record keeping and document management. Knowledge of MS Microsoft Suite (Microsoft Word, PowerPoint, Access and Excel). Construction and maintenance of roads. General conditions of contract. Construction regulations. Standard and specification of roads and bridges. Design manual and material for roads. Contract management. Public Financial Management Act. Extended Public Works Programme. Skills: Computer Literacy (MS Word, Excel, Power Point). Effective communication skills (Verbal and written). Planning and organizing. Interpersonal relations. Accuracy. Aptitude of figures. Flexibility. Teamwork.
<u>DUTIES</u>	:	Monitor the maintenance and repair of road surfaces on all surfaced roads such as resurfacing interval, culvert/bridge replacement, line painting, replacement of signs, grade and resurface gravel on loose top roads. Develop maintenance schedules for assets (roads, plant, equipment, etc.). Plan and prepare weekly /monthly site programme. Manage contracted services, project management and final inspection for capital projects. Provide technical advice on claims against the department. Monitor and check the quality of work done by contractors /maintenance teams. Render EPWP and technical administrative support services. Supervise personnel.
<u>ENQUIRIES</u>	:	Ms. N. Motsilanyane Tel No: (018) 388 4251
<u>APPLICATIONS</u>	:	All Applications must be submitted online, or Hand delivered to Registry Office no. 168, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road, Mmabatho, or Addressed to: Acting District Director, Public Works and Roads, Private Bag X80, Mmabatho, 2735. Use the correct E-mail: dpwrnmmrecruit@nwpg.gov.za
<u>FOR ATTENTION</u>	:	Acting-District Director – Ms V.M.M. More

<u>POST 19/307</u>	:	<u>ENGINEERING TECHNICIAN GRADE A - BUILDINGS INFRASTRUCTURE</u> <u>REF NO: H/O 18/2025 (X1 POST)</u>
<u>SALARY</u>	:	R391 671 per annum, (OSD)
<u>CENTRE</u>	:	Head Office - Mahikeng
<u>REQUIREMENTS</u>	:	Qualification: National Senior Certificate plus an appropriate National Diploma in Civil Engineering/ Quantity Surveyor or relevant qualification in build environment. Three years post qualification technical experience. Valid driver's license. Compulsory registration with ECSA as a Professional Engineering Technician. Knowledge: Project Management. Technical design and analysis Knowledge. Research and development. Computer aided engineering applications. Knowledge of legal compliance. Technical consulting. Skills: Problem solving and analysis. Decision Making. Team Work. Creativity. Customer focus and responsiveness. Communication. People Management Computer Skills. Planning and organizing. Technical report writing skills.
<u>DUTIES</u>	:	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. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Provide inputs 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. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering related matter.
<u>ENQUIRIES</u>	:	Mr. M. Sepotokele Tel No: (018) 388 4199
<u>APPLICATIONS</u>	:	Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za.

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

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 19/308 : **CLINICAL MANAGER (MEDICAL) GRADE 1**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R1 422 810 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Khayelitsha/Eastern Sub-structure Office

REQUIREMENTS : Minimum educational qualification: Appropriate Qualification that allows for registration with the Health Professions Council of South Africa as a Medical Practitioner. Registration with a Professional Council: Registration with the HPSCA as a Medical Practitioner (independent practice). Experience: Minimum of 3 years appropriate experience as Medical Officer after registration with the HPSCA as Medical Practitioner. Inherent requirements of the job: Valid driver's licence (Code B/EB) and willingness to travel. Competencies (knowledge/ skills): Strong leadership, organisational operational and contingency planning skills. Independent decision-making and problem-solving skills. Good knowledge of applicable legislation, regulations and provincial policies. Proven management competencies in a health environment. Appropriate experience of managing clinical services.

DUTIES : Oversee all clinical services for the Khayelitsha/Eastern Sub Structure Office. Ensure Quality Assurance and Medico Legal services for the sub structure. Clinical Governance systems design to support Service, improvement initiatives/innovation. Ensure implementation of Service Re-design and support within ecosystems. Ensure compliance with finance and supply chain processes with a focus on cost reduction Medical, surgical and obstetrical management of in and outpatients. Management and treatment of emergency cases in all disciplines. To Act as custodian of the clinical governance (internal and external) in the Sub-structure. Training/tutoring of junior medical officers and clinical training. Supervision of Medical staff. To arrange and facilitate outreach and support from specialist hospitals and to surrounding PHC facilities.

ENQUIRIES : Mr JA Kruger Tel No: (021) 360-4622

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 23 June 2025

POST 19/309 : **MANAGER: MEDICAL SERVICES GRADE 1**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R1 348 635 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Wesfleur Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Experience: A minimum of 3 years appropriate experience as Medical Officer after registration HPCSA as a Medical Practitioner. Inherent requirements of the job: Willingness and skills to render clinical services in and after hours when necessary. Valid driver's licence (Code B/EB) and willingness to travel. Competencies (knowledge/ skills): Computer literacy. Develop and implement operational plans in

		accordance with District priorities. Ensure the co-ordination of all activities necessary for availability of effective patient care. Ensure adherence to the relevant health and public service legislation.
<u>DUTIES</u>	:	Responsible for overall management of the level 1 hospital as well as oversight role to PHC Facilities within Atlantis Basin focusing on support, co-ordination and collaboration for effective service delivery. Manage all clinical departments including Medical Services, Pharmacy, Rehabilitation and Radiology and supervise all medico legal matters. Promote community involvement in the management of the Hospital and clinic services and ensure the active functioning of the Hospital Board. Act as the responsible financial manager in terms of the Public Finance Management act of 1999(PFMA) and manage People Management matters. Liaise with the appropriate secondary and tertiary referral services. Management of all resources including finances, PM, equipment etc. to ensure value for money. Perform clinical audits and implement risk management strategies to manage district hospital. Prepare and assist with getting the Institution in line with the requirements of the OHCS w.r.t. National core Standards. Give support to line manager w.r.t. strategic planning of the Southern Western Sub-Structure.
<u>ENQUIRIES</u>	:	Mr VZ Bricks Tel No: (021) 202-0903
<u>APPLICATIONS</u>	:	Applications are submitted online via 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 pool of applicants will be considered for other vacant Manager Medical Services posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	23 June 2025
<u>POST 19/310</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (FORENSIC PATHOLOGY)</u> Chief Directorate: Emergency Clinical Services Support
<u>SALARY</u>	:	Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum A portion of the package can be structured according to the individual's personal needs
<u>CENTRE</u>	:	Forensic Pathology Services (Forensic Medicine and Toxicology, Observatory Forensic Pathology Institute)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as a Medical Specialist in Forensic Pathology. Registration with a Professional Council: Registration with the Health Professions Council of South Africa as a Medical Specialist in Forensic Pathology. Experience: Grade 1: None after registration as a Medical Specialist with the HPCSA with respect of SA qualified employees. 1-year relevant experience after registration as a Medical Specialist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience after registration as a Medical Specialist with the HPCSA in respect of SA qualified employees. 6 years' relevant experience after registration as a Medical Specialist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience after registration as a Medical Specialist with the HPCSA in respect of SA qualified employees. 11 years' relevant experience after registration as a Medical Specialist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid driver's license. Will be required to perform routine service autopsies. Will be required to deliver expert testimony in court proceedings. Will be required to perform work duties outside normal working hours and away from base of employment. Availability to travel to regional facilities to offer a service for limited periods. Competencies (knowledge/ skills): Above-average ability to communicate clearly and discreetly in person and in writing. Above-average Computer and software

