



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 22 OF 2020

DATE ISSUED 18 SEPTEMBER 2020

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

: **DEPARTMENT OF HIGHER EDUCATION AND TRAINING:** Kindly note that the following nine posts which were advertised in Public Service Vacancy Circular 21 dated 04 September 2020. The salary levels and notches have been amended as follows (1) Receptionist: Ref No DHET76/082020, correct salary level is 04 and notch is R145 281, (2) Receptionist: Ref No: DHET97/08/2020, the correct salary level is 04 and notch R145 281 per annum, (3) Receptionist: Ref No: DHET111/08/2020, the correct salary level is

04 and notch R145 281 per annum, (4) Receptionist: Ref No: DHET125/08/2020, the correct salary level is 04 and notch R145 281 per annum. (5) Driver: Ref No: DHET79/08/2020, the correct salary level is 03 and notch R122 595 per annum. (6) Driver: Ref No: DHET100/08/2020, the correct salary level is 03 and notch R122 595 per annum and the correct notch R122 595, (7) (Ref No: DHET129/08/2020), the correct salary level is 03 and notch R122 595. (8) Safety Officer post: Ref No: DHET139/08/2020 on salary level 08 and (9) IT Technician post: Ref No: DHET141/08/2020 on salary level 07 must be withdrawn. The closing date is 18 September 2020.

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DEPARTMENT OF CIVILIAN SECRETARIAT FOR POLICE SERVICE

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

- APPLICATIONS** : must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered or couriered to 217 Pretorius Street, Van Erkom Arcade building 7th floor, Pretoria at the Reception Desk. Applications can also be emailed to recruitment@csp.gov.za. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful.
- CLOSING DATE** : 02 October 2020
- NOTE** : Applications must be submitted on the prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver's license, etc. Former employees who left the public service earlier on condition that they would not accept or seek re-appointment, or due to ill-health and cannot provide sufficient evidence of recovery should not apply. Please note that all applicants for Senior Management positions are required to complete the Pre- Entry Programme administered by the National School of Government (NSG). The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link <https://thensg.gov.za/training-courses/sms-pre-entry-programme> All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria. Preference will be given to youth, people with disability and women in accordance with our employment equity.NB: Please ensure that your application reaches this office not later than 16h00 on week-days.

OTHER POST

- POST 22/01** : **MONITORING AND EVALUATION OFFICER REF NO: CSP/17/2020 (X2 POSTS)**
- SALARY** : R316 791 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's Degree or equivalent National Diploma (NQF 6) in Social Science (Policing, Criminology, Criminal Justice, Sociology), Public Policy, Public Administration, Statistics, Population Studies or Development Studies. 1 to 2 years' working experience in the M&E field. Knowledge of Data collection and processing, data analysis and information management. Computer literacy especially using the Microsoft Windows Suite e.g. MS Word, Excel and Outlook. Knowledge of Civilian Secretariat for Police Service Act, SAPS Act. Public Service Act, the Constitution of the Republic of South Africa, internal performance evaluation and reporting and Batho Pele Principles. Planning and organizing, interpersonal and communication skills. Problem solving and decision making skills. Team leadership, customer service orientation. Maintain confidentiality and ability to work under pressure.
- DUTIES** : Assist in the development of M&E project plan and conduct desktop research. Assist in the design and development of tools, guidelines and procedures for monitoring and evaluation of policing policies and programmes. Assist in the piloting of M&E tools, recommend changes in the review of the tool. Collect data and source documents at Police Stations and SAPS Units. Capture and

analyse data. Compile individual site reports and provide oversight feedback and recommendations to the relevant South African Police Service (SAPS) Commanders. Liaise with Provincial Secretariats and other stakeholders. Assist in the development of an operational plan. Coordinate submission of quarterly reports and M&E tools to or from Provincial Secretariats. Assist in the coordination of the National Oversight Forum meetings. Provide Support in the implementation of special projects identified by the Minister and or Secretary for Police Service. Management of resources (human and financial).

ENQUIRIES

:

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

DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of the post. The candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

CLOSING DATE : 09 October 2020

NOTE : The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on a signed Z83 Form (application form), obtainable from any Public Service department website, and should be accompanied by a comprehensive CV as well as certified copies of ID and all qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to attach the signed Z83 form, certified copies of ID and all qualifications will result in automatic disqualification. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.

OTHER POSTS

POST 22/02 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING SERVICES REF NO: 28353/01**

SALARY : R376 596 per annum (Level 09)

CENTRE : Pretoria

REQUIREMENTS : A three-year National Diploma in Accounting or Financial Management or a three-year Bachelor's degree in Accounting or Financial Management or equivalent qualification. 3 to 5 years' relevant experience in the finance field. Generic competencies: Planning and organising. Coordination. Problem solving and decision making: project Management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical competences: Knowledge and understanding of: the Public Finance Management Act (PFMA); Treasury Regulations; General Accepted Accounting Practices (GAAP/GRAP); Basic Accounting System (BAS); and PERSAL system. General ledger reconciliation and analysis. Debtor control and creditor payments.

DUTIES : The incumbent will perform the following duties: Provide accounting and bookkeeping functions. Implement and monitor expenditure and payments systems (BAS/PERSAL system controller). Provide cash flow management. Develop, implement and maintain financial policies and procedures.

ENQUIRIES : Mr J. Moloto Tel No: (012) 334 0909.

APPLICATIONS : May submitted electronically via email: cogta78@ursonline.co.za or via fax: 086 415 5709.

FOR ATTENTION : URS Response Handling Tel No: (012) 811 1900

POST 22/03 : **ADMINISTRATION OFFICER: SPATIAL PLANNING DISTRICTS AND REGIONS REF NO: 28353/03**

SALARY : R257 508 per annum (Level 07)

CENTRE : Pretoria

REQUIREMENTS : A three-year National Diploma in Development Planning/Social Science/ Public Administration/Governance or a three-year Bachelor's Degree in Development Planning/ Social Science/ Public Administration/Governance or equivalent qualification. 1 - 2 years' experience in the relevant field. Generic Competencies: Quality of work, reliability, initiative, communication,

interpersonal relations, team work, planning and execution. Technical Competencies: Integrated Development Planning (IDP). Development planning and planning related to local government legislation, policies, regulations and frameworks. South African system of inter-governmental planning.

DUTIES : The incumbent will perform the following duties: Coordination of the National IDP assessments on annual basis. Liaise with stakeholders at national, provincial and municipal level regarding municipal planning processes. Coordinate and provide secretariat services to the relevant forums. Provide support in the implementation of the effective systems to enhance the full participation of national and provincial government and other stakeholders in the IDP processes.

ENQUIRIES : Ms ZF Nkosi Tel No: (012) 395 4643
APPLICATIONS : May submitted electronically via email: cogta80@ursonline.co.za or via fax: 086 415 5709.

FOR ATTENTION : URS Response Handling Tel No: (012) 811 1900

POST 22/04 : **ACCOUNTING CLERK: FINANCIAL ACCOUNTING SERVICES REF NO: 28353/02**

SALARY : R173 703 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate with Accounting or equivalent qualification. No experience required. Generic competencies: Quality of work. Reliability. Initiative. Communication. Interpersonal relations. Teamwork. Planning and execution. Computer literacy. Communication (verbal and written). Technical competencies: Public Finance Management Act, 1999 (Act No.1 of 1999). Treasury Regulations.

DUTIES : The incumbent will perform the following duties: Verifying payment vouchers for compliance prior to final payments. Capturing of payments and Journals on BAS. Filing and retrieval of documents. Updating of payments register and other financial records.

ENQUIRIES : Mr N.V. Mthembu, Tel No: (012) 334 0594
APPLICATIONS : May be submitted electronically via email: cogta79@ursonline.co.za or via fax: 086 415 5709.

FOR ATTENTION : URS Response Handling Tel No: (012) 811 1900

DEPARTMENT OF DEFENCE



- APPLICATIONS** : Department of Defence, Chief Directorate Strategic Management, Private Bag X910, Pretoria, 0001 or Hand Delivered to Defence Headquarters, ARMSCOR Building, 370 Nossob Street, Erasmus Kloof.
- CLOSING DATE** : 09 October 2020 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : The advertisement(s) contained herein is/are meant for the attention/perusal of all interested job seekers, whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Persons not employed by the DOD/Public Service are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver's license (where applicable). 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. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

MANAGEMENT ECHELON

- POST 22/05** : **DIRECTOR RISK MANAGEMENT REF NO: DPSP 25/20**
Defence Policy, Strategy and Planning Division
Chief Directorate: Strategic Management
- SALARY** : R1 057 326 per annum (Level 13)
- CENTRE** : Pretoria
- REQUIREMENTS** : Appropriate Bachelor's or Honour's degree/Postgraduate Diploma in Risk Management, Auditing, Strategic Management, Finance, Compliance, Public Administration and Public Management of higher education band NQF Level 8. Pre-entry Certificate for the Senior Management Service. Special requirements (Skills Needed): Relevant working experience at least 5 years at Middle/Senior Managerial level. Knowledge of Government MTSF Policies, Governance Policies, PFMA, National Treasury Regulations, Public Service Regulations and the Public Sector Risk Management Framework. Knowledge of risk management prescripts, standards and wider intra-departmental activities in government. Affiliation with relevant professional bodies (IRMSA, IIA, Compliance, Ethics etc). Recommended: Quantitative techniques. Appropriate exposure within the risk management environment and knowledge and understanding of the core processes in the Public Service. Compliance, Ethics and Strategic Management knowledge. Ability to effectively and correctly interpret and apply policy, instructions and regulations. Ability to compile, effective management reports and to present it at senior level. Able

to work accurately under pressure and to travel as and when required. Well-developed verbal and written communication skills, specifically in English. Good interpersonal and HR management skills. Strongly orientated towards delivering effective, efficient service and aiming for zero defects. Strongly motivated leader with good leadership qualities. Ability to work effectively and very accurately with figures. In possession of or able to obtain a DOD secret clearance. Essential: Thorough knowledge of microcomputer applications Word for Windows, Excel and PowerPoint. Analytical and innovative thinking ability as well as problem solving skills. Proven ability to design, develop, implement and maintain effective management plans in support of the Defence Policy, Strategy and Planning process.

DUTIES

: Promulgate risk management policy and instructions: Define risk management policy requirements. Develop risk management policy and instructions. Coordinate and facilitate the approval and implementation of risk management policy and instructions. Promulgate risk management strategy and plan: Participate in the departmental environmental analysis processes. Identify departmental objective risks. Develop risk management strategy, which includes a Framework on Risk Appetite and Tolerance levels, develop planning guidelines; and develop departmental risk management implementation plans. Create situational awareness wrt identified risks. Execute performance monitoring, control and reporting wrt risk management: Establish an internal control framework for risk management: Conduct performance monitor and evaluate. Compile departmental risk management reports. Internal management of the directorate: Compile the operational plan of the directorate. Participate in the process to acquire identified resources. Maintain allocated resources. Participate in the process to dispose/retire allocated resources, including budget. Ensure the preserving of the directorate's documentation, Management of HR component.

ENQUIRIES

: Ms A.M.G. van der Colf Tel No: (012) 355 5987

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

- CLOSING DATE** : 05 October 2020 at 16:00
- NOTE** : Applications quoting the relevant reference number must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 (Section A and B compulsory) should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic transcripts including senior certificate, ID-document and a Driver's license where applicable. The certification must be not older than six (6) months from the date of the advert. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department of Labour is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).
- ERRATUM:** Kindly note that the post of Assistant Director: Compliance and Assurance Audits Reference No: HR 5/1/2/3/26, that was published in the Department of Public Services vacancy circular 21 dated 07 September 2020 with a closing date of 21 September 2020, the requirements are corrected as listed below: A Three- year qualification in Internal Audit / Accounting/ Cost and Management Accounting. Internal Audit Technician - IAT as an added advantage. Professional Internal Auditor Certification – PIA as an added advantage. Certificate Internal Auditor – CIA as an added advantage. 4 Years functional experience in compliance and assurance/ financial audits/operational audits/regulatory audit of which 2 years in supervisory. Knowledge: Compensation Fund policies, procedures, processes. Internal audits standards. Compliance and assurance processes. Internal Professional Practice Framework. Customer Relationship Management. Fund Government and Risk Management. Budgeting and Financial Management. COIDA. Relevant Stakeholders. Batho Pele principles. Legislative requirements: PFM Act and National Treasury Regulations Skills: Required Technical Proficiency. Business Writing Skills. Analytical thinking. Decision making. Communication (verbal and written. Customer Focus and Responsiveness. People and Performance Management. Managing inter-personal Conflict and Problem Solving. Planning and organising. Team Leadership. External Environmental Awareness. Duties: Provide inputs and implement the compliance and assurance audits strategies, plans guidelines and methodology. Conduct

compliance and assurance audits assignment in accordance with the audit methodology. Provide progress on compliance and assurance audits activities. Sorry for inconvenience. Enquiries: Mr Shumani Radzuma (CF), Tel: (012) 406 572 and The post of Assistant Director: Private Employer (12 Month Contract) Ref No: HR 5/1/2/3/34, the remuneration and requirements are corrected as listed below: Assistant Director: Private Employer (12 Month Contract) R 470 040 per annum (SR10) A Three-year tertiary qualification in Nursing Diploma / Business Management / Public Management/ Administration Management/ Social Science/ OHS/ Finance. 2 years' functional experience in claims processing environment of compensation or medical insurance. 2 years supervisory Knowledge: Public Service Regulation. Compensation Fund business strategies and goals. Directorate goals and performance requirements. PFMA and Treasury Regulations. Customer Service (Batho Pele Principles). Technical knowledge. Compensation Fund value chain. DPSA Guidelines on COIDA. Public Service Act. Policy of handling enquiries. Marriage Law. Estate Law. UI Act Legislative requirements: The Constitution of RSA. COIDA. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. Promotion of Access to Information Act. Road Accident Fund (RAF). Labour Relations Act. Basic Conditions of Employment Act Skills: Operational Management. Creative and Innovation. Analytical thinking. Financial Management. Change Management. Service Delivery Innovation (SDI). Planning and Organizing. Problem Solving. Negotiation Skills. Decision Making. People Management and Empowerment (Including developing others) Risk Management. Duties: Coordinate the payment of Compensation benefits Facilitate the provision of operational and technical support to provincial offices and processing labour centres Provide inputs in the development/reviewing of COID policies, strategies, guidelines and plans. Enquiries: Mr Shumani Radzuma (CF) Tel: (012) 406 5723 The post of Medical Adjudicator (Professional Nurse) with ref no: HR 4/4/1/201 for labour centre: East London: the requirements are corrected as listed below: the number of post(s) to be filled was erroneously advertise as (X2 Posts). The correct number of post to be filled is (X1 Post) sorry for the inconvenience. Enquiries Ms N Mdingi Tel No: (043) 701 3039

MANAGEMENT ECHELON

POST 22/06 : **DIRECTOR: RISK MANAGEMENT REF NO: HR4/20/09/01HO**

SALARY : R1 057 326 per annum (All inclusive)

CENTRE : Head Office, Pretoria

REQUIREMENTS : Three year (3) degree (NQF7 & SAQA recognized) in Risk Management/ Internal Auditing/ Economics/ Accounting. A Pre Entry SMS Certificate. IRMSA, Institute of Internal Auditors (SA). Five (5) years middle management experience. Three (3) years functional experience in Risk Management/ Internal Audit services. A valid driver's licence. Knowledge: Detailed Risk Management and Corporate Governance, PFMA and other related prescripts, Enterprise wide Risk Management best practices, Public Service Act, Protected Disclosure, Protected Discloser Act, and All Labour Legislation. Skills: Verbal and written communication, Computer literacy, Event management, Planning and organising, Presentation, Negotiations, Analysis, Investigating, People management.

DUTIES : Lead implement Enterprise-wide Risk Management strategies. Implement fraud identification and prevention strategies. Implement Business Continuity Strategies. Establish and Implement Compliance Framework. Manage all resources of the Directorate.

ENQUIRIES : DDG: CS B Matebesi Tel No: (012) 309 4865

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ@labour.gov.za

POST 22/07 : **PRINCIPAL LEGAL ADMINISTRATION OFFICER REF NO: HR4/20/09/02HO**

SALARY : R1 057 326 per annum (All inclusive)

CENTRE : Head Office, Pretoria

- REQUIREMENTS** : LLB degree (NQF7 & SAQA recognized). Admission as an Advocate or Attorney of the High Court of South Africa. A Pre- entry SMS Certificate. Five (5) years Middle management experience. Three (3) years functional experience in legal services. Knowledge: Departmental policies and procedures, Batho Pele principles, Financial Management, Strategic Management, Interpretations of Acts and Regulations, Human Resources Management. Skills: Leadership, Listening, Facilitation, Computer literacy, Presentation, Problem solving, Performance Management, Verbal and written communication, Analytical, Interview, Financial Management, Project Management, Negotiations.
- DUTIES** : Liaise with State Attorney, State Law Advisor and Public Protector, other relevant stakeholders and structures. Draft operational plans and compile status reports on legal matters in the Department. Provide legal advisory services in the Department and various structures. Ensure sound Financial Management. Supervise the work of the officials in the Directorate and manage their performance and development.
- ENQUIRIES** : Ms V Singh Tel No: (012) 309 4370
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ@labour.gov.za
- POST 22/08** : **CHIEF FINANCIAL OFFICER REF NO: HR4/20/08/01HO**
- SALARY** : R1 057 326 per annum (All inclusive)
CENTRE : SEE, Silverton
REQUIREMENTS : B Com Degree (NQF7 & SAQA recognized) with majors in Accounting plus Cost Management Accounting. A Pre- entry SMS Certificate. Five (5) years Middle Management experience. Three (3) to five (5) years' experience in Financial management. A valid drives licence. Knowledge: Financial Management principles, guidelines and standards, SITA regulations and standards, Management of information systems, Minimum information and security standards, Treasury Regulations, GAAP and IFRS, Supply Chain Management prescripts, Public Service Regulations Act King Report on Corporate Governance. Skills: Financial Management, Leadership and Management, Project Management, Communication, Innovation and analytical thinking, Strategic Management, Presentation and facilitation, Computer literacy, Policy Formulation.
- DUTIES** : Provide strategic leadership, support and advice to the Supported Employment Enterprises regarding financial management functions as prescribed by the PFMA, Treasury Regulations and other financial prescripts. Manage the finances, assets and supply chain management functions of Supported Employment Enterprises. Establish and maintain financial policies, practices and procedures for Supported Employment Enterprises. Develop procurement processes which are in line with the PPPFA and Supply Chain Management practices and policy. Coordinate implementation and application of effective information technology systems. Manage all resources in the Directorate.
- ENQUIRIES** : Ms BP Thwala Tel No: (012) 843 7419
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Head Office Email: Jobs-SEE@labour.gov.za

OTHER POSTS

- POST 22/09** : **PRINCIPAL PSYCHOLOGIST GRADE 1 REF NO: HR4/4/10/11**
- SALARY** : R1 025 316 – R1 137 936 per annum (OSD)
CENTRE : Provincial Office: Mmabatho
REQUIREMENTS : Master of Psychology plus registration with HPCSA as a Counselling, Industrial, Clinical Psychologist. Three (3) years appropriate experience as Clinical Psychologist after registration with HPSA as a Psychologist in any identified categories. Valid driver's license. Knowledge: Relevant Government Strategies, Relevant ILO conventions, Financial Management, Human Resource Management, Recruitment and Selection Processes. Skills: Counselling, Planning and organising, Verbal and written communication,

Computer literacy, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking, Information management.

DUTIES : Supervise employment counselling to assist workers to enter the Labour Market. Provide technical supervision of psychological assessment of worker-seekers in the Province. Supervise self-help employment counselling in Labour Centres. Establish training programme for Career Counsellors in the Province. Ensure professional record-keeping is done in the Province on employment counselling work. Provide counselling services to the referred clients.

ENQUIRIES APPLICATIONS : Mr J Zitha Tel No: (018) 387 8100

FOR ATTENTION : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at University Drive, Provident House, Mmabatho
Sub-directorate: Human Resources Management, Mmabatho Email: Jobs-NW@labour.gov.za

POST 22/10 : **DEPUTY DIRECTOR: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/10/08**

SALARY CENTRE REQUIREMENTS : R869 007 per annum (all inclusive)
Provincial Office: Mmabatho
Three-year relevant tertiary qualification in Social Sciences (Psychology; Public/Business Administration and valid driver's license. Two (2) years management experience and three (3) years functional experience in Public Employment /Public Administration /Management Services. Knowledge: ILO Conventions, Financial Management, Human Resources Management, Recruitment and Selection, Immigration Act, Employment Service Act, Unemployment Insurance Act, Compensation for Occupational Injuries and Diseases Act, PFMA, Public Service Act. Skills: Planning and Organising, Communication, Computer literacy, Analytical, Presentation, Interpersonal, Leadership, Networking, Report writing, Information Management.

DUTIES : Manage work seeker registration within the Province. Manage employer services with the Province. Manage employment counselling within the Province. Manage operation, financial and personnel resources of the PES Business unit. Manage, monitor and evaluate the implementation of policies, legislation, standards and regulations.

ENQUIRIES APPLICATIONS : Mr MO Maluleke Tel No: (018) 387 8100

FOR ATTENTION : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at University Drive, Provident House, Mmabatho.
Sub-directorate: Human Resources Management, Mmabatho Email: Jobs-NW@labour.gov.za

POST 22/11 : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS (X2 POSTS)**

SALARY CENTRE : R869 007 per annum (All inclusive)
Labour Centre: Phuthaditjaba Ref No: HR 4/4/8/270(X1 Post)
Labour Centre: Lichtenberg Ref No: HR4/4/10/09 (X1 Post)

REQUIREMENTS : Three-year relevant tertiary qualification in Business/Public Administration / Public /Business Management/Operations Management/Project Management. Two (2) years management experience. Three (3) years functional experience in business/organisational operations/services. A valid drivers Licence. Knowledge: Public Finance Management Act, Treasury regulations, Supply Chain Management processes, Asset Management, All Labour Legislations, Departmental Policies and procedures, Public Service Regulations, Batho Pele principles. Skills: Management, Communication (both verbal and written), Computer literacy, Conflict Management, Presentation, Interpersonal, Report writing, Leadership, Project management.

DUTIES : Manage the service delivery objectives as per the mandate of the Department of Labour. Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities. Implement and manage service delivery improvement plan. Manage all the resources of the Labour Centre. Manage and ensure compliance with All HRM policies directives and legislation including the Public Service Act and regulations.

ENQUIRIES APPLICATIONS : Ms E Maneli Tel No: (051) 505 6203 Mr S Mogakane Tel No: (018) 387 8100
Bloemfontein: Chief Director: Provincial Operations: PO Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein, 9301.

- Mmabatho:** Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at University Drive, Provident House, Mmabatho
- FOR ATTENTION** : Human Resources Management, Bloemfontein email: Jobs-FS@labour.gov.za
Sub-directorate: Human Resources Management, Mmabatho email: Jobs-NW@labour.gov.za
- POST 22/12** : **DEPUTY DIRECTOR: SYSTEM SUPPORT COORDINATION REF NO: HR 4/20/08/40HO**
(Re-advert, applicants who previously applied must re-apply)
- SALARY CENTRE REQUIREMENTS** : R869 007 per annum (All inclusive)
: Head Office, Pretoria
: Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Public Administration/Business Administration/Public Management/ Business Management/ Information Technology/Computer Science (Software Development, Website Design, Database Management). A valid driver's license. Five (5) years' experience of which two (2) years should be in Management experience (Assistant Director Level) and three (3) years functional experience in Public Employment Services. Knowledge: ILO Conventions, Public Service Act, Public Finance Management Act, Human Resource Management, Social Plan Guidelines, Business Process Improvement, Standard Operating Procedures, Unemployment Insurance Act, Compensation for Occupational Injuries and Diseases Act, Skills Development Act. Skills: Planning and organizing, Interpersonal, Computer literacy, Leadership, Report writing, Computer literacy, Communication (verbal and written), Presentation, Analytical, Project Management, Software Development, Website Design, Database Management.
- DUTIES** : Monitor and ensure that the implementation of ESSA systems and processes for ES IT enabled. Plan and coordinate the procedural registrations, matching and reporting. Coordinate service delivery gap analysis and facilitate responsive competency training. Coordinate and support Provincial implementation of capacity development for ESSA end –users. Manage all resources of the Sub-Directorate.
- ENQUIRIES APPLICATIONS** : Ms S Hornsby Tel No: (012) 309 4798
: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ@labour.gov.za
- POST 22/13** : **DEPUTY DIRECTOR: ADVOCACY AND STAKEHOLDER RELATIONS REF NO HR/20/09/05HO**
- SALARY CENTRE REQUIREMENTS** : R869 007 per annum (all inclusive)
: Head Office, Pretoria
: LLB/B-Proc. Admission as an Attorney or Advocate of the High Court of South Africa who has undergone pupilage and passes their bar exams. A valid driver's licence. Two (2) years of management experience. Three (3) years functional experience in a Legal services environment. Knowledge: Public Service transformation and management issues, Batho Pele Principles, Public Service Act, Ability to convert policy into action, Treasury Regulations Public Service Regulations and relevant prescripts, Departmental Policies and procedures, Accounting systems and Internal control, Corporate governance. Skills: Administration and financial management, Verbal and written communication, Good interpersonal relations, Ability to build high-performance teams, Computer literacy, Project management, Strong leadership, strategic decision making abilities.
- DUTIES** : Manage the administration of Advocacy Law. Conduct research to investigate the development of Advocacy Law. Manage the implementation of the Strategy to encourage cooperation of relevant Stakeholders. Develop the policy and provide technical advice to relevant stakeholders. Manage the implementation of capacity programmes on advocacy services.
- ENQUIRIES APPLICATIONS** : Dr. P Naidoo Tel No: (012) 309 4959
: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ@labour.gov.za

POST 22/14 : **DEPUTY DIRECTOR: BCEA ADMINISTRATION REF NO HR/20/09/11HO**

SALARY CENTRE REQUIREMENTS : R869 007 per annum (all inclusive)
: Head Office, Pretoria
: Three (3) years tertiary qualification in Labour Relations/Human Resource Management/Public Management and Admin/B Comm Management/Law. Three (3) years functional experience in Employment Standards/Labour Relations. A Valid Drivers Licence. Knowledge: Public Service Transformation and Management issues, White Paper on Transformation of Public Service, Public Service Act, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Corporate governance, Batho Pele principles, Public Finance Management Act, Employment Equity Act. Skills: Administration and financial management, Verbal and written communication, Interpersonal, Computer literacy, Project management, Strategic management, Economic analysis, Research, Conflict management, Problem solving.