	literacy. Knowledge of the functioning of a Forensic Pathology Department. Ability to teach medical students, Forensic Pathology Officers and Medical staff. Good interpersonal skills including effective service delivery within a group situation at all levels of authority. Working knowledge of the legislation, policies and code of conduct pertaining to Forensic Pathology practice. Research ability. Exposure to Post-mortems, autopsy work and dissection. Creativity and openness to new ideas.
<u>DUTIES</u>	: Provide full-time Medico-legal death investigative service within the Division of Forensic Medicine by performance of Post-mortems of natural and unnatural deaths. Provide Full-time Medico-legal death investigative service within the Division of Forensic Medicine by compiling and completing reports, including all ancillary investigations. Expert testimony in court as well as expert opinion on inquest dockets or the relevant cases as requested by the Department of Justice. Academic Teaching and Training, Research, Clinical Governance and Quality Assurance. Support to the Head: Clinical Unit with all administrative functions of the Division.
<u>ENQUIRIES</u>	: Dr IJ Molefe, email address: (Itumeleng.Molefe@uct.ac.za)
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates will be subjected to security clearance, qualification clearance, criminal records, credit records and previous employment checks prior to appointment. Candidates may have to undergo profiling assessments prior to appointment. Candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to 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). The pool of applicants will be considered for similar vacant posts within Chief Directorate: Emergency Clinical Services Support for a period of 3 months from the date of advert.
<u>CLOSING DATE</u>	: 23 June 2025
<u>POST 19/311</u>	: <u>MEDICAL SPECIALIST GRADE 1 TO 3</u> Chief Directorate: Emergency Clinical Services Support (3 Year Contract)
<u>SALARY</u>	: Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum A portion of the package can be structured according to the individual's personal needs
<u>CENTRE REQUIREMENTS</u>	: Forensic Pathology Services (Forensic Medicine, Stellenbosch University) : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Forensic Pathology. Registration with a Professional Council: Appropriate registration with the Health Professions Council of South Africa (HPCSA) as a Specialist in Forensic Pathology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Forensic Pathology. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Forensic Pathology. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Forensic Pathology. Inherent requirements of the job: Valid driver's license. Will be required to perform routine service autopsies. Will be required to deliver expert testimony in court proceedings. Will be required to perform work duties outside normal working hours and away from base of employment. Availability to travel to regional facilities to offer a service for limited periods. Competencies (knowledge/ skills): Above-average ability to communicate clearly and discreetly in person and in

		writing. Above-average Computer and Software literacy. Knowledge of the functioning of a Forensic Pathology Department. Ability to teach and train medical students, Forensic Pathology Officers and Medical staff. Good interpersonal skills including effective service delivery within a group situation at all levels of authority. Working knowledge of the legislation, policies and code of conduct pertaining to Forensic Pathology Practice in the Republic of South Africa. Research ability. Exposure to Post-mortems, autopsy work and dissection. Creativity and openness to new ideas.
<u>DUTIES</u>	:	Provide full-time medico-legal death investigative service within the Division of Forensic Medicine by performance of and supervising post-mortems of natural and unnatural deaths. Provide full-time medico-legal death investigative service within the Division of Forensic Medicine by compiling and completing reports, including all ancillary investigations and editing reports of junior staff members. Expert testimony in court as well as expert opinion on inquest dockets or the relevant cases as requested by the Department of Justice. Academic teaching and Training, Research, Clinical governance and quality assurance. Support to the Head: Clinical Unit with all administrative functions of the Division.
<u>ENQUIRIES</u>	:	Dr J Verster, email address: (jverster@sun.ac.za)
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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). Candidates may have to undergo profiling assessments prior to appointment.
<u>CLOSING DATE</u>	:	23 June 2025
<u>POST 19/312</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (NEUROSURGERY)</u> (1-Year Contract)
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum A portion of the package can be structured according to the individual's personal needs
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as 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: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Competencies (knowledge/skills): Evidence of interest in neurosurgery. Ability to work under pressure as part of a clinical team. Appropriate and sufficient clinical experience since obtaining

		the degree MBChB. Basic surgical skills and other courses are recommended. Research interest and experience. FCNeurosurg (SA) Primary.
<u>DUTIES</u>	:	Teaching. Leadership. Research. Clinical Service: Patient care and operative. Clinical Governance.
<u>ENQUIRIES</u>	:	Prof G Fieggen Tel No: (021) 406-6213 or Vuyiwe.bathaka@uct.ac.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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)". Please ensure that you attach an updated CV. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all medical officer appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital.
<u>CLOSING DATE</u>	:	23 June 2025
<u>POST 19/313</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (PSYCHIATRY)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum A portion of the package can be structured according to the individual's personal needs
<u>CENTRE REQUIREMENTS</u>	:	Paarl Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Officer. Registration with a Professional Council: Registration with the HPCSA as medical practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA-qualified employees. One (1) year's relevant experience after registration as 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: A minimum of Five (5) appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of six (6) relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom required to perform community service required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as 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. Inherent requirements of the job: Participate in the after-hours call system and perform outreach in the Paarl Hospital ecosystem. Competencies (knowledge/skills): Appropriate experience in Psychiatry. Excellent clinical assessment and management procedures. Excellent clinical skills in terms of consultation. Good professional attitude. Communication skills.
<u>DUTIES</u>	:	Provide comprehensive medical care to patients by diagnosing and treating illnesses, injuries, and other health conditions. Prescribe and manage treatment plans, including medication and therapies. Maintain accurate and detailed patient records. Refer patients to specialists or other healthcare providers when necessary. Complete the required CPD activities to maintain registration with the HPCSA. Participate in training and educational programs for healthcare professionals. Complete and submit required medical reports

		and documentation for legal and administrative purposes. Uphold the reputation and integrity of the medical profession.
<u>ENQUIRIES</u>	:	Dr J van Dyk (email: Johannes.vanDyk@westerncape.gov.za , Tel No: (021) 860 -2860
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. Candidate will be subjected to a practical/written and oral assessment. The pool of applicants will be considered for other similar posts within the Chief Directorate: Rural Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	23 June 2025
<u>POST 19/314</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (FORENSIC PATHOLOGY)</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Forensic Medicine and Toxicology, Observatory Forensic Pathology Institute Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner. Registration with a Professional Council: Registration with the Health Professions Council of South Africa as a Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 11 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid Code B/EB driver's license. Will be required to perform Medico-legal autopsies in the examination of unnatural death admissions. Will be required to deliver expert testimony in court proceedings and provide opinions for prosecutors. Knowledge of the functioning of a Forensic Pathology Department. Ability to do the Diploma in Forensic Pathology. Exposure to Post-mortems, autopsy work and dissection. Appropriate experience in trauma related cases. Competencies (knowledge/skills): Above-average ability to communicate clearly and discreetly in person and in writing. Above-average Computer and software literacy. Administration skill. Ability to teach Medical students, Forensic Pathology Officers and Medical Staff. Ability and willingness to perform duties outside of normal working hours and away of base of employment. Good interpersonal skills including effective service delivery within a group situation at all levels of authority.
<u>DUTIES</u>	:	Perform Post-mortems at Medical Officer level, completion of investigations and documentation in relevant cases, and completion of Post-mortem reports in 12 weeks. Expert evidence in court related to cases, and Forensic opinions as required by the Department of Justice. Attendance of and examination of Incident cases. Support to the Head: Clinical Unit and Medical Specialists in all aspects required. Guidance of Forensic Pathology Officers with regard to

		performance of Post-mortems. Assist with teaching and training of Medical, Criminal Investigation and Justice groups in Medico-legal autopsies and related investigations. Appropriate experience in Trauma related cases.
<u>ENQUIRIES</u>	:	Dr IJ Molefe (Itumeleng.Molefe@uct.ac.za)
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to security clearance, qualification clearance, criminal records and previous employment checks prior to appointment. Candidates may have to undergo profiling assessments prior to appointment. Candidates will be subjected to a practical test. 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 are submitted on or before the day of the interview. 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). The pool of applicants will be considered for similar vacant posts within the Observatory Forensic Pathology Institute for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	23 June 2025
<u>POST 19/315</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (RADIATION ONCOLOGY) (6/8TH POST)</u>
<u>SALARY</u>	:	Grade 1: R751 101 per annum Grade 2: R856 914 per annum Grade 3: R991 764 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as 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: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as 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: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as 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. Competencies (knowledge/ skills): Post-community service clinical experience in an appropriate field of medicine (Internal medicine, surgery, emergency medicine, oncology, anaesthetics). Proven dedication to patient care and to maintaining professional integrity. Fluency in English. Current ACLS certification. Computer literacy in MS Word, TEAMS and Excel or similar, including the ability to use online resources relevant to the discipline. Good interpersonal and organisational skills and proven ability to function well within a team and to communicate effectively with all categories of staff as well as students. Palliative Care qualification (short course, diploma or higher). GCP certification or clinical trial experience.
<u>DUTIES</u>	:	Provide a high-quality clinical oncology service to cancer patients and their families including radiotherapy, chemotherapy, and palliative and supportive care under the supervision of specialist Clinical Oncologists and the Head of Division. Teaching and supervision of undergraduate medical students rotating

		through the Division. Clinical administration of oncology service area, including collection of service level data, completion of medical aid authorization forms, medical reports and letter, and medico-legal forms.
<u>ENQUIRIES</u>	:	Dr H Burger Tel No: (021) 938-5992, email. henrietteburger@sun.ac.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	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 with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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>	:	23 June 2025
<u>POST 19/316</u>	:	<u>ASSISTANT MANAGER NURSING (HEAD OF NURSING SERVICES)</u> West Coast District
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Vredenburg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with a Professional Council: Current registration with the SANC as a Professional Nurse. Experience: A minimum of 8 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Inherent requirement of the job: Valid driver's licence (Code B/EB) and willingness to travel. Willingness to deal with after-hour calls from the community Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook, Internet). Good communication (written and verbal) skills with ability to manage conflict and knowledge of legislation related to the Health Care Service and policies of the Department of Health. Ability to work effectively and amicably at management level with people of diverse backgrounds and beliefs. Good organizational, interpersonal-, creative problem solving- and research skills, as well as the ability to manage own work (and that of the units which report to the post), and to ensure appropriate interventions to enhance all services at the institution.
<u>DUTIES</u>	:	Provide guidance, leadership towards the realization of strategic goals and objectives of division and monitor the implementation of policies, programmes, regulations, practices, procedures, and standards pertaining to nursing care. Provide professional, technical and management support, co-ordinate and monitor quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Provide effective support to Nursing, Administration- and Support services and maintain professional self-development. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery, human-, financial-, and physical resources. Supervisory and mentorship role to the Operational Managers of the hospital.
<u>ENQUIRIES</u>	:	Dr. JM Van Schalkwyk Tel No: (022) 709 -7287
<u>APPLICATIONS</u>	:	Applications are submitted online via 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>	:	23 June 2025
<u>POST 19/317</u>	:	<u>CHIEF DIETICIAN GRADE 1</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R575 250 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a

		<p>Dietician. Registration with a professional council: Registration with Health Professions Council of South Africa (HPCSA) as a Dietician. Experience: A minimum of 3 years' appropriate experience as a Dietician after registration with the HPCSA. Inherent requirement of the job: A valid driver's licence (Code B/EB) and willing to assist with outreach and support in Rural East Ecosystem as the need arise. Willingness to work overtime if necessary. Willingness to work flexible hours if necessary. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, Outlook). Able to function independently. Able to prioritize and work under pressure. Possess strong clinical knowledge and skills, particularly in TPN and managing disease-specific nutrition support for conditions like burns, prematurity in NICU, HIV/AIDS, TB, malnutrition, and maternal-child health. Work as part of the multi-disciplinary team in managing patients in a regional hospital environment. Be proficient in therapeutic dietary interventions and nutrition counselling while effectively communicating with patients, families, and healthcare teams. Organizational competence is essential, as the role involves managing clinical, outreach, and administrative tasks, as well as training and mentoring junior and non-dietetic colleagues as the need may be. Adaptability, prioritization and problem-solving skills are key to navigating resource-limited environments. Leadership abilities, especially in managing the clinical need in a regional hospital combined with a commitment to continuous professional development, round out the essential competencies for this role. Good verbal and written communication skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape.</p>
<u>DUTIES</u>	:	Provide therapeutic nutrition treatment plans and counseling for various medical conditions presenting and admitted to a regional hospital as part of the specific package of care. Promote breastfeeding, ensure compliance with MBFI/YCF protocols. The role will involve coordinating all aspects of dietetic services within the regional hospital, collaborating with specialists and colleagues in the Rural East Ecosystem, and leading nutrition education and health promotion campaigns where applicable. You will ensure compliance with OHSC standards and support quality assurance where applicable. Additionally, you will support food service management, document patient care, complete administrative tasks, and actively participate in professional development. Also assist the hospital management team in maintaining smooth operations including stock control and management, data collection, patient redress.
<u>ENQUIRIES</u>	:	Dr T Koen Tel No: (044) 802-4528
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment.
<u>CLOSING DATE</u>	:	23 June 2025
<u>POST 19/318</u>	:	<p><u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u> Central Karoo District</p>
<u>SALARY</u>	:	<p>Grade 1: R476 367 per annum Grade 2: R583 989 per annum</p>
<u>CENTRE</u>	:	Merweville CC, Beaufort West Sub-district
<u>REQUIREMENTS</u>	:	<p>Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Must be able to operate mobile</p>