DUTIES : Manage the administration of Ministerial determination. Manage and advocate conditions of employment to protect vulnerable workers. Manage the Ministerial Determinations and National Minimum Wage exemption application processes. Manage stakeholder interaction pertaining to all BCEA related matters, applications for Ministerial Determinations and NMW exemptions. Manage all resources of the Sub – Directorate.

ENQUIRIES APPLICATIONS : Mr T Mkalipi Tel No: (012) 309 4123
: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ@labour.gov.za

POST 22/15 : **SPECIALIST: EMPLOYMENT STANDARDS REF NO: HR4/4/10/04**

SALARY CENTRE REQUIREMENTS : R869 007 per annum (all inclusive)
: Provincial Office: Mmabatho
: Three (3) years qualification in Labour Relations/BCOM Law/LLB. Two (2) years management experience. Three (3) years functional experience in Inspection enforcement/ Labour relations matters. Knowledge: Public service transformation and management issues, White paper on transformation of Public Services, Public Service Act, Ability to convert policy into action, Public Service Regulation and Relevant Prescripts, Departmental policies and procedures, Corporate governance, Batho Pele Principles. Skills: Facilitation, Planning and organising, Computer literacy Interpersonal, Problem solving, interviewing, Presentation, Innovative, Analytical, Research, Project management.

DUTIES : Manage the implementation of Employment Standards Inspection Strategy, Policy and Procedures. Develop and monitor the implementation of policy and work plan to ensure peaceful and harmonious employer employee relationship. Manage and conduct the advocacy and educational programmes directed toward internal and external stakeholders. Manage all the resources of the Sub-directorate such as Human Resources, Financial Resources, Assets, etc.

ENQUIRIES APPLICATIONS : Mr MO Maluleke Tel No: (018) 387 8100
: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at University Drive, Provident House, Mmabatho.

FOR ATTENTION : Sub-directorate: Human Resources Management, Mmabatho Email: Jobs-NW@labour.gov.za

POST 22/16 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO HR/20/08/02HO**

SALARY CENTRE REQUIREMENTS : R733 257 per annum (all inclusive)
: SEE, Silverton
: Three- year relevant tertiary qualification in Supply Chain Management/ Purchasing/ Logistics/ Public Administration Management. Two (2) years Management experience. Three (3) years functional experience in Finance Management. Knowledge: Supply Chain Framework, Preferential Procurement Policy Framework, Departmental policies and procedures, Project

- Management, General management, Strategic management, PFMA, PPPFA, Treasury Regulations. Skills: Leadership, Negotiating, Facilitation, Computer literacy, Presentation, Innovative, Analytical, Verbal and written communication.
- DUTIES** : Manage the Procurement Policy and Procedures in SEE. Manage Supply and acquisition of goods and services. Manage, develop and maintain contracts with suppliers/ service providers. Manage the resources within the section.
- ENQUIRIES APPLICATIONS** : Ms A Pretorius Tel No: (012) 843 7300
- Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Head Office Email: Jobs-SEE@labour.gov.za
- POST 22/17** : **DEPUTY DIRECTOR: LABOUR ACTIVATION PROGRAMME REF NO: HR4/4/6/122**
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (all inclusive)
- Provincial Office: Limpopo
- Three-year relevant tertiary qualification Human Science/Commercial Science, Two years management experience, Three years' experience in labour Activation Programmes and a Driver's licence. Knowledge: Departmental and the Fund's Policies and Procedures, Public Financial Management Act, Unemployment Insurance and Unemployment Insurance Contributions Act, All Labour legislations, Project Management, Batho Pele Principles. Skills: Planning and organizing, People Management, Conflict management, Analytical, Problem solving, Communication, Computer literacy, Ability to think strategically, Event management, Coordination, Facilitation, Project management.
- DUTIES** : Engage with relevant stakeholders on training/skills programmes that will benefit UIF Beneficiaries. Monitor the activities of Institutions receiving funding and report on constraints including corrective actions. Participate in Advocacy Campaigns to create awareness on Labour Activation Programmes in co-operation with the Unit Communications within the Fund. Monitor institutions, learners and beneficiaries.
- ENQUIRIES APPLICATIONS** : Ms TE Maluleke Tel No: (015) 290 1768
- Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700. Human Resources Operations, Limpopo. Physical address 42A Schoeman Street, Polokwane, 0700. Email: Jobs-LP@labour.gov.za
- POST 22/18** : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: HR 4/4/8/265**
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (all inclusive)
- Provincial Office: Free State
- Three (3) year tertiary qualification in Risk Management/Auditing or Accounting or Economics. Two (2) years Management experience and three (3) years functional experience in Risk Management/Internal Audit. Valid drivers license. Knowledge: Public Finance Management Act and Treasury Regulations, Fraud and Corruption Legislative Framework, Internal Auditing, Risk, Management and Corporate Governance, Prevention of Organised Crime Act, Promotion of Access to Information Act, Basic Conditions of Employment Act, Protected Disclosure Act, Labour Relations Act, Public Service Act and Regulations. Skills: Project Management, Analytical, Communication, Interpersonal, Problem solving, Report writing, Computer (Word, Excel, PowerPoint), Mentoring and coaching.
- DUTIES** : Develop and ensure implementation of Risk Management and Anti-Fraud Strategy. Develop Plans for risk assessments and conduct awareness campaigns. Monitor and implement controls to combat fraud and corruption Conduct risk research and analysis. Manage all resources within the unit.
- ENQUIRIES APPLICATIONS** : Ms E Maneli Tel No: (051) 5056203
- Chief Director: Provincial Operations: PO Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein, 9301
- FOR ATTENTION** : Human Resources Management, Bloemfontein Email: Jobs-FS@labour.gov.za

POST 22/19 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: HR4/4/10/07**

SALARY : R733 257 per annum (all inclusive)
CENTRE : Provincial Office: Mmabatho

REQUIREMENTS : A three (3) year relevant tertiary qualification in Human Resource Management. Valid drivers licence. Three (3) years functional experience in the Human Resources Management Services. Two (2) years management experience. Knowledge: Human Resource Management Policies, Human Resources Systems and Procedures, Performance Management, Project Management, Public Service Act, Regulations and Resolutions, Recruitment and Selection Strategies, Code of Remuneration, All Labour Legislations, Code of good conduct in the Public Service, Departmental Policies and Procedures, Batho Pele principles, Human Resource Management Practices and Systems, Legislative requirements: Public Service Act, Public Service Regulations. Skills: Management, Interpersonal, Communication (Verbal and Written), Computer literacy, Negotiation, Presentation, Report writing, People Management. Problem solving, Decision making.

DUTIES : Manage the Human Resource support services and the implementation of all the Human Resource policies, procedures and relevant prescripts in the Province. Manage the effective implementation of recruitment and selection policy in the Province. Facilitate the coordination of the implementation of Performance Management Policy in the Province. Manage the coordination of Human Resource Development interventions and the implementation of Human Resource Development Policies and Programs in the Province. Manage the administration of service benefits and leave of staff in the Province.

ENQUIRIES : Mr ALT Makapela Tel No: (018) 387 8100

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at University Drive, Provident House, Mmabatho

FOR ATTENTION : Sub-directorate: Human Resources Management, Mmabatho Email: Jobs-NW@labour.gov.za

POST 22/20 : **ICT PROJECT MANAGER REF NO: HR 4/20/09/19HO**
(Re-advertisement, previous applicants must re-apply)

SALARY : R733 257 per annum (All inclusive)
CENTRE : Head Office, Pretoria

REQUIREMENTS : Three (3) year relevant tertiary qualification in ICT (BSC, BCompt, BEng, B Informatics, National Diploma: Information Technology) and Project Management Certification. Five (5) years' experience in ICT of which three (3) years must be in ICT project management environment. Knowledge: Project Management Methodologies, ICT standards, policies and procedures, Public Financial Management Act, HR Policy, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Departmental Policies and Procedures. Skills: Communication Planning, Team Management, Analytical thinking Risk and issue management, Financial Management, Quality Management, Contract Management, Integration Management, Conflict Resolution, Schedule management, Multi-tasking, Facilitation, ICT Systems Development process, Programme and project Management Methodology, Change Management.

DUTIES : Oversee and ensures that projects are delivered on time, in budget and to the required quality standard as per project schedules. Advise project stakeholders and staff to understand the project scope. Develop effective working relationships and ongoing management processes for the project. Manage, monitor and evaluate the cross functional team assigned to the project.

ENQUIRIES : Mr. EJ Nowosiad Tel No: (012) 309 4990

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ@labour.gov.za

POST 22/21 : **COUNSELLOR GRADE 1 REF NO: HR4/4/10/21**

SALARY : R579 147 - R642 765 per annum (OSD)
CENTRE : Labour Centre: Christiana

REQUIREMENTS : A Four (4) years B Psych qualification or a B Psych equivalent. Statutory requirements: Registration with Health Professional Council of South Africa as

<u>DUTIES</u>	:	a Registered Counsellor (Independent practice) or Psychometrist (Independent practice). Knowledge: ILO conventions, Financial Management, Human Resource Management, Psychometric assessment. Legislative requirement: Employment Service Act, Unemployment Insurance Act Compensation for Occupational Injuries and Diseases Act, PFMA, Public Service Act, Skills Development Act, Health professionals Act, Employment Equity Act. Skills: Planning and organising, Communication, Computer literacy, Analytical Presentation, Interpersonal, Report writing, Leadership, Networking. Provide and implement employment counselling services. Provide and implement recruitment, psychometric assessment and selection services. Liaise with different organisations (Government, non-government, non-profit and private) to facilitate employability enhancement interventions for designated groups. Manage operations and personnel recourses of the employment counselling support.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr MO Maluleke Tel No: (018) 387 8100
<u>FOR ATTENTION</u>	:	Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at University Drive, Provident House, Mmabatho. Sub-directorate: Human Resources Management, Mmabatho Email: Jobs-NW@labour.gov.za
<u>POST 22/22</u>	:	<u>DISABILITY MANAGER OCCUPATIONAL THERAPY (GRADE 1) REF NO: HR 4/4/10/103</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R517 326 per annum (OSD) Provincial Office: Western Cape National Diploma /Degree in Occupational Therapy /post graduate diploma in vocational rehabilitation therapy will be added as an advantage. Knowledge: Dol and compensation Fund business strategies and goals, Directorate goals and performance requirements, Compensation Fund Value chain and business processes, Public Service Regulations, Policies and Procedures, Customer Service (Batho Pele Principles). Skills: COIDA Act, National Health Act, Health Act, Allied Health Professions Act, Rehabilitation Framework & policy, Skills Development Act, Integrated National Disability strategy, Occupational Health and Safety Act, Public Service Act, Employment Equity Act, Labour Relations Act, Promotion of Equality and prevention of unfair discrimination Act, PFMA and National Treasury Regulations, Promotion of equality and prevention of unfair discrimination, PFMA and National Treasury Regulations, Promotion of Access to information Act, Constitution Act 108 of 1996 (amended), General knowledge of the Public Service Regulations.
<u>DUTIES</u>	:	Manage early return to work and community re-integration programmes. Participate in the development/review of rehabilitation strategy, policies and protocols in accordance with the national legislative framework. Establish and maintain relationship with various internal and external stakeholders. Manage the disability Management Section.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Z Maimane Tel No: (021) 4418125
<u>FOR ATTENTION</u>	:	Chief Director: Provincial Operations: Po Box 872, Cape Town, 8000 or hand deliver at Cnr Riebeeck & Long Street, No 9 Long Street, Cape Town Sub-directorate: Human Resources Management, Cape Town Email: Jobs-WC@labour.gov.za
<u>POST 22/23</u>	:	<u>EMPLOYMENT SERVICES PRACTITIONER (ESP3) REF NO: HR 4/4/10/146</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R470 040 per annum Provincial Office: Western Cape Three-year tertiary relevant qualification in Public Administration/Social Science. Two (2) years supervisory experience. Two (2) years functional experience in PES services. Knowledge: ILO Conventions, Financial Management, Human Resource Management, Recruitment and Selection, Immigration Act, Unemployment Insurance Act, Compensation for Occupational Injuries and Diseases Act, PFMA, Public Service Act. Skills: Planning and organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Leadership, Networking.
<u>DUTIES</u>	:	Co-ordinating and maintain the relationship within Employment Services stakeholders. Manage the provision of effective career guidance and psychometric assessment services for the Department. Oversee the provisioning of technical advice and administration service regarding PES

legislations to the client. Provide administrative support to PES Labour Centres. Manage all the resources of the division.

ENQUIRIES : Ms Z Maimane Tel No: (021) 4418125
APPLICATIONS : Chief Director: Provincial Operations: PO BOX 872, Cape Town, 8000 or hand deliver at Cnr Riebeeck & Long Street, No 9 Long Street, Cape Town
FOR ATTENTION : Sub-directorate: Human Resources Management, Cape Town MAIL: Jobs-WC@labour.gov.za

POST 22/24 : **ASSISTANT DIRECTOR: BENEFICIARY SERVICE REF NO: HR4/4/5/43**

SALARY : R470 040 per annum
CENTRE : Provincial Office: Kwazulu-Natal
REQUIREMENTS : National Diploma/ B-Degree in Administration/ Public Management/ equivalent qualifications. Two (2) to Three (3) years relevant experience. Valid Drivers license. Knowledge: Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contribution Act (UICA), Public Finance Management Act (PFMA), Treasury regulations, Batho Pele Principles, Basic Conditions of Employment (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Regulations (PSR), Public Service Act (PSA), Operations Systems. Skills: Communication, Listening, People Management, Numeracy, Computer literacy, Time Management, Customer Relations, Analytical, Interpersonal, Report Writing, Planning and Organisation, Driving.

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

ENQUIRIES : Ms NTG Khomo Tel No: (031) 366 2331
APPLICATIONS : Chief Director: Provincial Operations: PO Box 940, Durban, 4000
FOR ATTENTION : Sub-directorate: Human Resources Management, Provincial Office: KZN MAIL: Jobs-KZN@labour.gov.za

POST 22/25 : **ASSISTANT DIRECTOR: LABOUR MARKET INFORMATION STATISTICS REF NO: HR4/4/7/11**

SALARY : R470 040 per annum
CENTRE : Provincial Office: Mpumalanga
REQUIREMENTS : A three (3) year tertiary qualification Social Sciences/Statistics/Economics/Public Administration. Two (2) years supervisory experience. Two (2) years functional experience in administration/statistical collection/Labour Market services, A valid driver's license. Knowledge: Analytical methods, Basic communication Principles, Diversity Management, Group dynamics, Research, Project, COIDA, SDA, SDLA, LRA, EEA, BCEA, OHSA, UIA. Skills: Analytical, Assertiveness, Communication, Interpersonal, Innovative and creative, Leadership, Management, Planning Organisation Stress management, Team management.

DUTIES : Produce statistical analysis of Labour Market information. Conduct client satisfaction surveys. Ensure information for policy and planning purposes in the Province. Liaise with other institutions and stakeholders. Manage resources in the Unit.

ENQUIRIES : Mr. SJ Potgieter Tel No: (013) 655 8798
APPLICATIONS : Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1035 or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.
FOR ATTENTION : Sub-directorate: Human Resources Management, Emalahleni MAIL: Jobs-MP@labour.gov.za

POST 22/26 : **ASSISTANT DIRECTOR: EMPLOYER SERVICE COORDINATOR REF NO: HR 4/4/10/123**

SALARY : R470 040 per annum
CENTRE : Provincial Office: Western Cape
REQUIREMENTS : Three (3) years relevant tertiary qualification in Social Science (Psychology) Public Administration/Business Administration and a valid driver's license.

		Knowledge: Relevant ILO Conventions, Financial Management, Human Resources Management, Recruitment and Selection Process, Relevant government strategies Skills: Planning and organising, Computer literacy, Interpersonal, Analytical, Presentation, Leadership, Networking, Information Management, Verbal and written communication.
<u>DUTIES</u>	:	Coordinate International Cross Border Labour Migration and PEAT/ES functions (Daily). Coordinate the provision of services to distress companies. (Daily). Facilitate stakeholder relations for acquisition of placement opportunities (Daily). Provide operational and technical support to labour centres for the delivery of effective employer services (Daily). Facilitate the provision of IT infrastructure and implementation of innovations to render effective employer service (Daily). Facilitate the training of ESSA end users (internal and external) on employer service (Daily).
<u>ENQUIRIES</u>	:	Ms Z Maimane Tel No: (021) 4418125
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO BOX 872, Cape Town, 8000 or hand deliver at Cnr Riebeek & Long Street, No 9 Long Street, Cape Town.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Cape Town Mail: Jobs-WC@labour.gov.za
<u>POST 22/27</u>	:	<u>ASSISTANT DIRECTOR: LABOUR ACTIVATION PROGRAMME (X4 POSTS)</u>
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Provincial Office: Limpopo- Ref No: HR4/4/6/123 (X2 Posts) Provincial Office: Mmabatho- Ref No: HR4/4/10/18 (X2 Posts)
<u>REQUIREMENTS</u>	:	A Three (3) year tertiary qualification in Public Administration/ Business Administration or equivalent. Certificate in Project Management methodologies will be an added advantage. Four (4) year's functional experience in project management environment or equivalent. A valid driver's licence. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations, Labour Activist Framework, Skills Development Act (SDA), Project Management Principles, Diversity Management, Basic Education and Training (BET) Unemployment Insurance Contributions ACT (UICA), Project Management Methodologies (PMBOK). Skills: Negotiation, Interpersonal, Presentation, Problem Solving, Planning and Organising, Policy Analysis and Interpretation, Communication (verbal and written), Computer literacy, Report Writing skills.
<u>DUTIES</u>	:	Implement training /skills programmes relevant stakeholders that will benefit UIF Beneficiaries. Track and monitor the progress on identified beneficiaries and institutions funded by Labour Activation. Implementation Information management systems and ensure the records in the section are maintained. Conduct Advocacy campaigns to create awareness on Labour Activation Programmes.
<u>ENQUIRIES</u>	:	Ms TE Maluleke Tel No: (015) 290 1768 Mr S Mogakane Tel No: (018) 387 8100
<u>APPLICATIONS</u>	:	Polokwane: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700. Human Resources Operations, Limpopo. Physical address 42A Schoeman Street Polokwane 0700 EMAIL: Jobs-LP@labour.gov.za Mmabatho: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at University Drive, Provident House, Mmabatho Sub-directorate: Human Resources Management, Mmabatho Email: Jobs-NW@labour.gov.za
<u>POST 22/28</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND EMPLOYMENT RELATIONS REF NO: HR 4/4/8/269</u>
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Provincial Office: Free State
<u>REQUIREMENTS</u>	:	Three (3) years relevant tertiary qualification in Human Resource Management. Two (2) years supervisory experience. Two (2) years functional experience doing Human Resources and Employment Relations Services. Valid driver's license. Knowledge: Public Service transformation and management issues, White paper transformation of Public Service, Ability to convert policy into action, Human Resources Systems and Procedures, Public Service Act and Resolutions, Recruitment and Selection, Departmental Policies and Procedures, Batho Pele Principles, Minimum Information Security Standards. Skills: Administration and financial management, Project management, Interpersonal, Communication (verbal and written), Computer

literacy, Analytical, Problem solving, Conflict management People management.

DUTIES : Coordinate and monitor the implementation of human resources management policies in the Province (Daily). Monitor and provide advice on the implementation of Employment Relations policies and prescripts (Weekly). Coordinate and manage the implementation of programmes of Employment Equity. Monitor the administration of service benefits. Manage staff and all the resources of the Sub- Directorate.

ENQUIRIES APPLICATIONS : Mr. S Segalo Tel No: (051) 505 6206

FOR ATTENTION : Chief Director: Provincial Operations: PO Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein, 9301
Human Resources Management, Bloemfontein Email: Jobs-FS@labour.gov.za

POST 22/29 : **ASSISTANT DIRECTOR: EMPLOYMENT RELATIONS REF NO: HR 4/20/09/18HO**

SALARY CENTRE REQUIREMENTS : R376 596 per annum
: Head Office, Pretoria
: Three (3) year tertiary qualification in Labour Relations Management / Human Resources Management/LLB. Four (4) years functional experience in Employment Relations services, of which three (3) years functioning at the Senior Employment Relations Officer (SR8). A valid driver's licence. Knowledge: Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Public Service Regulations, Human Resources Management Policies, Public Service Co-ordinating Bargaining Council's Resolutions, Collective bargaining agreements, Public Service Commission, Policy / guidelines formulation, Public Finance Management Act. Skills: Management, Problem solving, Organisation, Leadership, Interpretation of legislations / policies, Budgeting / Financial, Negotiating, Verbal and Written Communication, Presentation.

DUTIES : Finalise all grievances and complaints received from employees in the Department. Process and finalize all misconduct cases in the Department. Coordinate and provide support in terms of representing Department in all disputes referred to the Public Service Sectoral Bargaining Council and the Commission for Conciliation, Mediation and Arbitration. Develop and manage the information and records of all activities in the Employment Relations section. Coordinate the finalization of all disciplinary cases in the Department. Manage resources of the section.

ENQUIRIES APPLICATIONS : Ms TV Makuya Tel No: (012) 309 4130

FOR ATTENTION : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ@labour.gov.za

POST 22/30 : **ASSISTANT DIRECTOR: IT ADMINISTRATION & OFFICE SERVICES REF NO: HR 4/4/8/31**

SALARY CENTRE REQUIREMENTS : R376 596 per annum
: Provincial Office - Kimberley
: Three (3) years relevant qualification in Business/Public Administration/Management or Financial Management, Two (2) years Supervisory experience, Two (2) years functional experience. Knowledge: Relevant Departmental policies and procedures, Basic Conditions of Employment Act, Batho Pele Principles, Minimum Information Security Standard, Archives Records, National Archives Record Services, Safety and Security, Accommodation procedures, Damage and Loss Control. Skills: Communication, Interpersonal relations, Decision making, Problem solving Presentation, Conflict management, Computer literacy.

DUTIES : Manage the accommodation and maintenance operations for the Province. Facilitate the administration functions on security services within the Province. Manage and monitor effective registry services in the Province. Monitor and ensure that all ITC equipment is operational. Supervise all resource within the section (Weekly).

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

FOR ATTENTION : Human Resources Operations, Provincial Office Kimberley Email: Jobs-NC@labour.gov.za

POST 22/31 : **ASSISTANT DIRECTOR: RISK MANAGEMENT NO: HR 4/20/09/39 HO**

SALARY : R376 596 per annum
CENTRE : Head Office. Pretoria
REQUIREMENTS : Three-year tertiary qualification in Risk Management/Internal Auditing/Accounting/Economics. Two (2) years supervisory experience. Two (2) years functional experience in Risk Management/ Internal Audit services. Valid driver's license. Knowledge: Public Sector Risk Management framework, COSO Framework, King report on Corporate Governance, Public Finance Management Act, Treasury Regulation, Protected Disclosure Act, Anti-fraud and corruption policies, Criminal and Commercial Law, Labour Relations, legislation, policies and procedures, Basic Conditions of Employment Act, Public Service Act. Skills: Analytical, Strategic Management, Financial Management, Facilitation, Investigation, Interviewing, People Management, Computer literacy, Time Management, Communication, Interpersonal, Presentation, Planning and organizing.

DUTIES : Implement Risk management strategies/ policies and systems for the Department. Promote risk awareness culture and conduct risk assessment throughout the Department through communication and training programmes. Implement integrated risk management framework for all aspects of risk across the Department. Manage fraud and corruption investigations in the Department. Manage resources within Risk Management Unit.