		clinic vehicle. Willingness to assist at PHC Clinics in Sub-district Competencies (knowledge/ skills): NIMART training or experience. Problem-solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e., MS Word, Excel, Outlook).
<u>DUTIES</u>	:	Assist with the Management of the Burden of Disease according to the Comprehensive Health programmes. Quality of service Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities. Assist with the management of Human resources, Finance, SCM, Strategy and Health support and Infrastructure and equipment management under supervision.
<u>ENQUIRIES</u>	:	Ms J Nel Tel No: (023) 414 - 8200
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). The pool of applications will be considered for similar vacant posts within the Central Karoo District, for a period of 3 months from date of advert. Candidates will be subjected to a practical/oral assessment.
<u>CLOSING DATE</u>	:	23 June 2025
<u>POST 19/319</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u> Overberg District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Hermanus CDC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with the SANC. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Valid driver's licence (B/EB/C1). It will be expected of the incumbent to assist in the Sub-district, when required. Prepared to work overtime. Competencies (knowledge/ skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Knowledge of the comprehensive service plan. Be able to work independently and in a multi-disciplinary team.
<u>DUTIES</u>	:	Assist with the management of the Burden of Disease according to the Comprehensive Health programme. Quality of service Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and NPO's. Collect data and submit reports on or before time. Assist with the management of human resources, Financial, SCM, Strategy and Health Support, Infrastructure and Equipment.
<u>ENQUIRIES</u>	:	Ms MA Samules Tel No: (028) 313-1167
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applicants will be considered for similar vacant posts within Overberg District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	23 June 2025
<u>POST 19/320</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R476 367 (PN-B1) per annum Grade 2: R583 989 (PN-B2) per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse with Psychiatry. A post-basic nursing qualification with a duration of at least 1 year in accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with SANC and Psychiatry. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatric Nursing science after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Competencies (knowledge/skills): Good verbal and written communication skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan, organise and coordinate the service by analysing, problem solving and decision making. Leadership towards the realisation of strategic goals and objectives of the Psychiatric Department.
<u>DUTIES</u>	:	Use expert knowledge and skills to ensure quality appropriate patient care are met and delivered by the nursing and clinical team including identification and prevention of risks. Participate in quality improvement implementation by providing effective direction, supervision and education of nursing personnel as a Professional Nurse in a Psychiatric unit, according to audits and appropriate data. Support the unit manager/Operational manager (OPM) in the co-ordination, organising and control over the activities, personnel, equipment and stores in the unit to utilize human, material and physical resources efficiently and effectively. Maintain professionalism and the display of core values of the Department of Health WCG in the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service.
<u>ENQUIRIES</u>	:	Ms LK De Goede Tel No: (044) 802-4352
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subject to a practical test. "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)" The pool of applicants will be considered for similar vacant

		posts within George Regional Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	23 June 2025
<u>POST 19/321</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MATERNITY AND NEONATOLOGY)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R476 367 (PN-B1) per annum Grade 2: R583 989 (PN-B2) per annum
<u>CENTRE</u>	:	Oudtshoorn Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatal Nursing Science. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years' appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years' appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Advanced Midwifery and Neonatal Nursing Science after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day/night duty, overtime, public holidays and weekends as needed. Willingness to perform relief duties in other department within the facility when needed. Competencies (knowledge/skills): Good communication skills (verbal and written). Computer literacy. Appropriate supervisory skills and optimal utilisation of subordinates. Knowledge of Maternal and Neonatal Health Care services within a hospital setting, occupational health/ staff wellness and principles of infection prevention and -control. Ability to manage consumable resources effectively.
<u>DUTIES</u>	:	Provision of specialized quality patient care and health service delivery. Effective implementation of infection control policies and health and safety legislations. Effective utilization of all human- and physical resources. Assist with Financial management and cost containment. Participate in health research, data collection & quality improvement initiatives. Provision of Support to Nursing Services.
<u>ENQUIRIES</u>	:	Mr CB Olivier Tel No: (044) 203 -7203/ 7344
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Midwifery and Neonatal Nursing Science with the South African Nursing Council. The pool of applicants will be considered for similar vacant posts within Garden Route District for a period of 3 months from the date of advert.
<u>CLOSING DATE</u>	:	23 June 2025
<u>POST 19/322</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MATERNITY AND NEONATOLOGY)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R476 367 (PN-B1) per annum Grade 2: R583 989 (PN-B2) per annum
<u>CENTRE</u>	:	Knysna Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration

with the South African Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatal Nursing Science. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years' appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Advanced Midwifery and Neonatal Nursing Science after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day/night duty, overtime, public holidays and weekends as needed. Willingness to perform relief duties in other department within the facility when needed. Competencies (knowledge/ skills): Good communication skills (verbal and written). Computer literacy. Appropriate supervisory skills and optimal utilisation of subordinates. Knowledge of Maternal and Neonatal Health Care services within a hospital setting, occupational health/ staff wellness and principles of infection prevention and -control. Ability to manage consumable resources effectively.

DUTIES : Provision of specialized quality patient care and health service delivery. Effective implementation of infection control policies and health and safety legislations. Effective utilization of all human- and physical resources. Assist with Financial management and cost containment. Participate in health research, data collection & quality improvement initiatives. Provision of Support to Nursing Services.

ENQUIRIES : Ms CG Wagener Tel No: (044) 302-8400
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a practical test. Candidate will be subjected to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Midwifery and Neonatal Nursing Science with the South African Nursing Council. The pool of applicants will be considered for similar vacant posts within Garden Route District for a period of 3 months from the date of advert.

CLOSING DATE : 23 June 2025

POST 19/323 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALITY: TRAUMA & OPD (EMERGENCY))**
 West Coast District

SALARY : Grade 1: R476 637 per annum
 Grade 2: R583 989 per annum

CENTRE : Swartland Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Inherent requirements of the job: Prepared to be on call/Relief Nursing Manager, work shifts, night duty and public holidays. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific

	speciality after obtaining the 1-year post-basic qualification in the relevant speciality. Competencies (knowledge/skills): Knowledge of revenue generation audit compliance, handling of revenue, receipt value books and safe Good communication skills (written and verbal). Ability to function/make decisions independently and as part of a multi-disciplinary team.
<u>DUTIES</u>	: Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of Support to Nursing Services. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	: Ms L Julius Tel No: (022) 487-9204
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. The pool of applicants will be considered for similar vacant posts within Swartland Sub-District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	: 23 June 2025
<u>POST 19/324</u>	: <u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC) (X3 POSTS)</u> Cape Winelands Health District
<u>SALARY</u>	: Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	: Slanghoek Mobile (X1 Post) De Doorns CC (X1 Post) Orchard Clinic (X1 Post)
<u>REQUIREMENTS</u>	: Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a Professional Council: Current registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. Grade 2: A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirement of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile and when needed within the community (COPC concept). Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Computer literacy (MS Word and Excel). Ability to promote quality patient care through the implementation of protocols, guidelines and standards.
<u>DUTIES</u>	: Assist with the management of the burden of disease in accordance with the guidelines and protocols of the western cape. Provide and maintain quality of care to all patients and health services. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower

		categories of staff. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms. EJ Williams Tel No: (021) 862 -4520
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applicants will be considered for similar vacant posts within Drakenstein Sub-district for a period of 3 months from date of advert
<u>CLOSING DATE</u>	:	23 June 2025
<u>POST 19/325</u>	:	<u>ASSISTANT DIRECTOR: FINANCE (EXPENDITURE ANALYSIS AND MANAGEMENT REPORTING)</u> Directorate Management Accounting Sub-Directorate: Strategic Budget Analysis
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Cape Town, stationed at Bellville Health Park in Bellville
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree in a financial field. Experience: Appropriate experience in a financial environment. Appropriate experience in data analysis and administration. Appropriate experience using tools for report generation (MS Excel, Word, Access, and SQL). Inherent requirements of the job: Valid Code B/EB driver's licence Skills in VBA-programming and Power Query will be advantageous. Competencies (knowledge/skills): Advanced Excel skills. Advanced knowledge of software packages required for report generation, including advanced computer literacy skills in MS Excel, Word, Access and SQL. Proficiency in cost management principles, budgeting and other management accounting tools and techniques Solid understanding of Systems e.g. BAS, PERSAL, Vulindlela, Logis, Medsas. Skills in Research and analytical thinking, the ability to analyse information, solve problems and to prepare complex reports. Excellent interpersonal relations & conflict resolution. The ability to work co-operatively with colleagues and stakeholders at all levels of authority but also to work independently and unsupervised. Ability to manage subordinates.
<u>DUTIES</u>	:	Budget management and reporting based on various principles derived from standard management accounting techniques. Execute research, analyse financial and non-financial information to create various integrated reports for management and other decision makers, with regular reporting to various monitoring and evaluation committees. Design, maintenance, and development of queries to databases Extraction, testing and clean-up of data to ensure data integrity Assist and train managers in using expenditure models for financial planning and control. Expenditure control and cash flow management through established techniques such as forecasting and variance analysis. Supervise subordinates (performance management, discipline and development).
<u>ENQUIRIES</u>	:	Ms W Hanekom Tel No: (021) 815-8608
<u>APPLICATIONS</u>	:	Applications are submitted online via 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>	:	23 June 2025
<u>POST 19/326</u>	:	<u>RADIOGRAPHER GRADE 1 TO 3(DIAGNOSTIC)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	:	Swartland Hospital

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Registration with a Professional Council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: Grade 1: None after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Knowledge of protocols, radiation, quality assurance and equipment safety. Good interpersonal skills and perform effectively as part of a multidisciplinary team. Knowledge of Patient Archiving and Communication Systems.
<u>DUTIES</u>	:	Provide a Radiographic Services. Produce diagnostic images of high quality. Optimal patient care. Safe use and care of equipment. Accurate record keeping. Assist with training of community service Radiographer. Participate in continuing professional development activities.
<u>ENQUIRIES</u>	:	Dr J Brownbridge Tel No: (022) 487 9200
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment. 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 with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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>	:	23 June 2025
<u>POST 19/327</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: HRM: (PEOPLE STRATEGY: PEOPLE MANAGEMENT: COMPLIANCE & TRAINING)</u> Directorate: People Strategy
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Cape Town, based at Tygerberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience and in-depth knowledge and experience in the field of Human Resource Management in the Public Service with the emphasis on all aspects of personnel administration and Auditor General enquiries and audits. Inherent requirement of the job: Valid Code 8 (B, EB) driver's license (certified copy). Competencies (knowledge/skills): Good verbal and written communication skills to ensure effective presentation of policies as well as report writing, and audits skills. Practical computer skills in MS Word, Excel, Power Point and the PERSAL system. Sound knowledge of the Public Service Act, Public Service Regulations, and Collective Agreements regarding the above mentioned.

<u>DUTIES</u>	:	Perform relief function at Health facilities in the absence of People Management Staff. Assist People Management with identified People Management functions: backlogs, OSD grade progressions, service terminations, etc. Ensure rectifications of Auditor-General Reports, Internal Auditors reports as well as People Management Legislation, policies, practices and conditions of service and give guidance/advice to line managers. Identify training needs, implement programs for training of staff as well as conduct and facilitate formal functional training regarding the correct application of People Management Legislation, policies, practices and conditions of service. Informal training of newly appointed employees (Administration Clerks, Administrative Officers, Senior Administrative Officers) in all aspects of People Management Sample testing of People Management practices and process on Audit Action Plan to verify correct reporting. Perform client services function e.g. helpdesk regarding Conditions of Service. Provide efficient support to managers during PM Risk Management Analyses, Ad Hoc investigations, inputs towards policies, etc. applicable to Conditions of Service.
<u>ENQUIRIES</u>	:	Mr BS Samuels Tel No: (021) 815 -8763
<u>APPLICATIONS</u>	:	Applications are submitted online via 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>	:	23 June 2025
<u>POST 19/328</u>	:	<u>ORAL HIGIENIST GRADE 1 TO 3</u> Overberg District
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	:	Caledon Hospital, Theewaterskloof Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as an Oral Hygienist. Registration with a Professional Council: Registration with the HPCSA as an Oral Hygienist. Experience: Grade 1: None after registration as Oral Hygienist with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Oral Hygienist 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 10 years appropriate experience as Oral Hygienist after registration with the HPCSA as Oral Hygienist in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Oral Hygienist 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 20 years appropriate experience as Oral Hygienist after registration with the HPCSA as Oral Hygienist in respect of SA qualified employees. A minimum of 21 years relevant experience after registration as Oral Hygienist 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. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/ skills): Problem solving abilities and analytical thinking. Ability to handle a high work volume and meet strict deadlines. Good communication, interpersonal and organizing skills. Professional ethics. Computer literacy (MS Word and Excel).
<u>DUTIES</u>	:	Clinical service delivery. Oral health education and disease prevention. Perform administrative duties. Quality Clinical Governance.
<u>ENQUIRIES</u>	:	Dr RJ Liebenberg Tel No: (028) 212-1070
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/ oral assessment. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of

payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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)." The pool of applicants will be considered for similar vacant posts within the Overberg District for a period of 3 months from the date of the advert.