ENQUIRIES : Ms G Baker Tel No: (012) 309 4968
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ@labour.gov.za

POST 22/32 : **ASSISTANT DIRECTOR: FINANCIAL LIAISON-PUBLIC ENTITIES REF NO: HR4/20/09/14HO**
(Re- Advertisement, applicants who previously applied must re-apply)

SALARY : R376 596 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three (3) year tertiary qualification in Financial Management / Accounting. Two (2) years supervisory experience. Two (2) years functional experience in oversight of SOEs (State Owned Entities)/ Financial Management/Accounting. Knowledge: Applicable legislative and regulatory framework (i.e. Labour), Public Finance and Management Act (PFMA), Treasury Regulations and guidelines, Organisational and government structures, Internal audit concepts, frameworks and methodologies, Public Sector Risk Management Framework, King Report on Corporate governance (II and III), General Recognised Accounting Practice (GRAP). Skills: Planning and organizing, Communication (Written and Verbal), Problem solving, Leadership, Conflict and Diversity Management, Presentation Analytical, Financial and Performance Report writing.

DUTIES : Monitor and advise SOE's on governance compliance issues. Monitor and advise SOE's on financial governance and financial oversight. Evaluate the financial performance and positions of businesses in determining affordability of the Ministerial variations from sectoral determinations. Supervise the resources of the directorate.

ENQUIRIES : Ms M Sebaka Tel No: (012) 309 4591
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand delivers at 215 Francis Baard Street, Laboria House.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office: Email: Jobs-HQ@labour.gov.za

POST 22/33 : **ASSISTANT DIRECTOR: INTERNAL AUDITOR (INFORMATION TECHNOLOGY AUDIT) REF NO: HR4/20/09/07HO**
(Re- Advertisement, applicants who previously applied must re-apply)

SALARY : R376 596 per annum
CENTRE : Head Office, Pretoria

- REQUIREMENTS** : Three (3) year National Diploma (NQF6)/Undergraduate Bachelor Degree (NQF7) in Auditing/Accounting/Financial Information Systems/Bcom Information Communication Management/Information Systems/BSc IT/Computer Science. Four (4) years' experience of which two (2) years at the Supervisory level as (Senior Internal Auditor (ICT Audit) and two (2) years' experience in Information Communication and Technology Audit. A valid driver's licence. Knowledge: Internal Audit Methodology, Public Finance Management Act and National Treasury Regulation, Information Technology Frameworks (e.g. COBIT, ITIL, ISO), Public Service Regulations, Public Service Act, National Treasury Internal Audit Framework, King Report on Corporate Governance (II and III), Public Sector Risk Management Framework, Framework for managing performance information, International Internal Audit Standards, International Financial Reporting Standards, International Accounting Standards, Generally Recognised Accounting Practice (GRAP), Departmental Internal Audit Activity, Audit and Risk Committee Charter, Departmental legislative and regulatory framework (LRA, BCEA, PAIA etc.). Skills: Communication (verbal and written), Presentation, Planning and organising, Teammate (Audit Software), Conflict Management, Leadership, Project Management, Coordinating, Risk Assessment, Negotiation, Problem Solving, Policy analysis and Development, Computer literacy, Report Writing, Driving, Analytical.
- DUTIES** : Plan allocated Information Communication and Technology audit assignment according to the approved Internal Audit Plan. Conduct Information Technology Audit projects according to the approved Internal Audit Plan. Manage resources of the Unit.
- ENQUIRIES** : Ms M Nkuna Tel No: (012) 309 4336/4428
- APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand delivers at 215 Francis Baard Street, Laboria House.
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ@labour.gov.za
- POST 22/34** : **SENIOR TRAINING OFFICER REF NO: HR 4/20/09/31HO**
(Re-advert, applicants who previously applied must re-apply)
- SALARY** : R316 791 per annum
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Human Resources Management/ Development/Training & Development/ Management of Training/ Public Management. Two (2) years functional experience in Human Resources Development/Training and Development Services Knowledge: Batho Pele principles, Departmental policies and procedures, Skills Development, Skills Development Levies Act, Compulsory Induction Programme (CIP) Module 1-5, Directive on Youth Development Programmes, Bursary Administration. Skills: Computer literacy, Analytical, Communication, Interpersonal, Innovative, Planning and organizing.
- DUTIES** : Implement bursary program. Facilitate and coordinate Compulsory Induction Programme and orientation program. Implement the workplace Skills plan programs (WSP). Administer and implement of Internship Programme.
- ENQUIRIES** : Mr G Mosima Tel No: (012) 309 4522
- APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand delivers at 215 Francis Baard Street.
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Head Office EMAIL: Jobs-HQ@labour.gov.za

DEPARTMENT OF ENVIRONMENT, FORESTRY AND FISHERIES

- APPLICATIONS** : must be submitted to the Director-General, Department of Environment, Forestry and Fisheries, For Attention: The Director: Human Resources Management, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, ERF 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
- FOR ATTENTION NOTE** : Human Resource Management
- : Application must be submitted on a signed Z83 form obtainable from any Public Service Department and must be completed in full accompanied by certified copies of qualifications (Matric Certificate must also be attached) ID document, a valid Driver's License (all attached documentation must not be older than 6 months) together with the recent Curriculum Vitae in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSSA Directive on the implementation of competency based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Consideration will be given to the candidates who previously applied and meet the requirements, and therefore they need not apply.

MANAGEMENT ECHELON

- POST 22/35** : **DEPUTY DIRECTOR-GENERAL: CHEMICAL AND WASTE MANAGEMENT REF NO: CWMQ01/2020**
- SALARY** : R1 521 591 per annum (An all-inclusive annual remuneration package) the remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
- CENTRE REQUIREMENTS** : Pretoria
- : An undergraduate qualification in Natural Science/Environmental Management and a post graduate qualification (NQF level 8) as recognised by SAQA. Extensive experience in the relevant field. Applicants must have 8-10 years of experience at senior management level. Experience in Chemical and Waste management planning. Knowledge of international environmental and development issues (globally, regionally, and locally). Understanding of Environmental issues relating to chemicals and waste. Ability to manage Units and plan for activities, including projects and policy matter. Ability to negotiate with high-level executives in public and private sector, to secure Government's

investments and opportunities. Programme and Project Management skills. Service orientated. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies, strategies and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations Ability to work under pressure and long hours.

DUTIES : Develop and implement processes and systems for the efficient and effective administration of the Department's authorisation of waste management activities and ensure reduced releases of hazardous waste streams into the environment and that contaminated land is remediated. Lead the development of national policies, strategies, legislation, norms and standards and build capacity in government, industry and civil society to respond to the challenges of pollution resulting from poor general waste management while also contributing towards the provision of basic waste services to all citizens of SA. Lead the development of national policies, strategies, legislation, norms and standards and monitor and evaluate the impact of policy on chemicals and waste management. Manage, facilitate, plan and coordinate departments and South Africa engagement and co-operation agreements in multi-lateral chemicals and waste agreement and related international cooperation and national programmes.

ENQUIRIES : Mr G Ntshane, Tel No: (012) 399 8628 Cell No: 079 879 9656

CLOSING DATE : 12 October 2020

POST 22/36 : **DIRECTOR: INTERNAL AUDIT REF NO: ODG04/2020**

SALARY : R1 057 326 per annum (all inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : An appropriate recognised Bachelor's Degree in Auditing/Risk Management/ Management Accounting fields or equivalent relevant qualification (NQF Level 7) as recognized by SAQA. Membership of the Institute for Internal Auditors (IIA) SA. Certification as a Certified Internal Auditor (CIA), CISA, CA or MBA will be an advantage. Minimum of 5 years' experience at a middle management or senior managerial level. Extensive knowledge of Internal Audit principles, including the Standards for the Professional Practice of Internal Audit and the Code of Ethics developed by the Institute of Internal Audit. Extensive knowledge of internal auditing, risk management, Public Finance Management Act, Treasury Regulations and the Public Service Regulatory Framework. Proven strategic management and leadership capabilities. Excellent communication (both verbal and report writing), problem solving, research, analytical, auditing and presentation skills. Ability to apply policies, gather and analyse information, and work under pressure and long hours.

DUTIES : Facilitation and coordination of internal audit services within the Department. Develop and implement internal audit governance documents, policy, procedures and guidelines for the unit. Develop and implement quality assurance programmes to ensure compliance with the International Standards of Professional Practice of Internal Audit. Manage the identification and evaluation of the Department's audit risk areas and the development of a risk-based annual internal audit plan. Manage and coordinate planning and execution of internal audits. Facilitate and coordinate audit processes. Identify audit gaps and provide corrective measures. Provide support and gather information necessary for audits. Ensure effective and efficient audits practices. Manage the performance of audit procedures, including identifying and defining issues, develop criteria, reviewing and analysing evidence, and documenting client processes and procedures. Monitor and facilitate reporting on internal audits; ad-hoc audits and investigations as and when requested by management. Prepare audit reports. Manage and advice internal audit staff on the implementation of approved functional plans. Ensure the alignment of processes and procedure with the business plan of the function. Manage and coordinate the activities of the Audit and Risk Committee, as well as reporting all internal audit activities at the quarterly meetings. Liaise with the Auditor General and other parties.

ENQUIRIES : Ms H Schoeman Tel No: (012) 399 9890

CLOSING DATE : 12 October 2020

OTHER POSTS

POST 22/37 : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: CMS10/2020**

SALARY : R376 596 per annum

CENTRE : Pretoria

REQUIREMENTS : An appropriate three-year Degree/National Diploma in Management Services or equivalent qualification with a minimum of 3 years of experience in organizational development or related field. Understanding of the organizational development principles and procedures; Administrative procedures. Knowledge of Financial Management; Project Management, HR Practices and EDMS. Knowledge and understanding of Evaluate/Equate System; Job evaluation processes and Organizational design practices. Personnel Management; Monitoring and control; Administration fields. Knowledge of Public Service and Departmental procedures and Contract Management. Knowledge of Administration and leadership management. The incumbent must have the following skills: Leadership and Management; Coordination skills; Organizational and planning; Communication skills (written and spoken); Programme and Project Management; Listening skills; Writing skills; Decision-making skills; Report writing skills and organizational skills.

DUTIES : The incumbent will be responsible for conducting, implementing and monitoring the organizational Development Investigations. Conduct a study analysis on investigations in line with relevant statutory documents. Provide advice to managers and staff with new developments and principles of OD. Conduct and monitor compliance on job evaluation process. Advice on JE matters. Develop and review JE policy. Ensure appointment and training of panel members. Coordinate and monitor the development of job descriptions in line with departmental Structure. Manage OD administrative functions. Advise managers on the development of job descriptions. Provide support and gather information for the job content. Advise managers and staff with new developments. Oversee the maintenance of the OD database.

ENQUIRIES : Mr M Mphahlele Tel No: (012) 399 8876

CLOSING DATE : 05 October 2020

POST 22/38 : **ASSISTANT DIRECTOR: LOGISTICS MANAGEMENT REF NO: CFO06/2020**

SALARY : R376 596 per annum

CENTRE : Pretoria

REQUIREMENTS : An appropriate three year Degree/National Diploma in Logistics Management or equivalent relevant qualification plus proven years of relevant experience in Logistics Management coupled with at least 3-5 years at Supervisory level. The incumbent must have in-depth understanding of Supply Chain Management processes. Candidate should portray the following competencies: good communication skills, people management, policy analysis and development, risk and compliance management, stakeholder management and communication, good interpersonal relations and should be prepared to work under pressure. Knowledge and understanding of leadership, delegation and empowerment, report writing. Candidates must have the knowledge of the following: Public Service Regulation, PFMA, Treasury Regulation, and Treasury Prescripts i.e. Circulars, Practice Notes and computer software packages is essential: MS Package (i.e. Word, Excel, and PowerPoint), Microsoft Outlook.

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

reconciliations, and accuracy of the management reports. Management of staff.

ENQUIRIES
CLOSING DATE

: Mr B Matshotshi Tel No: (012) 399 9075
: 12 October 2020

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



- APPLICATIONS** : Please forward your application, quoting the relevant reference number, in the heading to the email below: Disclaimer during COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, it is mandatory to email your application with the relevant supporting documentation to gpaa07@ursonline.co.za quoting the reference number in the subject heading of the email.
- FOR ATTENTION** : Mr Lesiba Sehlapelo – Recruitment
- CLOSING DATE** : 05 October 2020 at 12h00 noon No late applications will be considered.
- NOTE** : Take note of the disclaimer mentioned on each advert during COVID lockdown. It is mandatory that applications with supporting documentation, including signed Z83 be emailed to the respective email addresses indicated on each advert. Ensure that you use the correct inbox/email. Applications sent to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. A Z83 not signed, will be deemed a regret. Only send documents related to the requirements in the advert. Requirement of applications: Applications must be submitted on form Z83, obtainable on the internet at <http://www.gpaa.gov.za> (Originally signed). The relevant reference number must be quoted on all applications. Application should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) (2) certified copies of all qualifications (including matriculation), Identity document, valid driver's license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Note: All copies must be certified in the past 6 months. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for interviews at a date and time determined by GPAA. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance.

OTHER POST

- POST 22/39** : **ADMINISTRATORS: TRACING REF NO: FA/UC&T/PRETORIA/2020/09-5C**
(12 months contract)
Finance: Unclaimed Benefits
- SALARY** : R208 584 per annum (Level 06) plus 37% in lieu of benefits
CENTRE : Pretoria Head Office
REQUIREMENTS : An appropriate three year tertiary qualification/degree/national diploma (at least 360 credits) (Finance related) with 18 months proven experience in accounting/financial management of which 6 months should be in administration OR A Senior Certificate/Grade 12 coupled with 3 years appropriate proven experience in accounting/financial management field of which 6 months should be in administration. Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province (applying for) will be an added advantage. The applications of individuals currently residing in KZN may receive preference. Knowledge of PFMA. Knowledge of Public Service Act (PSA); Integrity; Analytical skills; Customer orientation; Ability to prioritize; Time management skills; Effective communication skills (written and verbal); Ability to work in a team; Problem solving skills; Deadline driven.
- DUTIES** : The incumbent of this position will be responsible for a wide variety of financial administrative tasks which includes the following, but not limited to; Trace beneficiaries. Find contact details on ITC and other platforms in order to identify members and beneficiaries for unclaimed benefits; Contact potential candidates, confirming their personal particulars, in order to validate their status as beneficiaries; Engage government departments and other community platforms to trace beneficiaries and members on unclaimed benefits list. Rectify error by updating the system with the correct information provided by the clients. Send unclaimed benefit cases and documents successfully traced to Pretoria Head Office tracing division. Prepare cases for processing. Provide administrative support by collating the documentation required to process cases not traced to unclaimed benefits; Check the system against documentation provided in order to avoid issues with processing; Send death benefit form to client in accordance with benefit to which he/she is entitled; Capture accurate information onto database with respect to beneficiaries eligible for re-issues based on documentation provided. Verify cases. Perform data integrity checks, following standard processes; Generate weekly and monthly unclaimed benefit reports, reflecting the status of cases for the attention of the Assistant Manager and the Outbound Call Centre Agent.
- ENQUIRIES** : Mr Lesiba Sehlapelo Tel No: (012) 399 2710
NOTE : Various positions for Tracing Administrators at Unclaimed Benefits: Finance Section are available at the Government Pensions Administration Agency in Head Office Gauteng. The positions will be filled as 12 months contract positions. Interviews will be conducted via a virtual medium which will be discussed with each shortlisted applicant. Correspondence will only be conducted with the short- listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

GOVERNEMENT PRINTING WORKS

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

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, and email to recruitment@gpw.gov.za or alternatively in exceptional circumstances forward to The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria, 0001
- FOR ATTENTION** : Mr. JJ Rossouw, Human Resources Tel No: (012) 748 6265.
- CLOSING DATE** : 02 October 2020, 12:00 noon.
- NOTE** : Take note of the disclaimer mentioned on the advert during COVID lockdown. It is preferred that applications with supporting documentation, including signed Z83 be emailed to the respective email address indicated on each advert. Ensure to sign your Z83 before you scan it. A Z83 not signed, will be deemed a regret. Applications sent to the incorrect email address will be deemed a regret. Applications must be submitted on form Z83 (obtainable from any Public Service Department) and must be completed in full and page 2 duly signed; Clear indication of the post and reference number that is being applied for must be indicated on your Z.83, A detailed covering letter, recent comprehensive CV specifying all qualifications and experience with respective dates. Certified copies of qualifications, ID and a valid driver's license (where required), must be attached. The certification must be not older than six (6) months from the date of the advert. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA), The Government Printing Works reserves the right to fill or not fill its advertised posts, General information: Shortlisted candidates must be available for interviews at a date and time determined by the Government Printing Works. Shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the jobs; the logistics of which will be communicated by the Government Printing Works, Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the Implementation of Competency-based assessments), The competency assessment will be testing generic managerial competencies, using the mandated DPSA SMS competency assessment tools, Personnel suitability checks will also be administered as a part of the selection process. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Successful candidates will be required to enter in an employment contract and performance agreement (as relevant), and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration, If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. Disclaimer during COVID 19 lockdown stages: With the restrictions on social distancing during phases 5 to 2, you may email your application with the relevant supporting documentation by quoting the reference number in the heading. Avoid posting or hand delivering. Disclaimer: The Successful Applicant Will Not Be Appointed before Completion of the Pre-Entry Certificate for SMS as Prescribed by the DPSA.

MANAGEMENT ECHELON

- POST 22/40** : **CHIEF EXECUTIVE OFFICER REF NO: GPW 20/23**
(5 year contract appointment)
Re-Advert Candidates who previously applied, are encouraged to re-apply
- SALARY** : R1 978 533 per annum (Level 16) (An all-inclusive salary package) (subject to applicable rules), structured as follows: Basic salary - 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary), non-pensionable Head of Department allowance - 10% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE
REQUIREMENTS**

- : Pretoria
- : An appropriate recognized undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) or equivalent qualification, recognized by SAQA; coupled with 8 to 10 years' experience at a senior managerial level, of which at least three (3) years' experience must be within any organ of State as defined in the Constitution, Act 108 of 1996, The candidate envisaged for appointment must be a dynamic leader with extensive knowledge of the Public Finance Management Act and National Treasury Regulations, A strong understanding of corporate governance and legislative and regulatory framework applicable thereto. The incumbent will have excellent verbal and written communication skills, as well as a strong business acumen, Au fait in strategic capability and leadership, service delivery innovation, client orientation and customer care and problem solving and analysis. A valid driver's license and willingness to travel extensively and work extended hours is required.

DUTIES

- : The successful candidate will be responsible for leading the Government Printing Works in setting a clear and compelling service-vision, which translates into the effective achievement of its strategic mandate and growing of business to ensure self-sustainability, Foster partnerships with relevant stakeholders (internally and externally), thereby optimizing the Department's contribution to the achievement of the National Development Plan, Ensure compliance with national and appropriate internationally regulations, Ensure continuous improvement in the quality and value of services rendered by the Department, Establish and maintain an organizational structure which supports the accomplishment of operational and strategic goals, Implement and ensure compliance with corporate governance and all the relevant legislative and regulatory frameworks based on the King III principles, and ensure effective resource management.

ENQUIRIES

- : Ms MM Modise Tel No: (012) 748- 6269

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

<u>CLOSING DATE</u>	:	05 October 2020
<u>NOTE</u>	:	Interested applicants must submit their applications for employment to the email address specified to each post. The email <u>must include only</u> completed and signed Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , a CV with a font size of 10 and Arial theme font, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary. Attachments must be limited to 10 megabytes. Emails that do not comply with the above specifications will bounce back without reaching the Department. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

<u>POST 22/41</u>	:	<u>FAMILY ADVOCATE; LP7 REF NO: 2020/48/GP</u> (Re-Advert: Candidates who previously applied, are encouraged to re-apply)
<u>SALARY</u>	:	R763 212 – R822 192 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Family Advocate: Johannesburg An LLB Degree or recognized 4 year legal qualification; Admitted as an Advocate; The right of appearance in the High Court of South Africa; At least 5 years appropriate post qualification litigation experience; A valid driver's license. Skills and Competencies: Litigation; Advocacy; Legal research and drafting; Dispute resolution; Case flow management.
<u>DUTIES</u>	:	Key Performance Areas: Execute the mandate of the Office of the Family Advocate; Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Endorse settlement agreements or commenting thereon; Institute enquires to ascertain the best interest of the minor child by means of ADR procedures and evaluation; Attend to Hague matters when delegated to do so; Attend to relevant circuit courts within the provinces.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms R Moabelo Tel No: (011) 332 9000 Quoting the relevant reference number, direct your application to: Email Address: GPRcruitment2@justice.gov.za
<u>POST 22/42</u>	:	<u>COURT MANAGER REF NO: 20/VA28/NW</u>
<u>SALARY</u>	:	R470 040 – R553 677 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Vryburg Magistrate Court A 3 year qualification in Administration and/or a National Diploma in Service Management (NQF Level 5) plus module in Case Flow Management or

- relevant equivalent qualification; At least 3 years managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; Experience in the Court environment will be an added advantage; A valid driver's licence. Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer literacy.
- DUTIES** : Key Performance Areas: Coordinate and manage the financial, human resources of the office as well as risk and security in court; Manage the strategic and business planning processes, the facility, physical resources, information and communication related to courts; Compile and analyze court statistics to show performance and trends; Support Case Flow Management at the court; Develop and implement customer service improvements strategies; Lead and Manage the transformation of the office; Manage the project intended to improve court management; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users.
- ENQUIRIES APPLICATIONS** : Ms. L Shoai Tel No: (018) 397 7054
: Quoting the relevant reference number, direct your application to: Email Address: RecruitmentNW-CM@justice.gov.za
- POST 22/43** : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: 20/VA29/NW**
- SALARY** : R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office: North West
: An appropriate three (3) years National Diploma/Bachelor's Degree (NQF 6) or equivalent qualification in Labour Relations/Human Resource Management specializing in Labour Relations/Employment Relations; Minimum of three years' relevant experience in Labour Relations; At least one year relevant supervisory experience; In depth knowledge and understanding of all relevant Human Resources Legislations and policies; valid driver's license. Skills and Competencies: Problem solving skills; Planning, organizing and time management; Excellent verbal and written communications skills including negotiation and diplomacy; Policy analysis and development; Research analysis; Ability to operate Microsoft office programmes effectively; Ability to work under pressure and people management.
- DUTIES** : Key Performance Areas: Provide advice to line managers regarding grievances, disputes and misconduct; Represent the employer at conciliation and arbitration; Conduct training (formal and informal); Give support and render advice regarding policies, requirements and prescripts to all stakeholders; Compile statistics and reports on Labour Relations matters; Monitor Labour Relations matters are attended to by appointed officials within stipulated time frame; Provide logistical and administrative support to State Attorney.
- ENQUIRIES APPLICATIONS** : Ms. L Shoai Tel No: (018) 397 7054
: Quoting the relevant reference number, direct your application to: RecruitmentNW-ASD@justice.gov.za
- POST 22/44** : **ASSISTANT DIRECTOR: FINANCIAL OPERATIONS MANAGER REF NO: 2020/87/GP (X2 POSTS)**
(Re-Advertisements: Applicants who previously applied are encouraged to re-apply)
- SALARY** : R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office Gauteng (Randburg and Kempton Park Cluster)
: A Bachelor's Degree/National Diploma in Finance /Accounting or equivalent; At least three years' experience in a financial environment; Knowledge and understanding of the PFMA, Treasury Regulations and relevant government regulations and policies; A valid driver's license. Recommendations: Knowledge and practical experience of BAS, Supply Chain Management and budgeting process within government. Skills and Competencies: Computer literacy; Proven managerial, verbal and written communication skills as well as ability to maintain good interpersonal relations; Ability to work under pressure and overtime, if required; A thorough understanding and knowledge of the Department's branches will be an added advantage; Facilitation, people, motivational and driving skills; Finance Management.

DUTIES : Key Performance Areas: Identify financial problems and risks by compliance assessments and report findings to the Court Manager, Area Court Manager and the Regional Finance Manager; Define and introduce financial control, procedures and methods towards sustaining a NAQ status; Identify training needs and ensure that capacity building is in line with identified needs; Facilitation of financial capacity building interventions. Monitor and render support with cluster's monthly reconciliation of third party funds; Monitoring of audit recommendations and action plan to ensure compliance; Monitor and report on effective supply chain and asset management processes within the cluster.