<u>CLOSING DATE</u>	:	23 June 2025
<u>POST 19/329</u>	:	<u>RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC) (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	:	Mitchell's Plain CHC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Registration with a Professional Council: Registration with the HPCSA as a Radiographer in Diagnostic. Experience: Grade 1: None after registration with the HPCSA as Diagnostic Radiography in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in the Radiography (Diagnostic) 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 10 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Diagnostic) 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 20 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Diagnostic) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Render a 24-hour service as determined by the department. Competencies (knowledge/ skills): Knowledge of protocols, radiation protection, quality assurance and equipment safety. Good interpersonal skills and perform effectively as part of a multidisciplinary team. Knowledge of Patient Archiving and Communication Systems and Radiology Information Systems. Sound verbal and communication skills. Computer literacy skills.
<u>DUTIES</u>	:	Produce radiographs of optimum quality with good patient care. Assist with administrative duties in radiology. Support of supervisor and teambuilding. Maintain professional growth/ethical standards and self-development. Participate in continuing professional development activities. Safe use and care of equipment. Assist with training of community service Radiographers and students. Participate in an after hour service of the department.
<u>ENQUIRIES</u>	:	Ms Y Samuels Tel No: (021) 391-5899
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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)". The pool of applicants will be considered for other vacant Radiographer (Diagnostics) posts within the Chief Director Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.
<u>CLOSING DATE</u>	:	23 June 2025

<u>POST 19/330</u>	:	<u>EMS STATION MANAGER GRADE 3 TO 6</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	Grade 3: R397 308 per annum Grade 4: R480 108 per annum Grade 5: R 62 119 per annum Grade 6: R624 288 per annum
<u>CENTRE REQUIREMENTS</u>	:	Emergency Medical Services, Garden Route, George Minimum educational qualification: Grade 3: Successful completion of the Intermediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). Grade 4: Successful completion of the Emergency Care Technician Course (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). Grade 5: Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. Grade 6: Successful completion of the B-Tech Degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with a Professional Council: Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Grade 4: Registration with the Health Professions Council of South Africa as an ECT. Grade 5: Registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Registration with the Health Professions Council of South Africa as an ECP. Experience: Grade 3: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA). Grade 4: Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as Emergency Care Technician (ECT). Grade 5: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Inherent requirements of the job: Valid code C1 driver's license. Physical and mental fitness as an Emergency Services practitioner. Current registration as an AEA, ECT, Paramedic or ECP. Valid Code 10 Professional driver's permit. Competencies (knowledge/skills): Good communication and interpersonal skills. Computer literacy in the MS Office package. Report writing skills. Excellent knowledge of all levels of emergency care protocols.
<u>DUTIES</u>	:	Manage pre-hospital Emergency Care Services within the geographic area and respond to incidents when required. Ensure that the maintenance of Emergency vehicles and equipment are managed effectively and efficiently. Maintain responsibility for the audit compliance with regards to Supply Chain Management and Human Resource matters, inclusive of the Station's budget allocation and facilitation of account payments for goods and services. Effectively manage and supervise staff in relation to the Human Resource and Labour Relations function. Ensure effective communication with regards to meetings, workshops, debriefs, compiling stats and report writing. Effective support to District Manager and act in management capacity when required.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr J Jansen Tel No: (044) 802-2500 (District Manager – Garden Route) Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Shortlisted candidates will be expected to undergo a practical assessment.
<u>CLOSING DATE</u>	:	23 June 2025
<u>POST 19/331</u>	:	<u>STATE ACCOUNTANT: FINANCE</u> Directorate Financial Administration and Accounting Sub-Directorate: Financial Accounting (Section: Entities)
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Financial Accounting environment. Competencies (knowledge/skills): Computer literacy in Microsoft applications (MS Word, Outlook, Teams and Excel). Good interpersonal relations, communication and organizational skills. Knowledge of the Public Financial Management Act (PFMA), National and Provincial Treasury Regulations

<u>DUTIES</u>	:	Effective management of the registration process of entities on BAS. Ensure BAS registrations are in line with relevant policies. Control and manage sanitization of BAS Entity Database. Effective management of BAS Helpdesk and BAS User Administration. Ensure accurate and accessible data.
<u>ENQUIRIES</u>	:	Ms M Terblanche, tel.no. (021) 483-4382
<u>APPLICATIONS</u>	:	Applications are submitted online via 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>	:	23 June 2025
<u>POST 19/332</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE</u>	:	Patriot Plein Clinic
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Prepared to work at different facilities within the Sub-district inclusive a Mobile when needed within the community (COPC concept). Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the public sector and basic computer literacy (MS Word, Excel and Outlook) to be able to communicate, capture patient information, check results, capture data and do track referrals on the different electronic systems. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.
<u>DUTIES</u>	:	Provision of Primary Health Care in accordance with the guidelines and protocols of the Western Cape. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff and improving quality of health services. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms J Bosch Tel No: (021) 862-4520
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Shortlisted candidates will be subject to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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). The pool of applicants will be considered for similar vacant posts within Drakenstein Sub District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	23 June 2025

<u>POST 19/333</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: PRIMARY HEALTH CARE)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE REQUIREMENTS</u>	:	Oudtshoorn Sub-district (Stationed at Toekomsrus Clinic)
	:	Minimum educational qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: A valid driver's license. Willingness to assist when required in all Primary Health Care facilities e.g. Community Day Centres, Clinics, Satellite clinics and on Mobile Clinics. Willingness to work overtime when needed. Competencies (knowledge/skills): Good communication skills. The ability to function independently under pressure. Planning and organisational Skills. Self-discipline and motivation.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practise within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.
<u>ENQUIRIES</u>	:	Ms NC Jackson Tel No: (044) 203-7205
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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). The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	23 June 2025
<u>POST 19/334</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: PHC) (SCHOOL HEALTH)</u> Overberg District
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE REQUIREMENTS</u>	:	Theewaterskloof PHC Support and Outreach, Theewaterskloof Sub-district
	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB/C1) driver's licence. Willingness to work overtime

when necessary. It will be expected of the candidate to perform clinical functions within the School, AYFS and Primary Health Care setting. Competencies (knowledge/ skills): Good communication skills (written and verbal). Ability to function/make decisions independently and as part of a multi-disciplinary team. Good interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.

<u>DUTIES</u>	:	Provide clinical school health services to learners with parental consent in schools. Support the CCW and the teacher as part of the team within the school environment. Reach out to nurses in special schools where applicable. Support the PHC facility with the rendering of a youth friendly service after school hours and in school holidays as well as PHC services. Monitor and evaluate the Program.
<u>ENQUIRIES</u>	:	Ms P Robertson Tel No: (028) 214-5800
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to 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). The pool of applicants will be considered for similar vacant posts within the Overberg District for a period of 3 months from the date of the advert.
<u>CLOSING DATE</u>	:	23 June 2025
<u>POST 19/335</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: PHC SUPPORT AND OUTREACH)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE</u>	:	Knysna/Bitou Sub-district (Stationed at Knysna CDC)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willing to work in all Primary Health Care facilities e.g. Community Day Centres, Clinics, Satellite clinics and on Mobile Clinics. Valid driver's license. Willing to work overtime when needed. Competencies (knowledge/ skills): Good communication skills. The ability to function independently under pressure. Planning and organisational Skills. Self-discipline and motivation.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practise within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.
<u>ENQUIRIES</u>	:	Ms PM Peters Tel No: (044) 302 - 8400
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also

apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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). The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert.

<u>CLOSING DATE</u>	:	23 June 2025
<u>POST 19/336</u>	:	<u>ADMINISTRATION CLERK: FINANCE/ADMINISTRATION (ADMISSIONS)</u> Overberg District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Caledon Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate patient administrative experience in a health/patient environment. Appropriate Clinicom experience. Inherent requirements of the job: Required to work 12 hour shifts (including night duty, weekends and public holidays). Willing to work overtime on short notice. Competencies (knowledge/skills): Computer literacy in MS Office. Good interpersonal and communication skills, ability to work independently, and as part of a team, ability to maintain confidentiality and problem-solving and conflict management with good organizational skills. Knowledge of applicable policies - Hospital Fees memorandum Chapter 18, the Uniform Patient Fee Schedule (UPFS), Finance Instructions & Medical Records policies. Knowledge of Clinicom.
<u>DUTIES</u>	:	Admission of patients including correct patient assessment and accurate data/information capturing. Ensure correct management of patient folders at reception area and schedule appointments (new, follow-up and operations) on the system. Recordkeeping, compile new, retrieve, file, trace lost and manage duplicates & old folders as well as maintain a record system and archive. Accurate collection, safekeeping and deposit of state money. Deal with written and or telephonic queries or enquiries with regards to patient admission matters.
<u>ENQUIRIES</u>	:	Mr G Bucchianeri Tel No: (028) 212-1070
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying this post. Candidates may be subjected to a practical test.
<u>CLOSING DATE</u>	:	23 June 2025
<u>POST 19/337</u>	:	<u>ADMINISTRATION CLERK: FINANCE/ADMIN</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Klipfontein/Mitchells Plain Sub-structure Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in financial transactions and financial systems. Competencies (knowledge/skills): Ability to prioritize, good co-ordination and problem-solving skills. Computer Literacy (MS Word and Excel). Knowledge of BAS or any computerized accounting system.
<u>DUTIES</u>	:	Administrative support services to Head of Finance and provide support & assistance with the reporting of financial statements. Clearing of Asset and Liability including debt accounts. Reconciliation of NPO monthly claims and capturing of payments, journals & debts on Basic Accounting System (BAS). Reporting of IYM (In Year Monitoring) before the 7th of each month. Ensure correct allocations are used when capturing transactions on BAS S&T process and all transactions comply with Legislative requirements. Proper filing of documentation for audit purposes.
<u>ENQUIRIES</u>	:	Ms A Mdewu Tel No: (021) 370-5027

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Shortlisted candidates will be subjected to a practical and oral assessment. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	23 June 2025
<u>POST 19/338</u>	:	<u>ADMINISTRATION CLERK: FINANCE/ADMIN (PATIENT ADMINISTRATION AND FEES)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate practical experience in Hospital Fees Department (IOD, RAF, Medical Aid, State Departments, H2 and H3 Follow-ups). Appropriate experience in Petty Cash management. Appropriate Cashier experience in the Public Sector. Procurement (Ordering of Stationary). Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, Outlook) (Attach Proof). Knowledge of PFMA Act, Treasury Regulations and Instructions and Division of Revenue Act (DORA). Excellent interpersonal skills and the ability to maintain confidentiality. Knowledge of Hospital Fees, Clinicom, AR, UPFS and BAS and Logis.
<u>DUTIES</u>	:	Effective and efficient management of H2 and H3 accounts, IOD accounts, RAF accounts, Medical Aid accounts and State Department accounts. Compiling and submitting of IOD Accounts. Effective and efficient management and clearance of the Intra Response and Medscheme accounts. Effective and efficient management of Cashiers Office including petty cash. Follow up on outstanding accounts and attend to account queries.
<u>ENQUIRIES</u>	:	Ms LB Venter Tel No: (044) 805-4609
<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. Shortlisted candidates may be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	23 June 2025
<u>POST 19/339</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS</u> Overberg District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Hermanus CDC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in patient administration/ admissions at a hospital or clinic environment. Inherent requirements of the job: A valid (code B/EB/C1) driver's license. Perform overtime when and as required. Ability to work in a physically demanding environment. Competencies (knowledge/skills): Good communication skills (written and verbal) with internal and external clients. Numerical skills and the ability to maintain confidentiality. Knowledge of electronic patient administration system Clinicom. Computer literacy in Microsoft (Word, Excel and Outlook). Ability to accept accountability and responsibility and to work independently. Good interpersonal skills. Knowledge and practical experience of PHCIS, Tier.Net and booking system.
<u>DUTIES</u>	:	Render patient administration support services. Administrative functions to support the line function in the department. Effectively utilize resources. Effective Human Resource Management and Development Plan. Support to the management, supervisor and colleagues. Assess patients according to the means test when admitting patients, update patients.
<u>ENQUIRIES</u>	:	Mr DJ Smith Tel No: (028) 313-5758
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short listed candidates may be subjected to a practical test.
<u>CLOSING DATE</u>	:	23 June 2025
<u>POST 19/340</u>	:	<u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT</u> Cape Winelands Health District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Empilisweni Clinic (Based in De Doorns)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Office Administration, Information Management, Integrated Stationary. Inherent requirements of the job: Must be prepared to work 8-hours (i.e. Monday-Friday) and overtime when required. Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Outlook and Power Point). The ability to accept accountability and responsibility with good interpersonal skills. Knowledge and experience in departmental systems (PHCIS, Sinjani, Ideal Facility, IPWIS) Excellent communication skills (verbal and written).
<u>DUTIES</u>	:	Responsible for data management and quality monitoring (i.e. collation, verification and validation and reporting of data). Managed efficient patient administration processes, including registration, data entry, and records management. Utilized Excel tools such as pivot tables to analyse data and produce detailed monthly reports. Support the Operational Manager with the Ideal Clinic Realization and Maintenance. General office administration and assistance where required in any PHC facility in the BVSD. Complete admin tasks that is in line with the administrative KRA's.
<u>ENQUIRIES</u>	:	Mr MB Makhalima Tel No: (023) 814-2212
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Shortlisted candidates may be required to do a practical test. The pool of applicants will be considered for similar vacant posts within Breede Valley Sub-district for a period of 3 months from date of advert."
<u>CLOSING DATE</u>	:	23 June 2025
<u>POST 19/341</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<u>CENTRE</u>	:	Hanover Park CHC (X1 Post) Gugulethu CHC (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with SANC as an Enrolled Nurse. Registration with a Professional Council: Registration with the South African Nursing Council as an Enrolled Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years recognisable nursing experience as an enrolled nurse after registration with the SANC. Grade 3: A minimum of 20 years recognisable experience as an enrolled nurse after registration with the SAND. Inherent requirements of the job: Willingness to work night duty, weekends and public holidays as well as overtime. Competencies (knowledge/ skills): Ability to interpret basic clinical signs and symptoms. Knowledge of Nursing Practices and IPC, control measures and practices. Ability to lift and turn patients, stand long hours and lift heavy equipment. Willingness to rotate between departments. Good communication skills. Basic Computer Literacy. Self-discipline.
<u>DUTIES</u>	:	Development and implementation of basic patient care. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms S Patel-Abrahams Tel No: (021) 370-5000
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/written and oral assessment

Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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 a change in registration status). The pool of applicants will be considered for other vacant Staff Nurse within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