ENQUIRIES : Ms RR Moabelo Tel No: (011) 332 9000
APPLICATIONS : Quoting the relevant reference number, direct your application to: Email Address: BuMbanga@justice.gov.za or FoMathebula@justice.gov.za

POST 22/45 : **COURT INTERMEDIARY REF NO: 20/52/FS**

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

CENTRE : Magistrate's Offices: Thaba-Nchu
REQUIREMENTS : The persons or category of persons who may be appointed as Intermediaries and the requirements for such persons or category of persons in terms of Government Notice R1374 in Government Gazette 15024 of 30 July 1993 as amended by GN R360 in GG 17882 of 28 February 1997, GN R597 in GG 22435 of 2 July 2001 and as amended by GN R663 in GG 10737 of 14 July 2017 are the following: Medical Practitioners who specialty of pediatrics or Psychiatry who are registered in terms of section 17 of the Health Professions Act, 1974 (Act 56 of 1974), or, Clinical counselling or Educational Psychologist who are registered in terms of section 17 of the Health Professionals Act 1974 (Act nr 56 of 1974); Family Counsellors who are appointed under section 3(1) of the Mediation in Certain Divorce Matters Act, 1987, and who are or were Clinical, Counselling or Educational Psychologist who registered in terms of section 17 of the Health Professional Act, 1974 (Act Nr. 56 of 1974; or Social Workers who are registered in terms of section 17 of the Social Service Act, 1978 (Act Nr. 110 of 1978) who at least have two years' experience in social work; Educators as defined in section 1 of the South African School Act, 1996 (Act no 84 of 1996) who (a) have obtained a minimum post Matriculation teacher's education qualification of three years at a recognized tertiary education institution and (b) have at least three years' experience in teaching, and are registered in terms of section 21 of the South African council for Educators Act 2000 (Act no 31 of 2000) and include former teachers, who comply with paragraph (a) and (b); Child and Youth care workers who have obtained a minimum post Matriculation education qualification of three years at a recognized tertiary education institution in child and youth care and have at least three years' experience in child and youth care; Knowledge of legislation and regulations pertaining to public service and administration; Knowledge of legal term and terminology, and understanding Human Rights; Knowledge of Children's and mentally disabled communication patterns and styles. Languages proficiencies: Applicants must please indicate their language proficiency level in English, Afrikaans, Sesotho, IsiXhosa, Setswana and any other indigenous language. (Complete section D of Z83) language proficiency testing will be conducted during the interviews. A valid driver's license and willing to travel extensively within the province and beyond. Skills and Competencies: Communication and empathetic skills (with children, persons with disabilities and other traumatized witnesses); Trauma and basic counseling skills; Interpersonal relations skills; Customer focus and responsiveness; Administrative skills; Computer literacy (MS Word, PowerPoint, Outlook, Excel); Problem solving and decision making skills.

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

ENQUIRIES : Ms. NM Dwyili Tel No: (051) 407 1800

- APPLICATIONS** : In order to comply with the COVID 19 lockdown restrictions and to limit the movement of persons, all applications must be submitted on line: DOJ20-52-FS@justice.gov.za OR fax 0864003806 / 0865070071
- POST 22/46** : **ADMINISTRATIVE OFFICER REF NO: 20/53/FS**
- SALARY** : R316 791 - R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate's Office: Makwane
: Three-year Bachelor's degree/National Diploma in Public Management Administration or equivalent; 3 years administration experience; Proven Supervisory experience, Court experience and drivers licence will serve as an added advantage; Skills and competencies: Sound Knowledge of Financial Management (Vote and Trust Account); Sound knowledge of Human Resource Management; Computer Literacy (Microsoft packages); Sound Knowledge of asset management; Sound knowledge of supply chain management and risk management; Good interpersonal relations; Knowledge of PFMA, DFI, BAS and JYP; Leadership and Principles of Management.
- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resource of the office; Co- ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the facility; Control of the section related to Family Courts, Human Resource and Supply Chain; Management of the Finance of the office (Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; General Supervision of Administration staff and Implement formal and informal disciplinary matters; Compile statistics to show performance and trends; Check diverse documents and work performance of co- workers for completion and correctness; Manage the facilities of the Department at Court; Co-ordinate; Manage and administer support services to Case Flow Management and other court users to ensure delivery of service; Implement Departmental policies; Manage and Maintain prescripts related to the functions of The DOJ & CD and Public Service in general; Facilitate training and development of personnel; Management of performance in the office and performance of any other duties necessary to ensure smooth office running.
- ENQUIRIES APPLICATIONS** : Ms NM Dywili Tel No: (051) 407 1800
: In order to comply with the COVID 19 lockdown restrictions and to limit the movement of persons, all applications must be submitted on line: DOJ20-53-FS@justice.gov.za OR fax to: 0864003806 / 0865070071
- POST 22/47** : **SOCIAL WORKER/FAMILY COUNSELLOR GRADE 1-4 REF NO: 2020/49/GP (X2 POSTS)**
Re- Advertisement: Candidates who previously applied are encouraged to re-apply
- SALARY** : R257 592 – R581 178 per annum. (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Family Advocate: Pretoria
: Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; A minimum of three (3) years appropriate experience; Knowledge and experience in Mediation; Court Experience in rendering expert Evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Children's Act, Maintenance Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction); A valid drivers' licence; Language proficiency in English and Afrikaans will be an added advantage. Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.
- DUTIES** : Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and make recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and source references in family law disputes;

ENQUIRIES APPLICATIONS : Ms. P Raadt Tel No: (011) 332 9000
 : Quoting the relevant reference number, direct your application to: Email
 Address: GPRrecruitment1@justice.gov.za

POST 22/48 : **CHIEF ADMINISTRATION CLERK REF NO: 20/51/FS**

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

CENTRE REQUIREMENTS : Magistrate's Office, Sasolburg
 : Grade 12 certificate or Equivalent Qualification with 3-5 years relevant experience. A valid driver's license; Court experience will serve as an advantage. Skill and Competencies: Computer literacy (MS Office, MS Excel & PowerPoint); Good Communication (Verbal and written); Good interpersonal relations and problem-solving skills. Ability to work under pressure and work independently. Knowledge of PFMA, DFI, BAS and JYP.

DUTIES : Key Performance Areas: Render general clerical support services. Provide Supply Chain clerical support services within the component. Supervise and provide personnel administration clerical support services within the Court/Cluster. Supervise and provide financial administration support services in the Court/Cluster.

ENQUIRIES APPLICATIONS : Ms. N Dywili Tel No: (051) 407 1800
 : In order to comply with the COVID 19 lockdown restrictions and to limit the movement of persons, all applications must be submitted on line: DOJ20-51-FS@justice.gov.za OR fax 0864003806 / 0865070071

NATIONAL PROSECUTING AUTHORITY

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

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E-mail as stated below.
- CLOSING DATE** : 06 October 2020
- NOTE** : For your application to be accepted: Applications must be submitted on a Z83, obtainable from any Public Service department or on www.npa.gov.za which must be fully completed as per the instructions on the form, signed and dated. If the Z83 is not completed as prescribed your application will not be accepted. CVs without a Z83 will not be accepted. Handwritten Z83 must be completed in Block Letters. Only copies of certified required qualifications, identity document and other listed documents as per the advert, must be included with your application. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please Do Not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (3) three months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. NB! All employees considered for appointment to the Investigating Directorate will be subject to a lifestyle audit and integrity vetting. A valid driver's license will be a requirement where applicable. NB! Applicants Who Are Successful Must Please Note That the NPA Is Not In a Position to Pay Resettlement Costs
- ERRATUM:** Kindly note that the post of Supply Chain Supervisor with Ref No; Recruit 2020/298; Regional Court Control Prosecutor Ref No: Recruit 2020/152; Regional Court Prosecutor with Ref No: Recruit 2020/181 and Administrative Clerk Recruit 2020/304 advertised in Vacancy Circular 7 dated 28 July 2020 with closing date of 11 August 2020 advertised in Public Service has been withdrawn.

OTHER POSTS

- POST 22/49** : **SENIOR PUBLIC PROSECUTOR**
Specialised Commercial Crime Unit
- SALARY** : R983 019 - R1 536 567 per annum (Level LP-9) (Total Cost Package)
- CENTRE** : Head Office: Pretoria - Recruit 2020/379
- REQUIREMENTS** : A recognised four-year legal qualification. At least eight years post qualification legal experience in civil and/or criminal litigation. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Good advocacy, well-developed skills in legal research and legal drafting skills. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Good interpersonal, analytical, presentation and communication skills. Knowledge of asset forfeiture law. The ability to act independently. Strong computer skills will be required.
- DUTIES** : Conduct prosecution of serious, complex and organised commercial crime cases and corruption matters. Advise the police on the investigation of serious, complex and organised commercial crime cases and corruption matters. Conduct legal research and keep-up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts.

		Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally conduct prosecution on behalf of the State.
<u>ENQUIRIES</u>	:	Gija Maswanganyi Tel No: (012) 845 6944
<u>APPLICATIONS</u>	:	e mail Recruit2020379@npa.gov.za
<u>POST 22/50</u>	:	<u>SENIOR PUBLIC PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R983 019 - R1 536 567 per annum (Level CM-1) (Total Cost Package)
<u>CENTRE</u>	:	CPP: Pietermaritzburg Ref No: Recruit 2020/380
	:	CPP: Mmabatho (Molopo) Ref No: Recruit 2020/381
	:	CPP: Bloemfontein Ref No: Recruit 2020/448 (X2 Posts)
<u>REQUIREMENTS</u>	:	A recognised four-year legal qualification. At least eight years post qualification legal experience. Five years' experience in legal practice will be an added advantage. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.
<u>DUTIES</u>	:	Manage and supervise lower level prosecutors including the allocation of work and management of performance. Study case dockets and decide on the institution and conduct criminal proceedings of a general and more advanced nature. Prepare cases for court and draft charge sheet and other proceedings of the court. Represent the State in all Courts. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES</u>	:	CPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753
	:	CPP: Bloemfontein Tel No: (051) 410 6001
	:	CPP: Mmabatho Flora Kalakgosi Tel No: (018) 381 9041
<u>APPLICATIONS</u>	:	CPP: Pietermaritzburg e mail Recruit2020380@npa.gov.za
	:	CPP: Mmabatho (Molopo) e mail Recruit2020381@npa.gov.za
	:	CPP: Bloemfontein e mail Recruit2020448@npa.gov.za
<u>POST 22/51</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2020/382</u> National Prosecutions Service
<u>SALARY</u>	:	R983 019 - R1 536 567 per annum (LP-9) (Total Cost Package)
<u>CENTRE</u>	:	DPP: Pietermaritzburg
<u>REQUIREMENTS</u>	:	A recognised four-year legal qualification. At least eight years' post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Five years' experience in legal practice will be an added advantage. Ability to act independently. Experience or knowledge in POCA legislation.
<u>DUTIES</u>	:	Study case dockets, decide in the institution of and conduct criminal proceedings. Draft charge sheets and other courts documents. Represent the state in all courts. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.
<u>ENQUIRIES</u>	:	Thabsile Radebe Tel No: (033) 392 8753
<u>APPLICATIONS</u>	:	e mail Recruit2020382@npa.gov.za
<u>POST 22/52</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2020/383</u> National Prosecutions Service
<u>SALARY</u>	:	R983 019 - R1 536 567 per annum (LP-9) (Total Cost Package)
<u>CENTRE</u>	:	DPP: Pietermaritzburg
<u>REQUIREMENTS</u>	:	A recognised four-year legal qualification. At least eight years' post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Five years' experience in legal practice will be an added advantage. Ability to act independently.
<u>DUTIES</u>	:	Study case dockets, decide in the institution of and conduct criminal proceedings. Draft charge sheets and other courts documents. Represent the state in all courts. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.
<u>ENQUIRIES</u>	:	Thabsile Radebe Tel No: (033) 392 8753

APPLICATIONS : e mail Recruit2020383@npa.gov.za

POST 22/53 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2020/384**
Specialised Commercial Crime Unit

SALARY CENTRE REQUIREMENTS : R983 019 - R1 536 567 per annum (Level LP-9) (Total Cost Package)
: Johannesburg
: A recognised four-year legal qualification. At least eight years post qualification legal experience in civil and/or criminal litigation. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Good advocacy, well-developed skills in legal research and legal drafting skills. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Good interpersonal, analytical, presentation and communication skills. Knowledge of asset forfeiture law. The ability to act independently. Strong computer skills will be required.

DUTIES : Conduct prosecution of serious, complex and organised commercial crime cases and corruption matters. Advise the police on the investigation of serious, complex and organised commercial crime cases and corruption matters. Conduct legal research and keep-up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally conduct prosecution on behalf of the State.

ENQUIRIES APPLICATIONS : Loretta Chiloane/ Takalani Mfuni Tel No: (011) 224 4843/4827
: e mail Recruit2020384@npa.gov.za

POST 22/54 : **SENIOR STATE ADVOCATE**
Asset Forfeiture Unit
Re-Advert

SALARY CENTRE REQUIREMENTS : R983 019 - R1 536 567 per annum (LP-9) (Total cost package)
: Polokwane Ref No: Recruit 2020/385
: Pretoria Ref No: Recruit 2020/386
: A recognised four-year legal qualification. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. At least eight years' post qualification experience in civil and/or criminal litigation. Well-developed skills in advocacy and legal drafting. Good knowledge of civil and/or criminal procedure. Knowledge of asset forfeiture law will be an added advantage; Good interpersonal, analytical, presentation and communication skills. The ability to act independently. Valid driver's licence recommended.

DUTIES : Litigation and supervising litigation. Conduct civil litigation regarding all aspects of the freezing and forfeiture/confiscation of property/assets derived from criminal activity, drafting applications, preparing heads of argument and presenting cases in court Training of NPA staff in the use of asset forfeiture procedures. Legal research and keeping up to date with legal developments. Assist with the general management of the unit, including developing the systems, receiving and analyzing reports and making recommendations to the unit.

ENQUIRIES APPLICATIONS : Lindie Swanepoel Tel. No: (012) 845 6638
: Polokwane e mail Recruit2020385@npa.gov.za
: Pretoria e mail Recruit2020386@npa.gov.za

POST 22/55 : **DEPUTY DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: RECRUIT 2020/421**
Strategy Management Office

SALARY CENTRE REQUIREMENTS : R869 007 per annum (MMS Level 12) (Total Cost Package)
: Pretoria: Head Office
: An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6) in commerce (Risk management, Auditing, Business Management) or equivalent. At least three years working experience in the business or performance monitoring. Knowledge of Barn-Owl risk management system will be an added advantage. Strategic capability and leadership. General management skills. Communication and administration skills. Customer focus and responsiveness.

Planning and prioritizing. Problem solving and decision making. Willing to travel and able to work extended hours. Able to understand profit and loss calculations and basic business finance. Knowledge of legislation and regulations pertaining to public service administration, specifically the public sector risk management framework. Ability to work independently and well under pressure. Knowledge of the prosecutorial environment or sound knowledge of the Criminal Justice Systems will be an added advantage. Work independently and well under pressure. Ability to work well in a team. Analytical and strategic thinking skills. Problem solving skills. Good interpersonal and customer relations skills.

DUTIES : Support the Directorate and business unit heads in the management and execution of enterprise risk management. Support the business unit in developing plans and controls for enterprise risk management. Support management in the identification, evaluation and managing risks and risk control strategies. Enhance action plans for the identification and alignment of risks. Monitor the head office and provincial offices progress in the mitigation of risks for improvement Coordinate the collection, analysis, interpretation and presentation of information regarding risk management for the business and provide reports. Initiate awareness sessions on risk and provide training to educate internal clients on the ERM principles. Drive and facilitate the embedding of risk management into the respective business unit's activities processes and systems. Conduct research and benchmark on best practices with recognised institutions pertaining to risk assessment methodologies. Serve as a link between employees and management in the ongoing management, administration and communication of the Enterprise Risk Management system and its components. Provide reports on the impact of envisaged mitigation plans for implementation. Participate in Risk Management Committee meetings.

ENQUIRIES : Salome Baloyi Tel No: (012) 845 6020
APPLICATIONS : e mail: Recruit2020421@npa.gov.za

POST 22/56 : **REGIONAL COURT CONTROL PROSECUTOR**
 National Prosecutions Service

SALARY : R847 047 - R1 384 479 per annum (Level SU-3) (Total Cost Package)
CENTRE : CPP: Pietermaritzburg Ref No: Recruit 2020/397
 CPP: Bloemfontein Ref No: Recruit 2020/398
 CPP: Nelspruit Ref No: Recruit 2020/399

REQUIREMENTS : A recognised four-year legal qualification. At least six years post qualification legal experience. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors. Excellent administrative skills.

DUTIES : Manage, train and give guidance to and train prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : CPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753
 CPP: Bloemfontein Lemmer Ludwick Tel No: (051) 410 6001
 CPP: Nelspruit Khensani Lufhondo Tel No: (013) 045 0635

APPLICATIONS : CPP: Pietermaritzburg e mail Recruit2020397@npa.gov.za
 CPP: Bloemfontein e mail Recruit2020398@npa.gov.za
 CPP: Nelspruit e mail Recruit2020399@npa.gov.za

<u>POST 22/57</u>	:	<u>STATE ADVOCATE</u> National Prosecutions Service
<u>SALARY CENTRE</u>	:	R763 212 – R1 266 156 per annum (LP-7 to LP-8) (Total Cost Package) CPP: Pietermaritzburg Ref No: Recruit 2020/387 CPP: Bloemfontein (Phuthaditjhaba) Ref No: Recruit 2020/388 CPP: Mmabatho (Molopo) - Recruit 2020/389
<u>REQUIREMENTS</u>	:	A recognised four-year legal qualification. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. At least five years' post qualification legal experience in the prosecution of Sexual Offences; Criminal Procedure, Civil litigation and management of Gender based violence matters.
<u>DUTIES</u>	:	To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/ or the Policy Manual and / or any directives, inter alia, study case dockets, decide on the institution of and conduct criminal proceedings, including proceedings of an advanced or complex nature in the Dedicated Sexual Offences Courts. Prepare cases for court, guide investigations, and consult with witnesses, draft charge sheets and other court documents, including documents that are more complex in nature. Present the State's case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. To ensure Criminal and Civil litigation in compliance with requirements legally imposed upon the State regarding aspects of criminal and civil activities relevant to the mandate of the National Prosecuting Authority on the management of Gender based violence and all matters incidental there to. To track, monitor and facilitate cases through the Criminal Justice System, manage the court rolls at Dedicated Sexual Offences Courts. Securing the attendance of witnesses, investigating officer's and accused in custody at court. Ensuring a reduction of turnaround time in the finalization of cases in line with the mandate of NPA. Assist to improve functional relationships with stakeholders. Constant follow up with the relevant stakeholders. Assist to improve the conviction rate. Supervise, train and develop relevant role-players where required. Submit monthly reports (including statistics) regarding performance management.
<u>ENQUIRIES</u>	:	CPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753 CPP: Bloemfontein Lemmer Ludwick Tel No: (051) 410 6001 CPP: Mmabatho Flora Kalakgosi Tel No: (018) 381 9041
<u>APPLICATIONS</u>	:	CPP: Pietermaritzburg e mail Recruit2020387@npa.gov.za ; CPP: Bloemfontein (Phuthaditjhaba) e mail Recruit2020388@npa.gov.za ; CPP: Mmabatho (Molopo) e mail Recruit2020389@npa.gov.za
<u>POST 22/58</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2020/390 (X2 POSTS)</u> National Prosecutions Service
<u>SALARY CENTRE</u>	:	R763 212 – R1 266 156 per annum (LP-7 to LP-8) (Total Cost Package) DPP: Pietermaritzburg
<u>REQUIREMENTS</u>	:	A recognised four-year Legal qualification. At least five years' post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Extensive prosecutorial or litigation experience with regards to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters. Drafting charge sheets, including indictments and court documents, dealing with representations. Financial or accounting background and knowledge of Company law will be an added advantage. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Ability to act independently without supervision and manage court and case flow management independently. Excellent administrative skills. Experience or knowledge in POCA legislation.
<u>DUTIES</u>	:	Study case dockets, make assessments thereof and decide on the institution prosecution. Deal with any representations. Guide investigation in complex or more difficult matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on inter alia conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of

argument for complex matters and in general conduct prosecutions on behalf of the State. Mentor and guide investigating officers, Prosecutors and stakeholders. Assist in high profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Thabsile Radebe Tel No: (033) 392 8753
APPLICATIONS : e mail Recruit2020390@npa.gov.za

POST 22/59 : **STATE ADVOCATE**
Specialised Commercial Crime Unit

SALARY : R763 212 - R1 266 156 per annum (LP-7 to LP-8) (Total Cost Package)
CENTRE : Kimberley Ref No: Recruit 2020/391
Mthatha Ref No: Recruit 2020/392

REQUIREMENTS : A recognised four-year legal qualification. At least five years' post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Extensive prosecutorial or litigation experience with regards to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters. Drafting charge sheets, including indictments and court documents, dealing with representations. Financial or accounting background and knowledge of Company law will be an added advantage. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Ability to act independently without supervision and manage court and case flow management independently. Excellent administrative skills.

DUTIES : Study case dockets. Decide on the institution of prosecution and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare cases for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the state.

ENQUIRIES : Kimberley Nicholas Mogongwa Tel No: (053) 807 4539; Mthatha Linda Mankayi Tel No: (047) 501 2607
APPLICATIONS : Kimberley e mail Recruit2020391@npa.gov.za
Mthatha e mail Recruit2020392@npa.gov.za

POST 22/60 : **STATE ADVOCATE**
Asset Forfeiture Unit

SALARY : R763 212 - R1 266 156 per annum (LP-7 to LP-8) (Total Cost Package)
CENTRE : Port Elizabeth Ref No: - Recruit 2020/393
Durban Ref No: Recruit 2020/394 (X2 Posts)

REQUIREMENTS : A recognised four-year legal qualification. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. At least 5 years post qualification legal experience in civil and/or criminal litigation. Well-developed skills in legal research and legal drafting and advocacy. Good knowledge of civil and/or criminal procedure. Knowledge of asset forfeiture law will be an added advantage. Good interpersonal, analytical, presentation and communication skills. Valid driver's license is recommended. Strong computer skills.

DUTIES : Civil litigation on behalf of the State regarding all aspects of freezing of property and obtaining final forfeiture/ confiscation orders. Draft and present asset forfeiture applications in all courts. Liaise with prosecutors on cases with asset forfeiture potential. Train prosecutors and investigators in the use of asset forfeiture law. Conduct research on identified areas of the law. Draft legal opinions on aspects of asset forfeiture, civil and criminal law. Draft heads of argument and policy documents on behalf of the unit. Write articles for internal newsletter on developing areas of asset forfeiture law. Keep up to date with legal developments.