<u>CLOSING DATE</u>	:	23 June 2025
<u>POST 19/342</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (X2 POSTS)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE</u>	:	Vredenburg Hospital, Saldanha Sub-District (Maternity/Neonatal) (X1 Post) Trauma and OPD (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with SANC as a Nursing Assistant. Registration with a Professional Council: Registration with the SANC as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Grade 3: A minimum of 20 years' appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Willingness to rotate within the Hospital. Competencies (knowledge/skills): Knowledge of the Nursing Act and relevant regulations Knowledge of the Medicines Control Act, Mental Health Care Act, Child Health Act, and other relevant legislation.
<u>DUTIES</u>	:	Provide elementary clinical nursing care. Assist Patients with activities of daily living which includes patient hygiene, nutritional status, mobility, and elimination needs. Maintaining professional growth, Ethical standards, and Self-development. Assist with effective record keeping.
<u>ENQUIRIES</u>	:	Ms S Van Wyk Tel No: (022) 709-5079
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the 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". The pool of candidates will be considered for other similar vacant posts within the Saldanha Sub-District, for a period of three months from date of advert.
<u>CLOSING DATE</u>	:	23 June 2025
<u>POST 19/343</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE</u>	:	Knysna Hospital, Knysna/Bitou Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with SANC as a Nursing Assistant. Registration with a Professional Council: Registration with SANC as a Nursing Assistant. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. Grade 3: A minimum of

		20 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. Inherent requirements of the job: Willingness to rotate between the different wards in the hospital when needed.
<u>DUTIES</u>	:	Provide quality basic nursing care. Provide elementary clinical nursing care. Assist Patients with activities of daily living which includes Patient Hygiene, Nutritional status, mobility and elimination needs. Maintaining professional growth, Ethical standards and Self-development. Record Keeping.
<u>ENQUIRIES</u>	:	Ms CG Wagener Tel No: (044) 302-8400
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to 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). The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	23 June 2025
<u>POST 19/344</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE</u>	:	Heldeberg Hospital, Khayelitsha/Eastern Sub-structure
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a Professional Council: Registration with the SANC as Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/ recognizable experience after registration with the SANC as Nursing Assistant. Grade 3: A minimum of 20 years' appropriate/ recognizable nursing experience after registration with the SANC as Nursing Assistant. Inherent requirements of the job: Must be prepared to work shifts, weekends and public holidays. Willingness to work overtime when necessary and to work all departments at Heldeberg Hospital. Competencies (knowledge/ skills): Good communication skills (written and verbal). Basic Computer skills in MS Word and Outlook. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape. Ability to work in a stressful environment.
<u>DUTIES</u>	:	Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Effective functioning within multidisciplinary team. Effective utilization of resources.
<u>ENQUIRIES</u>	:	Ms T Khumalo Tel No: (021) 850-4752
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other vacant Nursing Assistant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	23 June 2025

<u>POST 19/345</u>	:	<u>STERILISATION OPERATOR PRODUCTION (HOSPITAL CSSD)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in a Central Sterile Supply Department setting in a hospital environment. Inherent requirements of the job: Basic literacy, both written and verbally. Willingness to work shifts (day and night duty), including weekends and public holidays. Physically fit to lift heavy objects, push heavy trolleys, bend down, and stay on feet for long hours. Competencies (knowledge/skills): Good interpersonal relations skills. Ability to work in a co-operative way within a team context.
<u>DUTIES</u>	:	Collect and deliver soiled and clean linen and packs to and from theatre and wards. Effective application of sterilisation processes and techniques and promote/adhere to infection control as well as health and safety regulations. Decontaminate, pack and sterilisation of instruments, linen, and supplies. Assist with cleaning and testing of sterilisation equipment, washing machines and autoclaves and maintain equipment in an optimum working condition. Cost effective utilisation of resources, monitor, control, maintain adequate stock levels and report and assist with investigation of lost instruments/equipment. Support to the supervisor and team members.
<u>ENQUIRIES</u>	:	Ms E Linden-Mars Tel No: (021) 918-1224
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. The pool of applicants will be considered for other similar vacant posts within the Chief Director: Metro Health Services, for a period of 3 months from the date of the advert. Candidates will be subjected to a practical/ written and oral assessment.
<u>CLOSING DATE</u>	:	23 June 2025
<u>POST 19/346</u>	:	<u>FOOD SERVICE AID (X2 POSTS)</u> Chief Directorate: Rural Health Services (6 Month Contract)
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate experience in a large-scale food service unit, which includes the operating of large-scale kitchen equipment as well as the preparation of normal and therapeutic diets. Inherent requirements of the job: Ability to do physical tasks and operate heavy-duty kitchen and cleaning equipment. Ability to work with cleaning materials, do high-dusting and lifting of heavy equipment and supplies. Ability to be on your feet for a period of 12 hours per day. Willingness to work shifts during the day, weekends, public holidays and overtime if requested. Competencies (knowledge/skills): The ability to prepare meals according to standardized recipes, as well as safely and correctly handle industrial equipment. Basic knowledge of the food service hygiene and safety principles. Conflict management.
<u>DUTIES</u>	:	Perform all tasks emanating from the pre-preparation and production of all full and therapeutic diets. Perform all tasks emanating from the dishing, distribution and serving food to patients at various wards. Clean and maintain all areas, utensils and equipment in the food service unit and maintain safety and hygiene standards. Assist with the receipt, safe storage and issuing of food provisions and other products. Assist with the informal in-service training of new employees.
<u>ENQUIRIES</u>	:	Ms M Greyling Tel No: (044) 802-4423
<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. Shortlisted candidates will be subject to a practical test. The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	23 June 2025

<u>POST 19/347</u>	:	<u>SESSIONAL MEDICAL OFFICER GRADE 1 TO 3 (EMERGENCY MEDICINE) (6 HOURS PER WEEK)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R482 per hour Grade 2: R550 per hour Grade 3: R636 per hour
<u>CENTRE REQUIREMENTS</u>	:	New Somerset Hospital
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as 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: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as 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: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as 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. Inherent requirements of the job: Hours will be performed according to the department's needs, and will include after-hours, nights, weekends and public holidays on a shift work basis. Competencies (knowledge/skills): Appropriate experience working as a Medical Practitioner in an Emergency Centre. Current certification in one or more of the following: Basic Life Support (BLS); Advanced Cardiac Life Support (ACLS), Advanced Trauma Life Support (ATLS) and/or Advanced Paediatric Life Support (APLS / PALS). Computer literacy.
<u>DUTIES</u>	:	The Initial Assessment, Stabilisation, Resuscitation, Assessment and investigation of patients presenting to the Emergency Centres. These include Adult and Paediatric cases and include Trauma, Medical, Surgical, Orthopaedic, Psychiatric, and Gynaecological Conditions. Cases are seen, stabilised, managed and then either admitted under inpatient clinical teams or discharged. Shift Leaders are responsible for oversight of junior staff, and management of patient load against available resources.
<u>ENQUIRIES</u>	:	Dr R Dickerson Tel No: (021) 402- 6911
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	23 June 2025
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. The pool of applicants will be considered for other Medical Officer posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	23 June 2025