ENQUIRIES : Lindie Swanepoel Tel. No: (012) 845 6638
APPLICATIONS : Port Elizabeth e mail Recruit2020393@npa.gov.za
Durban e mail Recruit2020394@npa.gov.za

<u>POST 22/61</u>	:	<u>STATE ADVOCATE</u> National Prosecutions Service
<u>SALARY</u>	:	R763 212 - R1 266 156 per annum (Level LP- 7 to LP-8) (Total Cost Package)
<u>CENTRE</u>	:	DPP: Nelspruit Ref No: Recruit 2020/395 (X2 Posts) DDPP: Middelburg Ref No: Recruit 2020/396 (X2 Posts)
<u>REQUIREMENTS</u>	:	A recognised four-year legal qualification. At least five years' post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecuting, guiding investigations, drafting charge sheets, including indictments and court documents, dealing with representations. General computer literacy and knowledge of programs in MS Word; Excel, Outlook and PowerPoint. Ability to act independently without supervision and manage court and case flow management independently.
<u>DUTIES</u>	:	Study case dockets, make assessments thereof and decide on the institution prosecution. Draft charge sheets and other court documents. Prepare cases for court, including the acquisition of additional evidence. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES</u>	:	Gift Chiloane Tel No: (013) 045 0623
<u>APPLICATIONS</u>	:	DPP: Nelspruit e-mail Recruit2020395@npa.gov.za DDPP: Middelburg e-mail Recruit2020396@npa.gov.za
<u>POST 22/62</u>	:	<u>DEPUTY DIRECTOR: COURT PREPARATION COORDINATOR REF NO: RECRUIT 2020/420</u> National Prosecution Service
<u>SALARY</u>	:	R733 257 per annum (MMS Level 11) (Total Cost Package)
<u>CENTRE</u>	:	DPP: Pretoria
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6) in Social Science /Behavioural Studies or equivalent. At least three years proven managerial working experience. Good Administration Skills. People management and empowerment. Strategic capability and leadership. Planning and Prioritising Skills. Customer focus and responsiveness. Problem Solving and decision making.
<u>DUTIES</u>	:	Oversee the court preparation programme provided by Court Preparation Managers/Coordinators and Court preparation officers within the NPA. To mentor, coach, ensure effective transfer of skills to the Court Preparation Component. Give guidance to the DPP/Governance Coordinators/DPP/Chief Prosecutors/SPP/Court Preparation Managers and Court Preparation Officers. Ensure compliance with standards and guidelines for the establishment, roll out and management of court preparation services for the prevention of secondary traumatising and enhanced prosecution. Develop policy and guidelines for good governance of the component. Develop and oversee implementation of the PEACE model and Victim Impact Statements for Court Preparation in all courts. Lead staff towards achieving strategic goals of the NPA. Deal with representations and complaints. Oversee the training component of the Court Preparation Programme. Contribute towards the management and implementation of the Victim's Charter and Victim Impact Statements. Promote partner integration, community involvement and customer satisfaction in conjunction with partners within the criminal justice system. Liaise with internal and external stakeholders. Perform all duties related thereto and duties assigned by the DDPP. Manage staff and other resources.
<u>ENQUIRIES</u>	:	Godfrey Ramakuela Tel No: (012) 351 6808
<u>APPLICATIONS</u>	:	e mail Recruit2020420@npa.gov.za

- POST 22/63** : **HEAD COURT CONTROL PROSECUTOR 2 REF NO: RECRUIT 2020/400**
National Prosecutions Service
- SALARY** : R510 432 - R1 192 947 per annum (Level SU-1 to SU-2) Excluding benefits (Total Cost Package)
- CENTRE REQUIREMENTS** : CPP: Ladysmith (Msinga)
: A recognised four-year legal qualification. At least four years post qualification legal experience. Proficiency in prosecuting, guiding investigations and giving instructions in complex and more difficult common law and statutory offences in the lower courts, drafting charge sheets and complex court documents. Management skills. Must be able to work independently. Must have good administrative skills.
- DUTIES** : Manage, train and give guidance to Prosecutors. Study case dockets and decide on the institution and conduct criminal proceedings. Maintenance of matters and inquest of a general and more advanced nature in the lower courts. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist Prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence in general conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, policy and directive of the National Prosecuting Authority. Assist the Senior Prosecutor with the performance assessment of staff. Manage, control and attend to the administration of the office of the District Court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
- ENQUIRIES APPLICATIONS** : Thabsile Radebe Tel No: (033) 392 8753
: e-mail Recruit2020400@npa.gov.za
- POST 22/64** : **REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2020/401**
National Prosecutions Service
- SALARY** : R510 432 - R1 192 947 per annum (Level LP-5 to LP-6) (Total Cost Package) (Excluding Benefits)
- CENTRE REQUIREMENTS** : DPP: Kimberley
: A recognized four-year legal qualification. At least four years post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences. Experience or knowledge in POCA legislation.
- DUTIES** : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other court documents. Represent the State in all courts. Prepare cases for court. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.
- ENQUIRIES APPLICATIONS** : Nicholas Mogongwa Tel No: (053) 807 4539
: e mail Recruit2020401@npa.gov.za
- POST 22/65** : **REGIONAL COURT PROSECUTOR**
National Prosecutions Service
- SALARY** : R510 432 - R1 192 947 per annum (Level LP-5 to LP-6) (Excluding Benefits) (Total Cost Package)
- CENTRE** : CPP: Port Shepstone (Scottburgh) Ref No: Recruit 2020/402
: CPP: Ladysmith Ref No: Recruit 2020/403 (04 Posts)
: CPP: Pietermaritzburg Ref No: Recruit 2020/404
: CPP: Welkom (Bethlehem) Ref No: Recruit 2020/405 (X2 Posts)
: (Heilbron) Ref No: Recruit 2020/406
: CPP: Klerksdorp (Potchefstroom) Ref No: Recruit 2020/407
: CPP: Mthatha Ref No: Recruit 2020/408
: CPP: Nelspruit (Tonga) Ref No: Recruit 2020/409
: (Kabokweni) Ref No: Recruit 2020/410

<u>REQUIREMENTS</u>	:	CPP: Upington (Kuruman) Ref No: Recruit 2020/411 A recognized four-year legal qualification. At least four years post qualification legal experience. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Litigation in the regional court and management experience will be an added advantage.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.
<u>ENQUIRIES</u>	:	CPP: Port Shepstone Sifiso Ntombela Tel No: (031) 334 5084 CPP: Ladysmith & CPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753 CPP: Welkom Lemmer Ludwick Tel No: (051) 410 6001 CPP: Klerksdorp Flora Kalakgosi Tel No: (018) 381 9041 CPP: Mthatha Linda Mankayi Tel No: (047) 501 2607 CPP: Nelspruit Khensani Lumphondo Tel No: (013) 045 0635 CPP: Upington Nicholas Mogongwa Tel No: (053) 807 4539
<u>APPLICATIONS</u>	:	CPP: Port Shepstone (Scottburgh) e mail Recruit2020402@npa.gov.za CPP: Ladysmith e mail Recruit2020403@npa.gov.za CPP: Pietermaritzburg e mail Recruit2020404@npa.gov.za CPP: Welkom (Bethlehem) e mail Recruit2020405@npa.gov.za (Heilbron) e mail Recruit2020406@npa.gov.za CPP: Klerksdorp (Potchefstroom) e mail Recruit2020407@npa.gov.za CPP: Mthatha e mail Recruit2020408@npa.gov.za CPP: Nelspruit (Tonga) e mail Recruit2020409@npa.gov.za (Kabokweni) e mail Recruit2020410@npa.gov.za CPP: Upington (Kuruman) e mail Recruit2020411@npa.gov.za
<u>POST 22/66</u>	:	<u>DISTRICT COURT CONTROL PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R510 432 - R1 192 947 per annum (Level SU-1 to SU-2) (Excluding Benefits) (Total Cost Package)
<u>CENTRE</u>	:	CPP: Pietermaritzburg Ref No: Recruit 2020/412 CPP: Mthatha (Lusikisiki) Ref No: Recruit 2020/413
<u>REQUIREMENTS</u>	:	A recognized four-year legal qualification. At least four years post qualification legal experience. Good management skills. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offenses in the District Court. Ability to draft charge sheets and complex court documents. Good administration skills. Good management skills. Organisational skills. Ability to work independently.
<u>DUTIES</u>	:	Manage, train and give guidance to prosecutors. Study court dockets and decide on the institution of and conduct criminal; proceedings of a general and more advanced nature in the both District and Regional Court. Prepare cases for court and draft charge sheets and other proceedings for the court. Present and assist prosecutors to present the State's case in court, to lead witness, cross-examine and address the court on, inter alia, conviction and sentence and in general conduct prosecutions on behalf of the State. Perform all duties related thereof in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system.
<u>ENQUIRIES</u>	:	CPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753 CPP: Mthatha Linda Mankayi Tel No: (047) 501 2607
<u>APPLICATIONS</u>	:	CPP: Pietermaritzburg e mail Recruit2020412@npa.gov.za CPP: Mthatha (Lusikisiki) e mail Recruit2020413@npa.gov.za
<u>POST 22/67</u>	:	<u>ENFORCEMENT OFFICER REF NO: RECRUIT 2020/422</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R376 596 per annum (Level 09) (Excluding Benefits)

<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
	:	An appropriate B degree (NQF 7) / Three (3) year Diploma (NQF 6) in Finance or equivalent. Three years relevant working experience. Good interpersonal, analytical, presentation and communication skills. The ability to work independently. Strong computer skills is required such as MS Word, Excel, Outlook and PowerPoint. Willing to work extended hours. Reliable, tolerant and determined. Able to act independently. Willing to travel, able to work extended hours. Problem solving and decision making skills. Planning and prioritizing skills.
<u>DUTIES</u>	:	Enforcement Orders. Account reconciliation and disposal of assets. Stakeholder relations. Curator, Master's office and CARU relationships. Case strategy and curator monitoring. Asset management. Inventory of assets according to curator reports. Maintaining of inventory register. Determine discrepancies and queries thereof. Compile reports. Performance information and report on business improvement. Statistical support. Provisions and contingent liabilities. Continuous business improvement.
<u>ENQUIRIES APPLICATIONS</u>	:	Lindie Swanepoel Tel.No: (012) 845 6638
	:	e mail Recruit2020422@npa.gov.za
<u>POST 22/68</u>	:	<u>ASSISTANT DIRECTOR LOGISTICS REF NO: RECRUIT 2020/423</u> Supply Chain Management- Logistics
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Excluding Benefits) (Level 09)
	:	Pretoria: Head Office
	:	An appropriate B degree (NQF 7) / Three (3) year Diploma (NQF 6) in Finance or equivalent. Three years relevant experience. Sound knowledge of PFMA; PPPFA; Supply Chain Management Framework and all relevant SCM practice note and regulations. Reliable, integrity, tolerant and determined. Able to act independently. Willing to travel, able to work extended hours and under pressure. Excellent communication skills. Strong organizational and leadership skills. Analysis and problem-solving skills. Able to plan and organize work. Report writing skills. Able to draft submissions. Able to perform calculations and basic understanding of business finance. General computer literacy and knowledge of programs in MD Word, Excel; Outlook; PowerPoint and understanding of LOGIS and BAS systems. Valid driver's license.
<u>DUTIES</u>	:	Manage the payments, Order, and warehouse process. Assist in drafting and implementing of controls. Participate in drafting and review of relevant policies and procedures. Facilitate the generation of orders and payment of invoices. Verify payment orders. Monitor the process of expediting of orders. Ensure that commitments register is maintained. Advising managers on provisioning administration issues at Head Office and Regional Offices. Develop, review and implement provisioning policies and procedures. Departmental Sub-system Controller for LOGIS. Oversee LOGIS process and reconciliation of all accounts. Manage warehouse functions, turnaround times and service delivery with in Logistics. Establish and manage service levels of service providers. Compile inputs for interim and annual financial statements. Draft and submit monthly reports. Provide advisory support to all NPA business units.
<u>ENQUIRIES APPLICATIONS</u>	:	Tebogo Sethabela Tel No: (012) 845 6014
	:	e mail Recruit2020423@npa.gov.za
<u>POST 22/69</u>	:	<u>CHIEF HUMAN RESOURCES OFFICER REF NO: RECRUIT 2020/ 424</u> HRM & D: Organisational Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (Excluding Benefits) (Level 08)
	:	Pretoria: Head Office
	:	An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum three years' relevant experience. Ability to work well in a team. Willing to travel, able to work extended hours. Excellent communication and administrative skills. Valid driver's license. General computer literacy skills and ability to work on MS Word, Excel, MS Outlook and PowerPoint. Ability to work independently and well under pressure. Problem solving skills and negotiating skills. Good interpersonal and customer relations. Persal Establishment Certificate obtained from SITA is a requirement.
<u>DUTIES</u>	:	Facilitate the alignment of the post establishment (PERSAL) to the organisational structure. Comparing establishment turn over reports received from the regions/ business units with the information on PERSAL. Provide feedback on availability of vacant posts to regions/ business units. Authorise

		relevant PERSAL transactions. Provide statistics with regard to the post establishment of the entire NPA. Update the maintenance sheet according to approved reports. Align the maintenance sheet to PERSAL. Implement the approved recommendations on PERSAL. Supervise staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Doreen Maphisa Tel No: (012) 845 6141
	:	e mail Recruit2020424@npa.gov.za
<u>POST 22/70</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: RECRUIT 2020/425</u>
		Financial Management-Financial Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (Level 08) (Excluding Benefits)
	:	Pretoria: Head Office
	:	An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum three years' relevant experience in processing suppliers and officials' payments. Minimum two years' experience in management of subordinates. Good written and verbal communication skills. General computer literacy skills and ability to work on MS Word, Excel, MS Outlook and PowerPoint. Good communication skills, written and verbal. High level of reliability and able to work independently. Knowledge of PFMA and Treasury Regulations. Knowledge of and experience in processing payments on the public service financial systems: PERSAL, BAS and LOGIS. Ability to organize and prioritize work. Willing to travel. Excellent communication and administrative skills.
<u>DUTIES</u>	:	Provide support to the office with regards to processing of payments functions. Authorize payments of service providers and staff on time in line with the relevant prescripts. Ensure that suspense accounts are cleared on time. Provide assistance to the auditors. Ensure proper control and management of payment batches. Ensure monthly reconciliation of service providers are done. Supervise staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Matshidiso Morakile Tel No: (012) 845 6345
	:	e mail Recruit2020425@npa.gov.za
<u>POST 22/71</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: ENTERPRISE RISK MANAGEMENT REF NO: RECRUIT 2020/426 (X2 POSTS)</u>
		Strategy Management Office
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (Level 08) (Excluding Benefits)
	:	Pretoria: Head Office
	:	An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum three years' relevant experience. Minimum one-year experience in risk management. Ability to perform administrative tasks efficiently and effectively. Able to plan and organize work, and distinguish between urgent and important tasks. Able to identify and solve problems by analyzing situations and apply critical thinking. Knowledge of prosecutorial environment or sound knowledge of Criminal Justice System will be an added advantage. Knowledge of Barn-Owl Risk management system will be an added advantage. Knowledge of legislation and regulations pertaining to public service administration, particularly public sector risk management framework. Understanding of risk management process. General computer literacy skills and ability to work on MS Word, Excel, MS Outlook and PowerPoint. Ability to work independently and well under pressure. Ability to work well in a team. Problem solving and negotiating skills. Good interpersonal and customer relations.
<u>DUTIES</u>	:	Support Deputy Directors: ERM in planning and conducting risk assessment for the organisation. Coordinate and set up risk assessment workshops in collaboration with business units. Populate risk registers and capture data on the risk management system. Coordinate and compile reports on the business unit's performance in mitigating risks identified. Process client feedback with regard to their risk profile. Monitor their risk profile. Liaise with the business units and schedule risk assessment sessions. Taking of meeting minutes during planning and risk assessment sessions.
<u>ENQUIRIES APPLICATIONS</u>	:	Salome Baloyi Tel No: (012) 845 6020
	:	e mail Recruit2020426@npa.gov.za
<u>POST 22/72</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: RECRUIT 2020/427</u>
		Supply Chain Management – Disposals
<u>SALARY CENTRE</u>	:	R316 791 per annum (Level 08) (Excluding Benefits)
	:	Pretoria: Head Office

- REQUIREMENTS** : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum three years' relevant experience in Supply Chain Management. Sound Knowledge of the PFMA, PPPFA, Treasury Regulations, SCM policy, Central Supplier Database (CSD) and related legislation. Willing to work extended hours where necessary. Excellent communication and administrative skills. Ability to work in a team and under pressure. Good written and verbal communication skills. Computer literacy - Excel (intermediate or advanced) and general computer literacy and knowledge of programs in MS Word, Outlook and PowerPoint. Knowledge of MS Dynamics CRM will be an added advantage. Report writing, good verbal and written communication skills. Good problem solving and analytical skills. Ability to work in a team and under pressure. Valid driver's license.
- DUTIES** : Supervise the acquisition or procurement of goods and services. Supervise staff within the section. Assist with bids where necessary. End-to-end management of the sourcing process including market analysis and specifications. Check compliance with all SCM processes and procedures. Respond to audit queries. Perform any other duties deemed necessary by your supervisor.
- ENQUIRIES APPLICATIONS** : James Patterson Tel No: (012) 845 6451
: e mail Recruit2020427@npa.gov.za
- POST 22/73** : **SENIOR ADMINISTRATIVE OFFICER REF NO: RECRUIT 2020/428**
Supply Chain Management – Logistics
- SALARY CENTRE REQUIREMENTS** : R316 791 per annum (Excluding Benefits) (Level 08)
: Pretoria: Head Office
: An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum three years' relevant experience in Supply Chain Management. Extensive knowledge of the PFMA, PPPFA, BBBEE, Treasury Regulations, Supply Chain Management and other relevant public service prescripts. Willing to work extended hours where necessary. Good interpersonal skills. Excellent communication and administrative skills. Ability to work in a team and under pressure. Good written and verbal communication skills. Advanced computer literacy in MS Excel, MS Word, Outlook and PowerPoint. Presentation skills. Good verbal and written communication skills. Good problem solving and decision making. Able to work independently under pressure. Be reliable, creative thinker, tolerant and determined. Valid driver's license.
- DUTIES** : Administration of all bid transactions, capturing of all bid requests, opening of the bid box, opening of envelopes/responses after closing date for bids. Check bids for administrative compliance according to responsive criteria. Compile and update bids register. Respond to bid related queries. Provide administrative and secretarial support to bid specification, evaluation and adjudication committees. Evaluation of closed bids. Compile and present bid specification and evaluation recommendation reports to the Bid Adjudication Committee for approval. Communicate outcomes of BAC to end user. Conduct the bid briefing sessions and site visits to potential bidders. Compile memoranda for all bid related matters. Take and keep records of all minutes of committee meetings. Monitor bid validity periods and request extension when necessary. Compile monthly reports on bids evaluated. Check the company status of the recommended company and its Directors with the National Treasury. Check the status on Central Supplier Database (CSD) status and ownership. Prepare and issue letters of acceptance of bids awarded including unsuccessful responses to non-responsive bidders. Support the supervisor with other administrative related matters including performing supervisory duties. Perform any other duties as deemed necessary by your supervisor.
- ENQUIRIES APPLICATIONS** : Boitumelo Molopyane Tel No: (012) 845 6037
: e mail Recruit2020428@npa.gov.za
- POST 22/74** : **DISTRICT COURT PROSECUTOR**
National Prosecutions Service
- SALARY** : R301 452 - R847 047 per annum (Level LP-3 to LP-4) (Excluding Benefits) (Total Cost Package)
- CENTRE** : CPP: Bloemfontein (Botshabelo) Ref No: Recruit 2020/414
: CPP: Welkom (Sasolburg) Ref No: Recruit 2020/415
: CPP: Nelspruit (Lydenburg) Ref No: Recruit 2020/416
: (Kabokweni) (02 Posts) Ref No: Recruit 2020/417

<u>REQUIREMENTS</u>	:	CPP: Odi (Moretele) Ref No: Recruit 2020/418 A recognised four year legal qualification. At least two years post qualification legal experience or one year post qualification legal experience for candidates who successfully completed the NPA Aspirant Prosecutor Program. Criminal court litigation experience will be an advantage. A valid driver's licence will be a requirement where applicable.
<u>DUTIES</u>	:	Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents. Represent the State in court. N.B: Relevant Service Certificates Must Accompany The Application.
<u>ENQUIRIES</u>	:	CPP: Bloemfontein & CPP: Welkom Lemmer Ludwick Tel No: (051) 410 600 CPP: Nelspruit Ndumiso Bhembe Tel No: (013) 045 0633 CPP: Odi Flora Kalakgosi Tel No: (018) 381 9041
<u>APPLICATIONS</u>	:	CPP: Bloemfontein (Botshabelo) e mail Recruit2020414@npa.gov.za CPP: Welkom(Sasolburg) e mail Recruit2020415@npa.gov.za CPP: Nelspruit (Lydenburg) e mail Recruit2020416@npa.gov.za (Kabokweni) e mail Recruit2020417@npa.gov.za CPP: Odi (Moretele) e mail Recruit2020418@npa.gov.za
<u>POST 22/75</u>	:	<u>DISTRICT COURT PROSECUTOR (ONE MAN STATION) REF NO: RECRUIT 2020/419</u> National Prosecutions Service
<u>SALARY</u>	:	R301 452 - R847 047 per annum (Total Cost Package) (Excluding Benefits) (Level LP-3 to LP-4)
<u>CENTRE REQUIREMENTS</u>	:	CPP: Bloemfontein (Bethulie)
<u>DUTIES</u>	:	A recognised four year legal qualification. At least two years post qualification legal experience or one year post qualification legal experience for candidates who successfully completed the NPA Aspirant Prosecutor Program. Criminal court litigation experience will be an advantage. A valid driver's license will be a requirement where applicable. Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents. Represent the State in court. N.B: Relevant Service Certificates Must Accompany The Application.
<u>ENQUIRIES APPLICATIONS</u>	:	CPP: Bloemfontein Lemmer Ludwick Tel No: (051) 410 6001 CPP: Bloemfontein (Bethulie) e mail Recruit2020419@npa.gov.za
<u>POST 22/76</u>	:	<u>HUMAN RESOURCES CLERK: SUPERVISOR</u> National Prosecutions Service
<u>SALARY</u>	:	R257 508 per annum (Level 07) (Excluding Benefits)
<u>CENTRE REQUIREMENTS</u>	:	DPP: Pietermaritzburg Ref No: Recruit 2020/429
<u>DUTIES</u>	:	An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). At least two years relevant experience. In depth knowledge of legislation and regulations pertaining to public service administration specifically the Public Service Act, Labour Relations Act, EEA and Skills Development Act. Knowledge of Human Resources in general and Information management. Knowledge of PMDS and CORE. Strong organizational and management skills. Excellent written and verbal communication skills, innovative and proactive. General computer literacy skills and knowledge in programs such as MS Word, Excel, MS Outlook and PowerPoint. Experience in working on PERSAL. Supervise and undertake the more complex implementation and maintenance of human resource administration practices. Provide operation management services. Ensure compliance with NPA policies and guidelines and all other relevant legislative prescripts, by subordinates and self. HR Provisioning (Recruitment and selection, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc). Implement conditions of service and service benefits. Termination of service. Ensure administration of training. Record and approve transactions on PERSAL according to delegations. Performance management. Prepare reports on human resources administration issues and statistics. Supervise staff. Allocate and ensure quality of work. Personnel development.
<u>ENQUIRIES APPLICATIONS</u>	:	Thabsile Radebe Tel No: (033) 392 8753 e mail Recruit2020429@npa.gov.za

POST 22/77 : **FINANCE CLERK: SUPERVISOR REF NO: RECRUIT 2020/431**
National Prosecutions Service

SALARY : R257 508 per annum (Level 07) (Excluding Benefits)
CENTRE : DPP: Pietermaritzburg
REQUIREMENTS : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum of two years relevant experience. Knowledge of the PFMA, Treasury Regulations and other relevant Public Service Prescripts. Experience in working on PERSAL and BAS systems. Computer literacy in MS Office suite and accounting system. Good interpersonal skills. Good Planning and organizing skills. Ability to work under pressure and independently. Ability to think strategically. Good communication and problem solving skills. Ability to work in a team. Loyal and honest. General office management skills.

DUTIES : Receiving, recording and processing of all financial transactions in the region. Develop a system where all documents and transactions with financial implications in the region will be received, captured, processed and monitored till such time they are approved and finalised. Verifying correctness of all S & T claims, overtime and other transactions with financial implications before approval on the PERSAL and BAS systems. Draw a weekly, monthly and quarterly report for budget and expenditure monitoring and reporting purposes. Manage use of petty cash in the region. Report all discrepancies and irregularities to the Deputy Director: Finance. Develop systems and mechanisms to ensure and maintain a clean audit in the region.

ENQUIRIES : Thabsile Radebe Tel No: (033) 392 8753
APPLICATIONS : e-mail Recruit2020431@npa.gov.za

POST 22/78 : **ADMINISTRATIVE OFFICER: LOGISTICS REF NO: RECRUIT 2020/432**
Supply Chain Management- Logistics

SALARY : R257 508 per annum (Level 07) (Excluding Benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6) in Logistics Management, Supply Chain Management or equivalent. Minimum of two years relevant experience. Knowledge of the PFMA, Treasury Regulations and other relevant SCM prescripts. Experience in working on LOGIS and BAS systems. Computer literacy in MS Word; Excel and Outlook. Good interpersonal skills. Good Planning and organizing skills. Ability to work under pressure and independently. Ability to think strategically and innovatively. Good communication and problem-solving skills. Ability to work in a team. Loyal and honest. General office management skills.

DUTIES : Process invoices for payments. Attend to queries from service providers and business units relating to payments. Reconcile supplier accounts. Compile weekly and monthly reports to Senior Admin Officer: Logistics. Provide administrative and provisioning support to the NPA. Track invoices on the invoice tracking system. Conduct stock taking. Receive and issue warehouse stock. Update bin cards. Follow up on outstanding commitments.

ENQUIRIES : Sindiswa Mbontsi Tel No: (012) 845 6066
APPLICATIONS : e mail Recruit2020432@npa.gov.za

POST 22/79 : **SUPPLY CHAIN CLERK: SUPERVISOR REF NO: RECRUIT 2020/ 433**
National Prosecutions Service

SALARY : R257 508 per annum (Level 07) (Excluding Benefits)
CENTRE : DPP: Nelspruit
REQUIREMENTS : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum two years' experience in fleet, travel and facilities environment. Good written and verbal communication skills. Ability to organize and prioritize work. General computer literacy skills and knowledge in programs such as MS Word, Excel, MS Outlook and PowerPoint. Knowledge of PFMA and Treasury Regulations. Willing to travel. Excellent communication and administrative skills.

DUTIES : Ensure that NPA buildings are fully utilized and are properly maintained. Perform site visits and act as liaison person with the DPW and other stakeholders. Ensure that fleet vehicles are properly utilized and maintained. Compile daily invoice payments to service providers. Perform reconciliation of invoice statements and payments made to the service providers. Provide assistance to regional staff when needed. Compile and submit monthly reports.

Assist the manager in ensuring compliance. Assist and advise the Assistant Director: Administration.

ENQUIRIES : Gift Chiloane Tel No: (013) 045 0623
APPLICATIONS : e mail Recruit2020433@npa.gov.za

POST 22/80 : **PERSONAL ASSISTANT REF NO: RECRUIT 2020/434**
Asset Forfeiture Unit

SALARY : R257 508 per annum (Level 07) (Excluding Benefits)
CENTRE : Port Elizabeth
REQUIREMENTS : Grade 12 or equivalent qualification. Minimum two years secretarial experience and or related administrative experience. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. A valid driver's license will be an added advantage.

DUTIES : Provide secretarial, administration support and personal assistant service to the Deputy Director of Public Prosecutions. Receiving and screening telephone calls and refers the calls to the correct role players if not meant for the DDPP. Draft routine correspondences and reports. Operates office equipment like fax machines and photocopiers. Make travel and logistical arrangements for meetings and events. Prepare travel documentation and coordinate bookings for international travel for all AFU staff. Take minutes during meetings and prepare same for signature in advance. Develop and maintain an accessible and user-friendly filing system. Handle procurement of standard items such as stationary and refreshments. Liaise with relevant stakeholders with regards to all matters pertaining to administrative functions. Set up schedules for meetings and events. Provide general administration support to the manager and operation staff.

ENQUIRIES : Lindie Swanepoel Tel No: (012) 845 6638
APPLICATIONS : e mail Recruit2020434@npa.gov.za

POST 22/81 : **ADMINISTRATIVE OFFICER REF NO: RECRUIT 2020/436**
(Three Year Contract)
Investigating Directorate

SALARY : R257 508 per annum (Level 07) plus 37% in lieu of benefits
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). At least two years relevant experience performing general administrative functions. Good planning and organizing skills, written and verbal communication skills. Proven supervisory experience. Problem solving skills, knowledge and skill of administrative and secretarial services. General computer literacy skills in programs such as MS Word, Excel, PowerPoint, SharePoint etc. Strong interpersonal and communication skills.

DUTIES : Provide high quality administrative support to the unit, budget administration, logistical support, fleet management and human resources administration. Keep a well-organized administrative system for the office. Manage communication with internal and external stakeholders. Manage petty cash. Liaise with Administration on all matters pertaining to Administrative function of the office. Draft correspondence to members of the public, other organisations and state departments. Manage subordinates. Any other duties as requested by the Head of the unit or delegated official.

ENQUIRIES : Deborah Kgatle Tel No: (012) 845 6949
APPLICATIONS : e mail Recruit2020436@npa.gov.za

POST 22/82 : **ADMINISTRATIVE OFFICER REF NO: RECRUIT 2020/437**
Specialised Commercial Crime Unit

SALARY : R257 508 per annum (Level 07) (Excluding Benefits)
CENTRE : Mthatha
REQUIREMENTS : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum two years' relevant experience. Strong interpersonal skills. Good written and

- verbal communication skills. Computer literacy (MS packages). Ability to collect and interpret stats. Good planning and organizing skills. Team work. Knowledge and understanding of the legislative framework governing the Public Service.
- DUTIES** : Provide secretarial, administration support and personal assistant service to the Deputy Director of Public Prosecutions: SCCU and Advocates. Record incoming documents. Check documents for correct referencing before filing. Facilitate leave management and performance management. Coordinate application for access to electronic register. Receive dockets from relevant legislative prescripts. Ensure incoming correspondence are processed and relevant case files are opened and cross referenced. Operational support. Ensure that document production is done-making photocopies and binding of documents. Ensure sending, receipt, recording and processing facsimile and e-mails iro case administered. Document management. Ensure implementation of case registers. Ensure efficient case data capturing.
- ENQUIRIES APPLICATIONS** : Linda Mankayi Tel No: (047) 501 2607
: e-mail: Recruit2020437@npa.gov.za
- POST 22/83** : **HUMAN RESOURCES CLERK REF NO: RECRUIT 2020/438 (X2 POSTS)**
National Prosecutions Service
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05) (Excluding Benefits)
: DPP: Pietermaritzburg
: Grade twelve (12) or equivalent qualification. Good verbal and written communication skills. Good interpersonal relations. Good administrative skills. Planning and organising. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to work independently and as part of a team. Working knowledge of PERSAL.
- DUTIES** : Provide high level human resources duties to the region. Facilitate the recruitment process. Process applications for service benefits and exit in the region. Provide HR advice to staff in the region. PERSAL Administration. Compile and submit monthly statistics on HR related functions. Liaise with customers and stakeholders regarding all HR Functions. Assist in the training and development programs in the region. Assist in the performance assessment process.
- ENQUIRIES APPLICATIONS** : Thabsile Radebe Tel No: (033) 392 8753
: e mail Recruit2020438@npa.gov.za
- POST 22/84** : **ADMINISTRATIVE CLERK**
National Prosecutions Service
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05) (Excluding Benefits)
: CPP: Port Shepstone (Scottburgh) Ref No: Recruit 20202/439
(Kokstad) Ref No: Recruit 2020/440
: Grade twelve (12) or equivalent qualification. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
- DUTIES** : Provide high level administrative support to the office. Design and keep a well organised administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. Draft correspondence to members of the public, other organisations and State Departments. Liaise with Administration with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving and dispatching documents.
- ENQUIRIES APPLICATIONS** : Sifiso Ntombela Tel No: (031) 334 5084
: CPP: Port Shepstone (Scottburgh) e mail Recruit2020439@npa.gov.za
(Kokstad) e mail Recruit2020440@npa.gov.za
- POST 22/85** : **FINANCE CLERK REF NO: RECRUIT 2020/441**
Financial Management-Financial Accounting
- SALARY** : R173 703 per annum (Level 05) (Excluding Benefits)

<u>CENTRE REQUIREMENTS</u>	:	Pretoria: Head Office
	:	Grade twelve (12) or equivalent qualification. Sound planning and organising skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to work independently. Basic numeracy skills. Valid driver's license.
<u>DUTIES</u>	:	Provide support to the office with regards to the Payroll Administration functions. Receive and register payroll certificates. Process advices, check for correctness, capture payroll related transactions. File all documents. Collect and deliver salaries and banking related documents outside the NPA. Assist with queries.
<u>ENQUIRIES APPLICATIONS</u>	:	Jenny Coertzen Tel No: (012) 845 6073
	:	e mail Recruit2020441@npa.gov.za
<u>POST 22/86</u>	:	<u>SECRETARY REF NO: RECRUIT 2020/442</u> Asset Forfeiture Unit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 per annum (Level 5) (Excluding Benefits)
	:	Nelspruit
	:	Grade twelve (12) or equivalent qualification. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
<u>DUTIES</u>	:	Receive telephone calls and refer the calls to the correct role player if not meant for the relevant manager. Record appointments and events in the diary of the manager. Type documents for the manager and other staff within the unit. Arrange meetings for the manager and the staff in the unit and taking minutes thereof. Provide high level secretarial support and perform a variety of administrative tasks for the Manager and unit. Identify venues, invite role players and organize refreshments. Set up schedules for meeting and events. Draft routine correspondences and reports. Liaise with travel agency to make travel and accommodation arrangements and process S & T claims. Operate office equipment and ensure that they are in good working condition. Handle the procurement of standard items like stationary, refreshments for the manager and office.
<u>ENQUIRIES APPLICATIONS</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
	:	e mail Recruit2020442@npa.gov.za
<u>POST 22/87</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2020/443</u> (Three Year Contract) Investigating Directorate
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 per annum (Level 05) plus 37% in lieu of benefits
	:	Pretoria: Head Office
	:	Grade 12 or equivalent qualification. Must be able to type. Must be computer literate (Word, Excel, Outlook and PowerPoint). Excellent organizational and planning skills. Good communication and administrative skills. Ability to work independently and under pressure. Integrity, reliable, tolerant and determined. Able to work extended hours. Excellent administration skills. Ability to identify and handle highly confidential matters.
<u>DUTIES</u>	:	Prepare documents for scanning (by removing anything holding individual sheets like paper or staples). Scan documents by performing actual conversion to digital copies. Produce digital copies of documents. Check quality of scanned documents. Compile scanned documents into a logical folder, for quick reference. Ensure the safekeeping of all documentation produced in line with relevant legislation and policies. File and retrieve documents as required. Communicate concerns to Technicians and maintain co-ordination of movement of file boxes. Type documents for the manager and other staff within the unit. Operate office equipment like fax machines, photocopiers and scanners. Collects all relevant documents to enable the managers to perform their duties. Ensure the effective flow of information and documents to and from the office of the manager. Provide reception desk duties, receive calls and direct customers. Handle routine enquiries.
<u>ENQUIRIES APPLICATIONS</u>	:	Deborah Kgatle Tel No: (012) 845 6949
	:	e mail Recruit2020443@npa.gov.za

POST 22/88 : **SUPPLY CHAIN CLERK REF NO: RECRUIT 2020/444**
Supply Chain Management- Disposal

SALARY : R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : Grade twelve (12) or equivalent qualification. Experience in Supply Chain/Procurement environment will be an added advantage. Sound knowledge of the PFMA, Treasury Regulations and Supply Chain Management. Able to work extended hours. Excellent communication and administrative skills. Good written and verbal communication skills. Good interpersonal skills. Good administration skills. Computer literacy - MS Excel (intermediate) and general computer literacy and knowledge of programs in MS Word and Outlook. Able to work under pressure. Be reliable and determined.

DUTIES : Provide administrative and specialized and procurement support to the NPA. Capture and compile requests for procurement for approval. Request quotations for goods and services. Liaise with internal and external clients. Maintain comprehensive databases to ensure capturing of accurate and relevant information for work within your area of responsibility. Ensure compliance to treasury regulations, PFMA and internal prescripts. Respond to all queries. Perform any other duties deemed necessary by your supervisor. Staff may be rotated to other sections within Supply Chain Management.

ENQUIRIES : James Patterson Tel No: (012) 845 6541
APPLICATIONS : e-mail Recruit2020444@npa.gov.za

POST 22/89 : **SUPPLY CHAIN CLERK REF NO: RECRUIT 2020/445**
Supply Chain Management- Logistics

SALARY : R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : Grade twelve (12) or equivalent qualification. Experience in Supply Chain/Procurement environment will be an added advantage. Sound knowledge of the PFMA, LOGIS system Treasury Regulations and Supply Chain Management. Able to work extended hours. Excellent communication and administrative skills. Good written and verbal communication skills. Good interpersonal skills. Good administration skills. Able to work under pressure. Be reliable and determined. Computer literacy in MS Excel; Word; and Outlook.

DUTIES : Provide administrative and specialized and procurement support to the NPA. Receive and register all incoming invoices for payments. Distribute received invoices to Admin Officers for processing. Update the invoice tracking system. Register and submit captured invoices to Finance. Attend to internal and external queries relating to invoices. Compile monthly reports for all invoices received. Ensure compliance with prescripts and internal circulars. Perform any other duties deemed necessary by your supervisor.

ENQUIRIES : Sindiswa Mbontsi Tel No: (012) 845 6066
APPLICATIONS : e-mail Recruit2020445@npa.gov.za

POST 22/90 : **SUPPLY CHAIN CLERK REF NO: RECRUIT 2020/446**
Supply Chain Management- Logistics

SALARY : R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : Grade twelve (12) or equivalent qualification. Experience in Supply Chain/Procurement environment will be an added advantage. Sound knowledge of the PFMA, Treasury Regulations and Supply Chain Management. Able to work extended hours. Excellent communication and administrative skills. Good written and verbal communication skills. Good interpersonal skills. Good administration skills. Able to work under pressure. Be reliable and determined. Computer literacy in MS Excel; Word; and Outlook.

DUTIES : Provide administrative and specialized and procurement support to the NPA. Capture procurement requisitions on LOGIS system. Process petty cash the e end user. Attend to internal and external queries relating to requisitions and purchase orders. Update requisition tracking system. Place orders with service providers. Liaise with service providers and business units regarding deliveries. Ensure compliance with prescripts and internal circulars. Perform any other duties deemed necessary by your supervisor.

ENQUIRIES : Sindiswa Mbontsi Tel No: (012) 845 6066

APPLICATIONS : e-mail Recruit2020446@npa.gov.za

POST 22/91 : **MESSANGER DRIVER REF NO: RECRUIT 2020/447**
National Prosecutions Service

SALARY : R145 281 per annum (Level 04) (Excluding Benefits)
CENTRE : DPP: Kimberley
REQUIREMENTS : Grade twelve (12) or equivalent qualification. Knowledge of Registry procedures. Able to work extended hours. Reliable. Excellent communication skills. Able to work under pressure. Valid driver's license.

DUTIES : Maintain an effective and efficient messenger service. Delivery and collection of documents in and around the DPP office. Delivery and collection of mail at the post office. Open and register parcels and mail. Collect, record and distribute correspondence using the approved file plan for the office.

ENQUIRIES : Nicholas Mogongwa Tel No: (053) 807 4539
APPLICATIONS : e mail Recruit2020447@npa.gov.za

OFFICE OF THE CHIEF JUSTICE

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



- APPLICATIONS** : **National Office: Midrand/** Office Of The Chief Justice: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
Bloemfontein: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein street, Bloemfontein, 9301.
Mpumalanga (Mbombela): Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela 1200.
Limpopo: Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.
- CLOSING DATE** : 02 October 2020
- NOTE** : Shortlisted candidates must be willing to undergo normal vetting and verification processes. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed; certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Applications received after the closing date, as well as applications received via fax or email, will NOT be considered or accepted.

OTHER POSTS

- POST 22/92** : **INFORMATION COMMUNICATION TECHNOLOGY PROJECT MANAGER**
REF NO: 2020/116/OCJ
Re-Advertisement Candidates, who previously applied, are encouraged to re-apply)
- SALARY** : R733 257 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : A three (3) year Bachelor's degree with preference for a B Sc., B Sc (Eng), B Sc (Computers/IT) or equivalent. Project management diploma or Certificate i.e. PMP, Prince 2 or equivalent required. Five (5) years of relevant ICT project management experience. At least five (5) years of relevant ICT Project Management experience, preferably infrastructure and software development background. 5 or more years' experience in managing multiple teams across multiple projects and methodologies. Experience with traditional and agile projects. Exposure to Agile, alternative delivery methodologies and frameworks, PMO structures and functions. Exposure to business processes analysis, change management, system integration. Exposure to Active Directory. Group policies, services, and roles. Exposure in the management of Office 365 or other cloud-based solutions. Valid Driver's licence. Technical knowledge and competencies: Knowledge of Project Management Methodologies. A good understanding of the ICT industry, Project Governance and Government processes. Create and maintain fit for purpose project methodology, practices and tools in line with best practices and that will enable the efficient and effective delivery of projects. Ensure applicable project documentation is created in line with methodology. Behavioural Competencies: Effective leadership, interpersonal and communication skills. Impact and influence. Good understanding of the procurement process including negotiation with third parties. Good knowledge of program and project management methods including MSP and PRINCE2 or PMBOK. Good knowledge of budgeting and resource allocation procedures. Sufficient seniority and credibility to advise project teams on their projects in relation to the program and also to resolve conflicts. The ability to find ways of solving or pre-empting problems.
- DUTIES** : Coordinate the development of Service Level Agreements and the Portfolio Management Frameworks and Methodologies. Develop project plan or relevant management and delivery approach OR Project management life cycle. Ensure that projects are delivered on time, in budget and to the required quality standard as per project schedule. Identify and manage project dependencies, risks, issues and impediments. Manage, monitor and evaluate the cross functional team assigned to the project.
- ENQUIRIES** : Ms S Tshidino/ Ms B Rakgotho Tel No: (010) 493 2500/2533
- POST 22/93** : **LAW RESEARCHER REF NO: 2020/101/OCJ**
- SALARY** : R376 596 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Free State High Court: Bloemfontein
- REQUIREMENTS** : An LLB degree or four (4) years' recognized legal qualification. Three (3) years relevant legal experience. A valid driver's licence. Skills and competencies: Excellent research and analytical skills. Report writing and editing skills. Excellent communication skills (written and verbal). Understanding of the Constitution and relevant legislation. Computer literacy (MS Word). Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastat). Planning and organising ability. Ability to integrate knowledge from diverse sources. Accuracy and attention to detail. Interpersonal skills. Problems solving skills. Ability to work under pressure. Ability to work independently.
- DUTIES** : Conduct legal research as required by the Judges and other personnel of the Court. Perform proof reading functions, drafting of speeches, conference notes and legal articles. Monitoring and bringing to the attention of Judges of the Court recent developments in case law and jurisprudence. Checking judgments for style and accuracy of citations. Perform quasi-judicial functions. Attend to additional duties as assigned.
- ENQUIRIES** : Ms M Luthuli Tel No: (051) 406 8191

- POST 22/94** : **IT INTERNAL AUDITOR–DATA ANALYTICS REF NO: 2020/102/OCJ**
(6 Months Contract)
- SALARY** : R316 791 per annum plus 37% per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : An undergraduate qualification (NQF level 6/7) in Information Systems/Informatics Computer Science/Internal Auditing/Accounting/Commerce or equivalent. One (1)-two (2) years' experience in IT audit/Data Analytics environment. Ability and willingness to travel extensively across the country. A valid driver's licence. Technical Knowledge/Competencies: Information and Data Analysis Application of Audit Technology/CAATs. Knowledge of Business Process Analysis and Re-engineering Knowledge of the PFMA and Treasury Regulations. Understanding of relevant Public Service Regulations. Behavioural Competencies: Supervisory Skills. Analytical Thinking. Self-driven and ability to meet deadlines. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis.
- DUTIES** : IT Audit planning, business process reviews, execution, project quality and reporting. Coding of scripts in SQL or through the use of analytics tools, testing scripts and validating results before document audit work papers. Assist with management of the Internal Audit technology and Data Analytics Tools. Engagement with IT, System and Data Owners as well as the Administrators. Data analytics, collating and reporting of data on monthly and quarterly basis to Management and for each audit project.
- ENQUIRIES** : Mr Ranako Mabunda Tel No: (010) 493 2500/ 2519
- POST 22/95** : **HUMAN RESOURCE PRACTITIONER REF NO: 2020/103/OCJ**
Re-Advertisement Candidates, who previously applied, are encouraged to re-apply)
- SALARY** : R257 508 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Service Centre: Limpopo
- REQUIREMENTS** : A three (3) years' Degree or National Diploma in HRM/ Public Administration/ Management or Equivalent Qualification. At least three (3) years functional experience in Human Resource Management within the Public Service. Extensive knowledge of Persal system (Attach certificates). Supervisory experience will be an added advantage. A valid code B drivers' licence. Skills and Competencies: Computer literacy. Knowledge of the relevant Human Resource Management Legislation/ Directives. Knowledge of Persal system. Good communication skills (written and verbal). Good interpersonal and public relation skills. Good administration and organizational skills. Customer Service Skills. Time management and Confidentiality. Supervisory and leadership skills. Ability to work under pressure.
- DUTIES** : Supervise, plan and co-ordinate the activities of the HR Officers to contribute to the rendering of a professional human resource management service e.g. Personnel development, performance management and discipline, and ensure quality of work. Supervise the implementation and maintenance of human resource administration practices concerning service benefits (Leave, Housing Medical, Injury on duty, Terminations, Long service recognition, Overtime, relocation, Pension, allowances etc.), and HR Provisioning (Recruitment & Selection, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods, etc.). Address human resource administration enquiries to ensure the correct implementation of human resource management practices. Inform, guide and advice the Department/personnel on HR Administration matters to enhance the correct implementation of HR Management practices. Approve transaction on Persal according to delegations. Prepare reports on Human Resource Administration issues and statistics.
- ENQUIRIES** : Mr T Masemola/ Ms N Phadziri Tel No: (015) 230 4051/ 4008
- POST 22/96** : **JUDGES SECRETARY REF NO: 2020/104/OCJ**
- SALARY** : R257 508 per annum. The successful candidate will be required to sign a performance agreement

<u>CENTRE REQUIREMENTS</u>	:	Mpumalanga High Court: Mbombela
	:	Grade twelve (12). One (1) - three (3) years' Secretarial experience or as an Office Assistant. A valid driver's licence. An LLB Degree or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer care service skills and excellent typing skills. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
<u>DUTIES</u>	:	Typing (or format) of draft memorandum decision, opinions or judgement entries written by or assigned by Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, judgements and orders for the Judge. Arrange and diarize appointments, meetings for official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by Judge. Update files, documents and provide copies of documents to the Registrar. Perform digital recording of Court proceedings on urgent Court cases after hours and ensure integrity of such recordings. Store, keep and file Court records safely. Accompany the Judge to the Courts. Management of Judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned Judges as necessary; including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange receptions for the Judge and his or her visitors and attend to their needs. Management of Judge's library and updating of documentation. Execute legal research as directed by the Judge and comply with Prescripts, Departmental Policies, Procedures and Guidelines.
<u>ENQUIRIES</u>	:	Mr V Maeko/ Mr M Jele Tel No: (013) 753 9308/ 082 309 0910
<u>POST 22/97</u>	:	<u>ADMINISTRATION CLERK (ASSETS) REF NO: 2020/105/OCJ</u>
<u>SALARY</u>	:	R173 703 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Mpumalanga Provincial Service Centre
	:	Grade twelve (12). Skills and Competencies: Knowledge of relevant legislation. Financial Management. Excellent communication skills. Computer literacy. Analytical skills. Behavioural Competencies: Ability to work under pressure and meet deadlines. Solution Oriented. Service Delivery Innovation (SDI). Client Orientation and Customer Focus.
<u>DUTIES</u>	:	Facilitate the maintenance of a complete, reliable and accurate asset register for Departmental owned assets. Reconciliation of the general ledger (BAS), the asset registers (JYP) and the financial statements. Maintain a complete and accurate leased asset register. Perform the physical verification of assets as well as the completeness of the asset register. Management of losses as well as the disposal of unserviceable, redundant and obsolete assets. Assist during departmental audits.
<u>ENQUIRIES</u>	:	Mr V Maeko/ Mr M Jele Tel No: (013) 758 0000
<u>POST 22/98</u>	:	<u>ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: 2020/106/OCJ</u>
<u>SALARY</u>	:	R173 703 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
	:	Grade twelve (12) with accounting as a passed subject. Skills and Competencies: Good communication skills (verbal and written). Excellent organisational and planning skills. Good interpersonal skills. Computer literacy (Ms Word, Excel, PowerPoint and other software packages).
<u>DUTIES</u>	:	Receive, record and deposit money paid in the petty cash office. Issue receipts and allocate revenue. Issue petty cash funds and reconcile the petty cash account. Recover of documentation for replenishment of cash. Maintain accounting records for easy access and future reference. Capture and compile sundry payments advices. Assists in attending audit queries and provide copies of documents when necessary. Compile the payments register. Identify outstanding payments from the invoice register. Safekeeping and filling of payments advices (batch processing). Ensure adherence and compliance with related legislation and Departmental Policies.

- ENQUIRIES** : Mr H Lekwane Tel No: (011) 493 2500
- POST 22/99** : **ADMINISTRATION CLERK DCRS REF NO: 2020/107/OCJ**
- SALARY** : R173 703 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Pietermaritzburg High Court
- REQUIREMENTS** : Grade twelve (12) or equivalent qualification. Skills and Competencies: Computer literacy (MS Word). Good problem solving skills. Accuracy and attention to detail. Operational knowledge of operating DCRS/CRT machine
- DUTIES** : Operate the recording machine and recording of Court proceedings. Ensure integrity of such documents. Preparing and setting up the recording machine and make sure that the recording machine and microphones is functioning properly. Report all malfunctions on the machine. Make sure the recording is on before Court starts. Make sure all voices are audible. Exporting cases. Downloading proceedings on RW-CD. Keep record of all the requests made for transcription and record time spent in court per case. Document scanning and data capturing.
- ENQUIRIES** : Pietermaritzburg -Ms L Marrie Tel No: (031) 372 3164
- POST 22/100** : **MESSENGER, REF NO: 2020/108/OCJ**
- SALARY** : R122 595 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Service Centre: East London
- REQUIREMENTS** : Grade ten (10) or ABET plus a minimum of two (2) years' experience as a messenger. A valid code 8 driver's license plus Public Driver Permit (PDP) will be an added advantage. Skills and Competencies: Computer literacy (MS Office). Good communication skills (written and verbal). Attention to detail. Problem solving skills. Ability to liaise with team members and members of the public. Ability to work under pressure. Ability to work independently as well as in the team. Good organising skills. Good interpersonal relations skills, must be responsible and have good work ethics.
- DUTIES** : Collect and deliver mail. Distribute mail to various offices. Collect post bag from the Post Office. Transport officials to various destinations. Daily delivery and collection of posts from Post Office. Distribution of urgent/ hand delivered mail to various offices. Delivery of outgoing mail to Post Office. Maintenance of register of mail distribution and ensure safeguarding of all correspondence.
- ENQUIRIES** : Mr S Mponzo Tel No: (043) 726 5217
- POST 22/101** : **INVITATION TO SERVE ON THE AUDIT AND RISK COMMITTEE (4 MEMBERS) OF THE NATIONAL DEPARTMENT: OFFICE OF THE CHIEF JUSTICE REF. NO. 2020/100/OCJ**
(Re-Advertisement)
- Term: Appointment is for a period of three (3) years and will be underpinned by the Audit and Risk Committee Charter (Terms of Reference) and each successful applicant will be required to enter into a contract, which sets out their duties and responsibilities.
- SALARY** : Successful applicants will be remunerated in accordance with the requirements of Treasury Regulations and SAICA/AGSA tariffs.
- CENTRE** : Office of the Chief Justice
- REQUIREMENTS** : A Bachelor's degree and more than ten (10) years in senior management experience in any of the following fields preferably in the Public Sector: Auditing (Internal and External); Law; Accounting; Risk Management; Financial Management; Human Resource Management; Information and Communication Technology (ICT); Corporate Governance; Knowledge of Project Management. A professional qualification is a requirement. Registration as CIA /CISA /CA / Finance professional in good standing with SAICA. Knowledge of the judicial and justice system, and exposure to the legal fraternity will serve as an advantage. Knowledge, understanding and exposure to relevant prescripts/ policies (Public Finance Management Act, 1999, Treasury Regulations and other relevant prescripts) and governance best practices. Extensive leadership and experience in serving on Audit Committees. Independence, Integrity, Reliability and dedication of time and energy to serve the OCJ. Applicants must not be conducting business with the OCJ. Excellent communication and interpersonal skills.

DUTIES

: Responsibilities: The Audit and Risk Committee (ARC) will carry out its responsibilities as legislated by the Public Finance Management Act, 1999 and the Treasury Regulations, and operate according to its approved Charter. The ARC will fulfil its oversight responsibilities to ensure that the OCJ maintains effective, efficient and transparent systems of financial, risk management, governance, performance evaluation and internal control. The ARC will amongst others, review the effectiveness of the Internal Audit activity and provide direction; review the work of external auditors; the OCJ's financial statements and performance information; and monitor compliance with legislation. Advise the OCJ on enterprise wide risk management and monitor mitigation strategies. Advise on Ethics and Integrity processes including fraud prevention strategies. Act as independent adviser to the Accounting Officer on matters relating to, inter alia, internal audit; internal control; risk management; accounting policies; financial and non-financial information; effective governance and compliance with applicable legislation and prescripts. Assist the Accounting Officer in the effective execution of his/her responsibilities by reporting and making recommendations to the Accounting Officer. Review any reports released by the internal and external auditors and Management's response thereto. Ensure that a combined assurance model is applied to provide a coordinated approach to all assurance activities. Report annually to the Executive Authority on the status of risk management, governance and controls within the Office of the Chief Justice.

ENQUIRIES

: Mr Ranako Mabunda Tel No: (010) 493 2500/ 2519

NOTE

: the following is required with regards to candidates: Application must be submitted in writing and must contain the following: Detailed Curriculum Vitae, motivation for appointment, certified copies of the identity document and qualifications obtained not older than three (3) months; and verification of foreign qualifications by South African Qualification Authority (SAQA). Background verification, including criminal records and citizenship checks, will form part of the selection process. Preference will be given to candidates whose appointment will enhance representivity. Correspondence will be limited to short-listed members only. No late application will be accepted.

SOUTH AFRICAN POLICE SERVICE

ERRATUM: Division Human Resource Development: Kindly note that the following post was advertised in Public Service Vacancy Circular 21 dated 4 September 2020. Security Officer with reference no 9/8/2020 HRD. The post has been withdrawn sorry for the inconvenience.

OTHER POSTS

- POST 22/102** : **ADMINISTRATION CLERK REF NO: FMA3/2020**
Division: Financial Management and Administration
Section: Office of the Of the Divisional Commissioner
- SALARY** : R173 703 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : The generic minimum requirements applicable to all the posts are as follows: Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) Be a SA Citizen, Be fluent in at least two official languages, of which one must be English Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
- DUTIES** : Type reports, letters, memorandums and monitor flow of documents to the office of the Divisional Commissioner: Financial Management and Administration. Assist with secretarial and administrative support functions. Assist to manage the diary, receive and host visitors of the Divisional Commissioner. Arrange travelling and subsistence allowance for the Divisional Commissioner: Financial Management and Administration.
- ENQUIRIES** : can be directed to Lieutenant Colonel H De Lange and Captain ME Mokholoane Tel No: (012)393 4425/2894/1226/2273
- APPLICATIONS** : Hand delivered applications may only be submitted at: SAPS Head Office, Wachthuis Pretorius Street (Thibault Arcade) Pretoria forwarded by post to be addressed to: Lieutenant Colonel H De Lange Division: Financial Management and Administration Private Bag X94 Pretoria 0001 Email addresses: Hdelange@saps.gov.za; MpembeE@saps.gov.za; MokholoaneM@saps.gov.za Due to the delay in the postal system, posted applications will not be accepted. Applicants are encouraged not to post the applications but to utilise Courier Services (door to door).
- NOTE** : Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Copies of an applicant's ID, Grade 12 (Senior Certificate) and all educational qualifications obtained, service certificate of previous employers stating the occupation, proof of relevant experience in the field of the post. Due to lockdown restrictions on movement, uncertified documents will be accepted during this period of advert. Qualifications submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Application must be mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. The Criminal Law (forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31st of January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA

profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA data base. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. Completed application forms must be hand-delivered or emailed (by post/ or electronic mail) to the relevant office indicated below: Due to lockdown restrictions on movement, applicants may e-mail applications to only one of the addresses below.

- CLOSING DATE** : 02 October 2020 at 16:00
- POST 22/103** : **SECRETARY REF NO: FMA4/2020**
Division: Financial Management and Administration
Section: Office of the Section Head: Support Services
- SALARY** : R173 703 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : The generic minimum requirements applicable to all the posts are as follows: Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) Be a SA Citizen, Be fluent in at least two official languages, of which one must be English Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
- DUTIES** : To provide secretarial support functions to the Section Head. Type reports, letters, memorandums and monitor flow of documents to the office of the Section Head. Assist to manage the diary, receive and host visitors of the Section Head. Arrange travelling and subsistence allowance for the Section Head. Manage the office inventory.
- ENQUIRIES** : can be directed to Lieutenant Colonel H De Lange and Captain ME Mokholoane Tel No: (012)393 4425/2894/1226/2273
- APPLICATIONS** : Hand delivered applications may only be submitted at: SAPS Head Office, Wachthuis Pretorius Street (Thibault Arcade) Pretoria forwarded by post to be addressed to: Lieutenant Colonel H De Lange Division: Financial Management and Administration Private Bag X94 Pretoria 0001 Email addresses: Hdelange@saps.gov.za; MpembeE@saps.gov.za; MokholoaneM@saps.gov.za Due to the delay in the postal system, posted applications will not be accepted. Applicants are encouraged not to post the applications but to utilise Courier Services (door to door).
- NOTE** : Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Copies of an applicant's ID, Grade 12 (Senior Certificate) and all educational qualifications obtained, service certificate of previous employers stating the occupation, proof of relevant experience in the field of the post. Due to lockdown restrictions on movement, uncertified documents will be accepted during this period of advert. Qualifications submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Application must be mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. The Criminal Law (forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African

Police Service as from 31st of January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA data base. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. Completed application forms must be hand-delivered or emailed (by post/ or electronic mail) to the relevant office indicated below: Due to lockdown restrictions on movement, applicants may e-mail applications to only one of the addresses below.

- CLOSING DATE** : 02 October 2020 at 16:00
- POST 22/104** : **SECRETARY**
Division: Protection and Security Services
- SALARY CENTRE** : R173 703 per annum (Level 05)
: PSS Head office: Pretoria Ref No: PSS HO STATIC 01/20 (X1 Post)
: PSS Provincial Head: Mpumalanga Ref No: PSS PH MP 02/20 (X1 Post)
: PSS Provincial Head: Gauteng Ref No: PSS PH GP 03/20 (X1 Post)
: PSS Provincial Head: North West: Ref No: PSS PH NW 04/20 (X1 Post)
- REQUIREMENTS** : Applicants must display competency in the post-specific functions of the post; be in possession of a Senior Certificate (Grade 12). Be fluent in at least two official languages, of which one must be English Must be a SA citizen Appropriate/relevant experience in the field of the post as well as competency in MS Word, Excel and PowerPoint will be an advantage. Must have no previous convictions or cases pending Applicants will be subjected to a vetting process which will include security screening and fingerprint verification Willing to work irregular/extended hours when necessary.
- DUTIES** : To provide secretarial support functions such as to arrange and prepare meetings, agendas, typing and taking minutes. Answer and screen all incoming calls. Liaise with all other, Components, Sections and Provincial Heads on matters relating to the Division: Protection and Security Services. Maintain good record keeping, filing system and bring forward. Handle confidential documents. Process and submit claims, make travel and accommodation arrangements and manage the diary as well as receive and hosts visitors at the office. Operate standard equipment (fax, photo copy machine, telephone, computers etc.). Serving of refreshments to visitors during meetings. Manage office inventory.
- APPLICATIONS** : Please forward your application, quoting the relevant reference number to: Due to restriction of movement as a result of COVID-19, application forms must be e-mailed to the e-mail addresses below:
Pretoria (Maupa Naga Building) Ref No: PSS HO STATIC CH 01/2020, Maupa Naga Building, No.3 Park and Troye Street, Sunnyside, Pretoria, 0001, Enquiries: Lt Col Kondilati / Capt Mudau, PPO Kekana, PO Nebodzandala, AC Ramahlodi Tel No: (012) 400 6648, 5468, 5216, 5229, 5612 E-mail addresses: KondilatiT@saps.gov.za, MudauTG@saps.gov.za, KekanaK@saps.gov.za, NebudzandalaT@saps.gov.za, RamahlodiTT@saps.gov.za
Provincial Head: Mpumalanga (Bester Brown Building): Ref No: PSS PH MP 02/2020: Bester Brown Building, 10 Paul Kruger Street, 2nd Floor Office no.3, Nelspruit, 1200, Enquiries: Col Thaver / Lt. Col Maphanga, SPO Hadebe, SPO Mosehla Tel No: (013) 756 0252, 0261, 0258, 0259 E-mail addresses: ThaverS2@saps.gov.za, MaphangaKL@saps.gov.za, HadebeTV@saps.gov.za, MosehlaPL@saps.gov.za,
Provincial Head: Gauteng (Pretoria, Land Affairs Building) Ref No: PSS PH GP 03/2020: Land Affairs Building, 184 Jeff Masemola Street, Pretoria, 0002 Enquiries: Lt. Col Naidoo, Lt. Col Bonga, Capt Pieters, PPO Tebele Tel No: (01 3) 53 6701, 6779, 6739, 6729, E-mail addresses: NaidooT@saps.gov.za, BongaJS@saps.gov.za, PietersJ4@saps.gov.za, TebeleHelen@saps.gov.za,
Provincial Head: North West (Mafikeng Embassy Complex) Ref No: PSS PH NW 04/2020: c/o William Dick and Sarel Eloff Street, Embassy Complex, Mafikeng, 2745, Enquiries: Lt. Col Maleka, W/O Motshabi, SPO Ntsimane Tel

	No: (018) 397 9017, 9016, 9019. E-mail addresses: MalekaO@saps.gov.za , MotshabiKJ@saps.gov.za ,
<u>NOTE</u>	: Only the official application form (available on the SAPS website and at SAPS recruitment offices) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Copies of an applicant's ID and all other educational qualifications. It is not necessary for certification and commissioning of applications at this stage due to COVID-19 restrictions. Qualifications submitted will be subjected to verification checking with the relevant institutions. Appointment will be made in terms of the Public Service Act, 1994 as applicable to the post environment. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Applications must be mailed timeously. Late applications will not be accepted or considered.
<u>CLOSING DATE</u>	: 02 October 2020 at 16:00
<u>POST 22/105</u>	: <u>PERSONNEL OFFICER REF NO: FMA5/2020</u> Division: Financial Management and Administration Section: Human Resource Management: Personnel Management: Absenteeism Management
<u>SALARY CENTRE REQUIREMENTS</u>	: R173 703 per annum (Level 05) : Pretoria : The generic minimum requirements applicable to all the posts are as follows: Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) Be a SA Citizen, Be fluent in at least two official languages, of which one must be English Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
<u>DUTIES</u>	: Capturing leave applications on the Persal System; Auditing of leave. Updating of the SAP 28/47 registers; Liaising with various commanders regarding absenteeism management; Dealing with all absenteeism related matters in terms of Temporary Incapacity leave, Family Responsibility, Injury on Duty etc; Compilation of monthly leave reports; To administer the human and physical resources of the sub-section.
<u>ENQUIRIES</u>	: can be directed to Lieutenant Colonel H De Lange and Captain ME Mokholoane Tel No: (012)393 4425/2894/1226/2273
<u>APPLICATION</u>	: Hand delivered applications may only be submitted at: SAPS Head Office, Wachthuis Pretorius Street (Thibault Arcade) Pretoria forwarded by post to be addressed to: Lieutenant Colonel H De Lange Division: Financial Management and Administration Private Bag X94 Pretoria 0001 Email addresses: Hdelange@saps.gov.za ; MpembeE@saps.gov.za ; MokholoaneM@saps.gov.za Due to the delay in the postal system, posted applications will not be accepted. Applicants are encouraged not to post the applications but to utilise Courier Services (door to door).
<u>NOTE</u>	: Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Copies of an applicant's ID, Grade 12 (Senior Certificate) and all educational qualifications obtained,

service certificate of previous employers stating the occupation, proof of relevant experience in the field of the post. Due to lockdown restrictions on movement, uncertified documents will be accepted during this period of advert. Qualifications submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Application must be mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. The Criminal Law (forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31st of January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA data base. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. Completed application forms must be hand-delivered or emailed (by post/ or electronic mail) to the relevant office indicated below: Due to lockdown restrictions on movement, applicants may e-mail applications to only one of the addresses below.

- CLOSING DATE** : 02 October 2020 at 16:00
- POST 22/106** : **PROVISIONING ADMINISTRATION CLERK REF NO: FMA6/2020**
Division: Financial Management and Administration
Section: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)
: Pretoria
: The generic minimum requirements applicable to all the posts are as follows: Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) Be a SA Citizen, Be fluent in at least two official languages, of which one must be English Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
- DUTIES** : Administer State property; Administer Procurement and Provisioning of physical resources for the Division; Administer Accommodation for the Division; Administer logistics for the Division; Administer Vehicle Fleet for the Division; Administer PAS in terms of completion and filing documents Administration.
- ENQUIRIES** : can be directed to Lieutenant Colonel H De Lange and Captain ME Mokholoane Tel No: (012)393 4425/2894/1226/2273
- APPLICATION** : Hand delivered applications may only be submitted at: SAPS Head Office, Wachthuis Pretorius Street (Thibault Arcade) Pretoria forwarded by post to be addressed to: Lieutenant Colonel H De Lange Division: Financial Management and Administration Private Bag X94 Pretoria 0001 Email addresses: Hdelange@saps.gov.za; MpembeE@saps.gov.za; MokholoaneM@saps.gov.za Due to the delay in the postal system, posted applications will not be accepted. Applicants are encouraged not to post the applications but to utilise Courier Services (door to door).
- NOTE** : Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae

must be submitted together with the application form. Copies of an applicant's ID, Grade 12 (Senior Certificate) and all educational qualifications obtained, service certificate of previous employers stating the occupation, proof of relevant experience in the field of the post. Due to lockdown restrictions on movement, uncertified documents will be accepted during this period of advert. Qualifications submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Application must be mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. The Criminal Law (forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31st of January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA data base. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. Completed application forms must be hand-delivered or emailed (by post/ or electronic mail) to the relevant office indicated below: Due to lockdown restrictions on movement, applicants may e-mail applications to only one of the addresses below.

- CLOSING DATE** : 02 October 2020 at 16:00
- POST 22/107** : **SECRETARY REF NO: FMA7/2020**
Division: Financial Management and Administration
Section: Office of the Section Head: Expenditure Administration
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)
: Pretoria
: The generic minimum requirements applicable to all the posts are as follows: Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) Be a SA Citizen, Be fluent in at least two official languages, of which one must be English Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
- DUTIES** : To provide secretarial support functions to the Section Head. Type and consolidate reports, letters, memorandums and monitor flow of documents (manually and electronically) to and from the office of the Section Head. Arranging of and keeping and produce minutes of meetings when so required*Assist to manage the diary (manually and electronically) to receive and host visitors of the Section Head. Keeping a bring-forward system (manually and electronically) of all pending matters Arrange travelling and accommodation with subsistence advances and allowance for the Section Head. Manage the office inventory.
- ENQUIRIES** : can be directed to Lieutenant Colonel H De Lange and Captain ME Mokholoane Tel No: (012)393 4425/2894/1226/2273
- APPLICATIONS** : Hand delivered applications may only be submitted at: SAPS Head Office, Wachthuis Pretorius Street (Thibault Arcade) Pretoria forwarded by post to be addressed to: Lieutenant Colonel H De Lange Division: Financial Management and Administration Private Bag X94 Pretoria 0001 Email addresses: Hdelange@saps.gov.za; MpembeE@saps.gov.za; MokholoaneM@saps.gov.za Due to the delay in the postal system, posted applications will not be accepted. Applicants are encouraged not to post the applications but to utilise Courier Services (door to door).

NOTE

: Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Copies of an applicant's ID, Grade 12 (Senior Certificate) and all educational qualifications obtained, service certificate of previous employers stating the occupation, proof of relevant experience in the field of the post. Due to lockdown restrictions on movement, uncertified documents will be accepted during this period of advert. Qualifications submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Application must be mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. The Criminal Law (forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31st of January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA data base. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. Completed application forms must be hand-delivered or emailed (by post/ or electronic mail) to the relevant office indicated below: Due to lockdown restrictions on movement, applicants may e-mail applications to only one of the addresses below.

CLOSING DATE

: 2 October 2020 at 16:00

POST 22/108

: **ACCOUNTING CLERK REF NO: FMA8/2020**
Division: Financial Management and Administration
Section: Claims

SALARY CENTRE REQUIREMENTS

: R173 703 per annum (Level 05)
: Pretoria
: The generic minimum requirements applicable to all the posts are as follows: Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) Be a SA Citizen, Be fluent in at least two official languages, of which one must be English Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.

DUTIES

: To support the Section Commander: SAPOL Claims to render an effective financial support to all members of South African Police Service in regards to expenditure and related administration by administrate, receive and register various SAPOL claims on the Electronic Claims Register. Administrate, and process all travel and subsistence claims and miscellaneous claims. Handling inquiries in regards to SAPOL Claims queries Assist with enquiries from the Auditor General by collecting and consolidating evidence as and when so required.

ENQUIRIES

: can be directed to Lieutenant Colonel H De Lange and Captain ME Mokholoane Tel No: (012)393 4425/2894/1226/2273

APPLICATIONS

: Hand delivered applications may only be submitted at: SAPS Head Office, Wachthuis Pretorius Street (Thibault Arcade) Pretoria forwarded by post to be addressed to: Lieutenant Colonel H De Lange Division: Financial Management

and Administration Private Bag X94 Pretoria 0001 Email addresses:
Hdelange@saps.gov.za; MpembeE@saps.gov.za;

MokholoaneM@saps.gov.za Due to the delay in the postal system, posted applications will not be accepted. Applicants are encouraged not to post the applications but to utilise Courier Services (door to door).

NOTE

: Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Copies of an applicant's ID, Grade 12 (Senior Certificate) and all educational qualifications obtained, service certificate of previous employers stating the occupation, proof of relevant experience in the field of the post. Due to lockdown restrictions on movement, uncertified documents will be accepted during this period of advert. Qualifications submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Application must be mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. The Criminal Law (forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31st of January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA data base. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. Completed application forms must be hand-delivered or emailed (by post/ or electronic mail) to the relevant office indicated below: Due to lockdown restrictions on movement, applicants may e-mail applications to only one of the addresses below.

CLOSING DATE

: 2 October 2020 at 16:00

POST 22/109

: **SECRETARY REF NO: FMA9/2020**

Division: Financial Management and Administration
Section: Office of the Section Head: Financial Accounting

**SALARY
CENTRE
REQUIREMENTS**

: R173 703 per annum (Level 05)
: Pretoria
: The generic minimum requirements applicable to all the posts are as follows: Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) Be a SA Citizen, Be fluent in at least two official languages, of which one must be English Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.

DUTIES

: To provide secretarial support functions to the Section Head. Type reports, letters, memorandums and monitor flow of documents to the office of the Section Head. Assist to manage the diary, receive and host visitors of the Section Head. Arrange travelling and subsistence allowance for the Section Head. Manage the office inventory.

ENQUIRIES

: can be directed to Lieutenant Colonel H De Lange and Captain ME Mokholoane Tel No: (012)393 4425/2894/1226/2273

- APPLICATIONS** : Hand delivered applications may only be submitted at: SAPS Head Office, Wachthuis Pretorius Street (Thibault Arcade) Pretoria forwarded by post to be addressed to: Lieutenant Colonel H De Lange Division: Financial Management and Administration Private Bag X94 Pretoria 0001 Email addresses: Hdelange@saps.gov.za; MpembeE@saps.gov.za; MokholoaneM@saps.gov.za Due to the delay in the postal system, posted applications will not be accepted. Applicants are encouraged not to post the applications but to utilise Courier Services (door to door).
- NOTE** : Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Copies of an applicant's ID, Grade 12 (Senior Certificate) and all educational qualifications obtained, service certificate of previous employers stating the occupation, proof of relevant experience in the field of the post. Due to lockdown restrictions on movement, uncertified documents will be accepted during this period of advert. Qualifications submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Application must be mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. The Criminal Law (forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31st of January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA data base. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. Completed application forms must be hand-delivered or emailed (by post/ or electronic mail) to the relevant office indicated below: Due to lockdown restrictions on movement, applicants may e-mail applications to only one of the addresses below.
- CLOSING DATE** : 2 October 2020 at 16:00
- POST 22/110** : **ACCOUNTING CLERK REF NO: FMA10/2020**
Division: Financial Management and Administration
Section: Miscellaneous Accounting and Reporting
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)
: Pretoria
: The generic minimum requirements applicable to all the posts are as follows: Applicants must display competency in the post-specific functions of the post
Be in possession of a Senior Certificate (Grade 12) Be a SA Citizen, Be fluent in at least two official languages, of which one must be English Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
- DUTIES** : Administer semi-official institutions in accordance with the procedures as stipulated in current instruction. Administer the ledger account of the department. Perform supporting functions to enhance the general administration of the section. Perform a supporting function with regard to all Audit General matters from the National Nodal point.

- ENQUIRIES** : can be directed to Lieutenant Colonel H De Lange and Captain ME Mokholoane Tel No: (012)393 4425/2894/1226/2273
- APPLICATIONS** : Hand delivered applications may only be submitted at: SAPS Head Office, Wachthuis Pretorius Street (Thibault Arcade) Pretoria forwarded by post to be addressed to: Lieutenant Colonel H De Lange Division: Financial Management and Administration Private Bag X94 Pretoria 0001 Email addresses: Hdelange@saps.gov.za; MpembeE@saps.gov.za; MokholoaneM@saps.gov.za Due to the delay in the postal system, posted applications will not be accepted. Applicants are encouraged not to post the applications but to utilise Courier Services (door to door).
- NOTE** : Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Copies of an applicant's ID, Grade 12 (Senior Certificate) and all educational qualifications obtained, service certificate of previous employers stating the occupation, proof of relevant experience in the field of the post. Due to lockdown restrictions on movement, uncertified documents will be accepted during this period of advert. Qualifications submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Application must be mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. The Criminal Law (forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31st of January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA data base. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. Completed application forms must be hand-delivered or emailed (by post/ or electronic mail) to the relevant office indicated below: Due to lockdown restrictions on movement, applicants may e-mail applications to only one of the addresses below.
- CLOSING DATE** : 02 October 2020 at 16:00
- POST 22/111** : **ADMINISTRATION CLERK REF NO: FMA11/2020**
Division: Financial Management and Administration
Section: Loss Management
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Pretoria
- REQUIREMENTS** : The generic minimum requirements applicable to all the posts are as follows: Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) Be a SA Citizen, Be fluent in at least two official languages, of which one must be English Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
- DUTIES** : *Administer information (including in-service training tools) for the Section: Loss Management; Administer and evaluate the data integrity on the Loss

- Control System in respect of all users; Conduct evaluation visits to monitor data captured on the LCS.
- ENQUIRIES** : can be directed to Lieutenant Colonel H De Lange and Captain ME Mokholoane Tel No: (012)393 4425/2894/1226/2273
- APPLICATIONS** : Hand delivered applications may only be submitted at: SAPS Head Office, Wachthuis Pretorius Street (Thibault Arcade) Pretoria forwarded by post to be addressed to: Lieutenant Colonel H De Lange Division: Financial Management and Administration Private Bag X94 Pretoria 0001 Email addresses: Hdelange@saps.gov.za; MpembeE@saps.gov.za; MokholoaneM@saps.gov.za Due to the delay in the postal system, posted applications will not be accepted. Applicants are encouraged not to post the applications but to utilise Courier Services (door to door).
- NOTE** : Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Copies of an applicant's ID, Grade 12 (Senior Certificate) and all educational qualifications obtained, service certificate of previous employers stating the occupation, proof of relevant experience in the field of the post. Due to lockdown restrictions on movement, uncertified documents will be accepted during this period of advert. Qualifications submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Application must be mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. The Criminal Law (forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31st of January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA data base. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. Completed application forms must be hand-delivered or emailed (by post/ or electronic mail) to the relevant office indicated below: Due to lockdown restrictions on movement, applicants may e-mail applications to only one of the addresses below.
- CLOSING DATE** : 02 October 2020 at 16:00
- POST 22/112** : **ADMINISTRATION CLERK REF NO: FMA12/2020**
Division: Financial Management and Administration
Section: Loss Management
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Pretoria
- REQUIREMENTS** : The generic minimum requirements applicable to all the posts are as follows: Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) Be a SA Citizen, Be fluent in at least two official languages, of which one must be English Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.

- DUTIES** : Administer all new requests to register supplier codes on the POLFIN system; Administer all new requests to register ACB details on the POLFIN system; Administer and render a support to all Provincial Commanders regarding payments for compensation; Control physical resources effectively and efficiently.
- ENQUIRIES** : can be directed to Lieutenant Colonel H De Lange and Captain ME Mokholoane Tel No: (012)393 4425/2894/1226/2273
- APPLICATIONS** : Hand delivered applications may only be submitted at: SAPS Head Office, Wachthuis Pretorius Street (Thibault Arcade) Pretoria forwarded by post to be addressed to: Lieutenant Colonel H De Lange Division: Financial Management and Administration Private Bag X94 Pretoria 0001 Email addresses: Hdelange@saps.gov.za; MpembeE@saps.gov.za; MokholoaneM@saps.gov.za Due to the delay in the postal system, posted applications will not be accepted. Applicants are encouraged not to post the applications but to utilise Courier Services (door to door).
- NOTE** : Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Copies of an applicant's ID, Grade 12 (Senior Certificate) and all educational qualifications obtained, service certificate of previous employers stating the occupation, proof of relevant experience in the field of the post. Due to lockdown restrictions on movement, uncertified documents will be accepted during this period of advert. Qualifications submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Application must be mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. The Criminal Law (forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31st of January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA data base. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. Completed application forms must be hand-delivered or emailed (by post/ or electronic mail) to the relevant office indicated below: Due to lockdown restrictions on movement, applicants may e-mail applications to only one of the addresses below.
- CLOSING DATE** : 02 October 2020 at 16:00
- POST 22/113** : **ACCOUNTING CLERK REF NO: FMA13/2020**
Division: Financial Management and Administration
Section: Pensions, Discharge and Tax
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Pretoria
- REQUIREMENTS** : The generic minimum requirements applicable to all the posts are as follows: Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) Be a SA Citizen, Be fluent in at least two official languages, of which one must be English Must have no

- previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
- DUTIES** : Administration of termination and freezing of salaries of retired employees in SAPS; Administration of calculation and payment of leave credit, service bonus, salaries; Administration of calculation of debt and compiling of debt letters to ex-employees of SAPS; Administration of compiling of proceed letters.
- ENQUIRIES** : can be directed to Lieutenant Colonel H De Lange and Captain ME Mokholoane Tel No: (012)393 4425/2894/1226/2273
- APPLICATIONS** : Hand delivered applications may only be submitted at: SAPS Head Office, Wachthuis Pretorius Street (Thibault Arcade) Pretoria forwarded by post to be addressed to: Lieutenant Colonel H De Lange Division: Financial Management and Administration Private Bag X94 Pretoria 0001 Email addresses: Hdelange@saps.gov.za; MpembeE@saps.gov.za; MokholoaneM@saps.gov.za Due to the delay in the postal system, posted applications will not be accepted. Applicants are encouraged not to post the applications but to utilise Courier Services (door to door).
- NOTE** : Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Copies of an applicant's ID, Grade 12 (Senior Certificate) and all educational qualifications obtained, service certificate of previous employers stating the occupation, proof of relevant experience in the field of the post. Due to lockdown restrictions on movement, uncertified documents will be accepted during this period of advert. Qualifications submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Application must be mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. The Criminal Law (forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31st of January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA data base. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. Completed application forms must be hand-delivered or emailed (by post/ or electronic mail) to the relevant office indicated below: Due to lockdown restrictions on movement, applicants may e-mail applications to only one of the addresses below.
- CLOSING DATE** : 02 October 2020 at 16:00
- POST 22/114** : **ACCOUNTING CLERK REF NO: FMA14/2020**
Division: Financial Management and Administration
Section: Injury on Duty
- SALARY** : R173 703 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : The generic minimum requirements applicable to all the posts are as follows:
Applicants must display competency in the post-specific functions of the post;

- Be in possession of a Senior Certificate (Grade 12) Be a SA Citizen, Be fluent in at least two official languages, of which one must be English Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
- DUTIES** : Process payment of medical and related invoices for the Sub-Section: Injury on Duty. Administer financial and administrative duties for the Sub-Section: Injury on Duty. Administer medical invoices with regard to Sub-Section: Injury on Duty.
- ENQUIRIES** : can be directed to Lieutenant Colonel H De Lange and Captain ME Mokholoane Tel No: (012)393 4425/2894/1226/2273
- APPLICATIONS** : Hand delivered applications may only be submitted at: SAPS Head Office, Wachthuis Pretorius Street (Thibault Arcade) Pretoria forwarded by post to be addressed to: Lieutenant Colonel H De Lange Division: Financial Management and Administration Private Bag X94 Pretoria 0001 Email addresses: Hdelange@saps.gov.za; MpembeE@saps.gov.za; MokholoaneM@saps.gov.za Due to the delay in the postal system, posted applications will not be accepted. Applicants are encouraged not to post the applications but to utilise Courier Services (door to door).
- NOTE** : Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Copies of an applicant's ID, Grade 12 (Senior Certificate) and all educational qualifications obtained, service certificate of previous employers stating the occupation, proof of relevant experience in the field of the post. Due to lockdown restrictions on movement, uncertified documents will be accepted during this period of advert. Qualifications submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Application must be mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. The Criminal Law (forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31st of January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA data base. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. Completed application forms must be hand-delivered or emailed (by post/ or electronic mail) to the relevant office indicated below: Due to lockdown restrictions on movement, applicants may e-mail applications to only one of the addresses below.
- CLOSING DATE** : 02 October 2020 at 16:00
- POST 22/115** : **ACCOUNTING CLERK REF NO: FMA15/2020**
Division: Financial Management and Administration
Section: Salary Management and Maintenance
- SALARY CENTRE** : R173 703 per annum (Level 05)
: Pretoria

- REQUIREMENTS** : The generic minimum requirements applicable to all the posts are as follows: Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) Be a SA Citizen, Be fluent in at least two official languages, of which one must be English Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
- DUTIES** : Peruse and determine the salary notches; ranges/scales/rank codes and the nature of appointment (Appointment Act) in respect of all personnel within the SAPS; Maintain SCM, HRM and financial support for personnel at the Section.
- ENQUIRIES** : can be directed to Lieutenant Colonel H De Lange and Captain ME Mokholoane Tel No: (012)393 4425/2894/1226/2273
- APPLICATIONS** : Hand delivered applications may only be submitted at: SAPS Head Office, Wachthuis Pretorius Street (Thibault Arcade) Pretoria forwarded by post to be addressed to: Lieutenant Colonel H De Lange Division: Financial Management and Administration Private Bag X94 Pretoria 0001 Email addresses: Hdelange@saps.gov.za; MpembeE@saps.gov.za; MokholoaneM@saps.gov.za Due to the delay in the postal system, posted applications will not be accepted. Applicants are encouraged not to post the applications but to utilise Courier Services (door to door).
- NOTE** : Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Copies of an applicant's ID, Grade 12 (Senior Certificate) and all educational qualifications obtained, service certificate of previous employers stating the occupation, proof of relevant experience in the field of the post. Due to lockdown restrictions on movement, uncertified documents will be accepted during this period of advert. Qualifications submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Application must be mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. The Criminal Law (forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31st of January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA data base. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. Completed application forms must be hand-delivered or emailed (by post/ or electronic mail) to the relevant office indicated below: Due to lockdown restrictions on movement, applicants may e-mail applications to only one of the addresses below.
- CLOSING DATE** : 02 October 2020 at 16:00
- POST 22/116** : **ACCOUNTING CLERK REF NO: FMA16/2020**
Division: Financial Management and Administration
Section: Salary Management and Maintenance
- SALARY CENTRE** : R173 703 per annum (Level 05)
Pretoria

- REQUIREMENTS** : The generic minimum requirements applicable to all the posts are as follows: Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) Be a SA Citizen, Be fluent in at least two official languages, of which one must be English Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
- DUTIES** : Capture salary transactions on the computer systems; Perform non computerized tasks; Conduct of a support service.
- ENQUIRIES** : can be directed to Lieutenant Colonel H De Lange and Captain ME Mokholoane Tel No: (012)393 4425/2894/1226/2273
- APPLICATIONS** : Hand delivered applications may only be submitted at: SAPS Head Office, Wachthuis Pretorius Street (Thibault Arcade) Pretoria forwarded by post to be addressed to: Lieutenant Colonel H De Lange Division: Financial Management and Administration Private Bag X94 Pretoria 0001 Email addresses: Hdelange@saps.gov.za; MpembeE@saps.gov.za; MokholoaneM@saps.gov.za Due to the delay in the postal system, posted applications will not be accepted. Applicants are encouraged not to post the applications but to utilise Courier Services (door to door).
- NOTE** : Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Copies of an applicant's ID, Grade 12 (Senior Certificate) and all educational qualifications obtained, service certificate of previous employers stating the occupation, proof of relevant experience in the field of the post. Due to lockdown restrictions on movement, uncertified documents will be accepted during this period of advert. Qualifications submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Application must be mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. The Criminal Law (forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31st of January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA data base. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. Completed application forms must be hand-delivered or emailed (by post/ or electronic mail) to the relevant office indicated below: Due to lockdown restrictions on movement, applicants may e-mail applications to only one of the addresses below.
- CLOSING DATE** : 02 October 2020 at 16:00
- POST 22/117** : **REGISTRY CLERK REF NO: FMA17/2020 (X2 POSTS)**
Division: Financial Management and Administration
Section: Document Centre Management, Record Management
- SALARY CENTRE** : R173 703 per annum (Level 05)
: Pretoria

- REQUIREMENTS** : The generic minimum requirements applicable to all the posts are as follows: Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) Be a SA Citizen, Be fluent in at least two official languages, of which one must be English Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
- DUTIES** : Assisting with the management and maintenance of records classification. Assisting with the update, amendments and additions to the Records Classification System. Assisting with the administration of the office of the Commander during his/her absence from the office.
- ENQUIRIES** : can be directed to Lieutenant Colonel H De Lange and Captain ME Mokholoane Tel No: (012)393 4425/2894/1226/2273
- APPLICATIONS** : Hand delivered applications may only be submitted at: SAPS Head Office, Wachthuis Pretorius Street (Thibault Arcade) Pretoria forwarded by post to be addressed to: Lieutenant Colonel H De Lange Division: Financial Management and Administration Private Bag X94 Pretoria 0001 Email addresses: Hdelange@saps.gov.za; MpembeE@saps.gov.za; MokholoaneM@saps.gov.za Due to the delay in the postal system, posted applications will not be accepted. Applicants are encouraged not to post the applications but to utilise Courier Services (door to door).
- NOTE** : Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Copies of an applicant's ID, Grade 12 (Senior Certificate) and all educational qualifications obtained, service certificate of previous employers stating the occupation, proof of relevant experience in the field of the post. Due to lockdown restrictions on movement, uncertified documents will be accepted during this period of advert. Qualifications submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Application must be mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. The Criminal Law (forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31st of January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA data base. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. Completed application forms must be hand-delivered or emailed (by post/ or electronic mail) to the relevant office indicated below: Due to lockdown restrictions on movement, applicants may e-mail applications to only one of the addresses below.
- CLOSING DATE** : 02 October 2020 at 16:00
- POST 22/118** : **REGISTRY CLERK REF NO: FMA18/2020**
Division: Financial Management and Administration
Section: Document Centre Management, Archives and Registry
- SALARY** : R173 703 per annum (Level 05)

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	The generic minimum requirements applicable to all the posts are as follows: Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) Be a SA Citizen, Be fluent in at least two official languages, of which one must be English Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
<u>DUTIES</u>	:	Conduct effective and efficient archive and registration correspondence support. Ensure proper administration and management of files and records.
<u>ENQUIRIES</u>	:	can be directed to Lieutenant Colonel H De Lange and Captain ME Mokholoane Tel No: (012)393 4425/2894/1226/2273
<u>APPLICATIONS</u>	:	Hand delivered applications may only be submitted at: SAPS Head Office, Wachthuis Pretorius Street (Thibault Arcade) Pretoria forwarded by post to be addressed to: Lieutenant Colonel H De Lange Division: Financial Management and Administration Private Bag X94 Pretoria 0001 Email addresses: Hdelange@saps.gov.za ; MpembeE@saps.gov.za ; MokholoaneM@saps.gov.za Due to the delay in the postal system, posted applications will not be accepted. Applicants are encouraged not to post the applications but to utilise Courier Services (door to door).
<u>NOTE</u>	:	Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Copies of an applicant's ID, Grade 12 (Senior Certificate) and all educational qualifications obtained, service certificate of previous employers stating the occupation, proof of relevant experience in the field of the post. Due to lockdown restrictions on movement, uncertified documents will be accepted during this period of advert. Qualifications submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Application must be mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. <u>Short-listed candidates</u> for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. The Criminal Law (forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 st of January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA data base. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. Completed application forms must be hand-delivered or emailed (by post/ or electronic mail) to the relevant office indicated below: Due to lockdown restrictions on movement, applicants may e-mail applications to only one of the addresses below.
<u>CLOSING DATE</u>	:	02 October 2020 at 16:00
<u>POST 22/119</u>	:	<u>REGISTRY CLERK REF NO: FMA 19/2020</u> Division: Financial Management and Administration Section: Document Centre Management, Archives and Registry
<u>SALARY CENTRE</u>	:	R173 703 per annum (Level 05) Pretoria

- REQUIREMENTS** : The generic minimum requirements applicable to all the posts are as follows: Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) Be a SA Citizen, Be fluent in at least two official languages, of which one must be English Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
- DUTIES** : To effectively administer archives and registration functions-stamping, opening and sorting of post, dispatch and file documents, disposal of files, opening and registration of files on a computer system and handling of telephone and other enquiries.
- ENQUIRIES** : can be directed to Lieutenant Colonel H De Lange and Captain ME Mokholoane Tel No: (012)393 4425/2894/1226/2273
- APPLICATIONS** : Hand delivered applications may only be submitted at: SAPS Head Office, Wachthuis Pretorius Street (Thibault Arcade) Pretoria forwarded by post to be addressed to: Lieutenant Colonel H De Lange Division: Financial Management and Administration Private Bag X94 Pretoria 0001 Email addresses: Hdelange@saps.gov.za; MpembeE@saps.gov.za; MokholoaneM@saps.gov.za Due to the delay in the postal system, posted applications will not be accepted. Applicants are encouraged not to post the applications but to utilise Courier Services (door to door).
- NOTE** : Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Copies of an applicant's ID, Grade 12 (Senior Certificate) and all educational qualifications obtained, service certificate of previous employers stating the occupation, proof of relevant experience in the field of the post. Due to lockdown restrictions on movement, uncertified documents will be accepted during this period of advert. Qualifications submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Application must be mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. The Criminal Law (forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31st of January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA data base. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. Completed application forms must be hand-delivered or emailed (by post/ or electronic mail) to the relevant office indicated below: Due to lockdown restrictions on movement, applicants may e-mail applications to only one of the addresses below.
- CLOSING DATE** : 02 October 2020 at 16:00
- POST 22/120** : **ADMINISTRATION CLERK REF NO: FMA20/2020**
Division: Financial Management and Administration
Section: Administration Services
- SALARY** : R173 703 per annum (Level 05)

- CENTRE REQUIREMENTS** : Pretoria
 : The generic minimum requirements applicable to all the posts are as follows: Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) Be a SA Citizen, Be fluent in at least two official languages, of which one must be English Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
- DUTIES** : Rendering of an effective administration service: General Administration; Assist with the SITA Telephone Management system; Control basic functions regarding the rendering of cleaning service for the Division; Issuing of cleaning material at the storeroom. Maintain SCM, HRM and financial support for personnel at the Section.
- ENQUIRIES** : can be directed to Lieutenant Colonel H De Lange and Captain ME Mokholoane Tel No: (012)393 4425/2894/1226/2273
- APPLICATIONS** : Hand delivered applications may only be submitted at: SAPS Head Office, Wachthuis Pretorius Street (Thibault Arcade) Pretoria forwarded by post to be addressed to: Lieutenant Colonel H De Lange Division: Financial Management and Administration Private Bag X94 Pretoria 0001 Email addresses: Hdelange@saps.gov.za; MpembeE@saps.gov.za; MokholoaneM@saps.gov.za Due to the delay in the postal system, posted applications will not be accepted. Applicants are encouraged not to post the applications but to utilise Courier Services (door to door).
- NOTE** : Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Copies of an applicant's ID, Grade 12 (Senior Certificate) and all educational qualifications obtained, service certificate of previous employers stating the occupation, proof of relevant experience in the field of the post. Due to lockdown restrictions on movement, uncertified documents will be accepted during this period of advert. Qualifications submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Application must be mailed timeously. Late applications will not be accepted or considered .If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. The Criminal Law (forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31st of January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA data base. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. Completed application forms must be hand-delivered or emailed (by post/ or electronic mail) to the relevant office indicated below: Due to lockdown restrictions on movement, applicants may e-mail applications to only one of the addresses below.
- CLOSING DATE** : 02 October 2020 at 16:00

POST 22/121 : **ADMINISTRATION CLERK REF NO: FMA21/2020**
Division: Financial Management and Administration
Section: Security Management

SALARY : R173 703 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : The generic minimum requirements applicable to all the posts are as follows:
Applicants must display competency in the post-specific functions of the post;
Be in possession of a Senior Certificate (Grade 12) Be a SA Citizen, Be fluent
in at least two official languages, of which one must be English Must have no
previous convictions or cases pending. Applicants will be subjected to a vetting
process which will include security screening and fingerprint verification.

DUTIES : Administer correspondence and files: Administer logistical matters. Maintain
leave records, registers and files Perform administrative duties.

ENQUIRIES : can be directed to Lieutenant Colonel H De Lange and Captain ME
Mokholoane (012)393 4425/2894/1226/2273

APPLICATIONS : Hand delivered applications may only be submitted at: SAPS Head Office,
Wachthuis Pretorius Street (Thibault Arcade) Pretoria forwarded by post to be
addressed to: Lieutenant Colonel H De Lange Division: Financial Management
and Administration Private Bag X94 Pretoria 0001 Email addresses:
Hdelange@saps.gov.za; MpembeE@saps.gov.za;
MokholoaneM@saps.gov.za Due to the delay in the postal system, posted
applications will not be accepted. Applicants are encouraged not to post the
applications but to utilise Courier Services (door to door).

NOTE : Only the official application form (available on the SAPS website
(www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83
previously utilized will no longer be accepted. All instructions on the application
form must be adhered to. Failure to do so may result in the rejection of the
application. The post particulars and reference number of the post must be
correctly specified on the application form. A comprehensive Curriculum Vitae
must be submitted together with the application form. Copies of an applicant's
ID, Grade 12 (Senior Certificate) and all educational qualifications obtained,
service certificate of previous employers stating the occupation, proof of
relevant experience in the field of the post. Due to lockdown restrictions on
movement, uncertified documents will be accepted during this period of advert.
Qualifications submitted will be subjected to verification checking with the
relevant institutions. The South African Police Service will verify the residential
address of applicants and conduct reference checks. Appointments will be
made in terms of the Public Service Act, 1994 as applicable to the post
environment. Application must be mailed timeously. Late applications will not
be accepted or considered. If a candidate is short-listed, it can be expected of
him/her to undergo a personal interview as well as a practical assessment.
Reference checking will be conducted on all short listed applicants. Short-listed
candidates for appointment to certain identified posts, will be vetted in terms of
the Criminal Law (Sexual Offences and Related Matters) Amendment Act,
2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A
candidate whose particulars appear in either the National Register for Sex
Offenders or Part B of the Child Protection Register, will be disqualified from
appointment to that post. The Criminal Law (forensic Procedures) Amendment
Act, Act 37 of 2013 requires that all new appointments in the South African
Police Service as from 31st of January 2015 provide a buccal (inside cheek)
sample in order to determine their forensic DNA profile. The forensic DNA
profile derived from the sample will be loaded to the Elimination Index of the
National Forensic DNA data base. All short-listed candidates will be subjected
to fingerprint screening. Correspondence will be conducted with successful
candidates only. If you have not been contacted within 3 months after the
closing date of this advertisement, please accept that your application was
unsuccessful. The South African Police Service is under no obligation to fill a
post after the advertisement thereof. The SAPS application forms can be
obtained from any SAPS Recruitment Office within the South African Police
Service. Completed application forms must be hand-delivered or emailed (by
post/ or electronic mail) to the relevant office indicated below: Due to lockdown
restrictions on movement, applicants may e-mail applications to only one of the
addresses below.

CLOSING DATE : 02 October 2020 at 16:00

<u>POST 22/122</u>	<u>GENERAL WORKER</u>
<u>SALARY CENTRE</u>	R102 534 per annum (Level 02) Durban Harbour GW1/2020 (X3 Posts) Makgobistad Border Police Ref No: GW2/2020 OR Tambo International Airport Ref No: GW3/2020 (X3 Posts) Port Elizabeth Airwing Ref No: GW4/2020 NPOP Cape Town Ref No: GW5/2020 (X2 Posts) NPOP Durban Ref No: GW6/2020 (X2 Posts) NPOP Mpumalanga (Nelspruit) Ref No: GW7/2020 (X2 Posts) NIU Mthatha Ref No: GW8/2020 STF Operations (Pretoria) Ref No: GW9/2020 STF Pretoria Ref No: GW10/2020 NIU Durban Ref No: GW11/2020 NIU Mthatha Ref No: GW12/2020 NIU Pretoria (Bon Accord) Ref No: GW13/2020 (X2 Posts)
<u>REQUIREMENTS</u>	Applicants must display competency in the post-specific functions of the post; Be a South African Citizen A Grade 10 qualification will serve as an advantage. Basic literacy, numeracy and communication skills. Be able to read and write. Willing to work extended hours when necessary. Fluency in at least two official languages, of which one must be English Must have no previous convictions or cases pending Applicants will be subjected to a vetting process which will include security screening and fingerprint verification Be willing to work irregular hours.
<u>DUTIES</u>	Core Functions: Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters Performing tasks of a routine nature, such as dusting*Polish furniture and floors Vacuum carpets and mopping of tile floors Remove refuse Perform maintenance tasks in and around the assigned premises Clean bathrooms and kitchens Safekeeping and handling of a variety of Aids in the cleaning of the premises Loading and unloading of goods Garden maintenance services Washing and cleaning of state vehicles, kitchenware and utensils.
<u>ENQUIRIES</u>	Colonel Mamabolo, Tel No: (012) 400 3708, Captain Mashua Tel No: (012) 400 3787; WO Modiba Tel No: (012)400 3802
<u>APPLICATIONS</u>	may only apply for a maximum of 3 posts. Due to restriction of movement as a result of COVID-19, no hand delivered applications will be accepted. Application forms must be e-mailed to <u>Only One</u> of the following e-mail addresses: MashauTL@saps.gov.za or Modibamf@saps.gov.za No further e-mail correspondence will be entertained after submission of application.
<u>NOTE</u>	Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form as well as copies of an applicant's ID and all educational qualifications. It is not necessary for certification and commissioning of applications at this stage due to COVID-19 restrictions. Qualifications submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. <u>Short-listed candidates</u> for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a

CLOSING DATE

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post after the advertisement thereof. Applications must be e-mailed timeously.
Late applications will not be accepted or considered.
02 October 2020 at 16:00

DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

- APPLICATIONS** : can be submitted: By post to the Registry Office, The Department of Trade Industry and Competition, Private Bag x84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Street, Sunnyside, Pretoria; or go to: <http://www.thedtic.gov.za> and click on the "Careers" link to submit online application. Applications must be submitted with a completed and signed form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents
- CLOSING DATE** : 02 October 2020
- NOTE** : Shortlisted candidates will be subjected to a technical exercise and the selection panel for SMS position will further recommend candidates to attend a generic managerial competency-based assessment. Background verification and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. Senior Management Pre-entry programme certificate obtained from National School of Government (NSG) is required for all SMS applicants. To access the pre-certificate course, please visit: <https://www.thensg.gov.za/>. The dtic is committed to the pursuit of diversity and redress. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The dtic reserves the right not to fill any advertised position(s).

OTHER POSTS

- POST 22/123** : **JUNIOR ECONOMIST: DATA MANAGEMENT REF NO: CP&EP/ECON PLANNING 001**
Overview: To conduct economic modelling, monitoring and evaluation to improve development outcomes.
- SALARY** : R869 007 per annum (Level 12) (All-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Appropriate honours degree or equivalent qualification. 3-5 years' appropriate data management experience. Key Requirements: Must have good data research skills, and the ability to translate data well. Should have managerial competencies, like problem solving skills, financial management, communication, strategic planning. Technical skills required: quantitative and qualitative data management report writing, research, project management, policy development. Computer literacy. Knowledge: prescripts and policies, economics, national and international data sources.
- DUTIES** : Support improved utilisation of data across the dtic. Identify and systemise data source and databases, and identify and procure appropriate software. Organise regular training in data utilisation and analysis and in relevant software for staff members of the dtic. Assist with monthly consolidation and presentation of new data on employment, economic growth, equity and other relevant variables. Support policy formulation and review.
- ENQUIRIES** : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: (012) 394 1809/1835.
- NOTE** : In terms of the dtic's EE requirements, preference will be given to Coloured, Indian and White candidates and persons with disabilities.
- POST 22/124** : **EXECUTIVE ASSISTANT REF NO: CCRB/DDG 011**
Overview: To provide administrative support and office management functions in the Office of the Deputy Director-General.
- SALARY** : R376 596 per annum, excluding benefits, Level 09
- CENTRE** : Pretoria
- REQUIREMENTS** : A three-year National Diploma or B Degree in Office Management / Human Resources Management/Business Administration. 3 years' relevant experience in an office administration/management environment. Key Requirements: Experience in Document Management Systems. Experience in diary and events management. Experience in financial management. Sound

knowledge and understanding of Public Service Regulations, Public Service Act, Public Finance Management Act and Treasury Regulations. Planning and organising skills, communication skills (Verbal and Written), interpersonal skills, time management skills and problem-solving skills. Client orientation and customer focus. Proficient in MS Packages.

DUTIES

: Provides logistical support to the DDG: Manage the electronic diary and arrange meetings for the DDG. Ensure telephone calls are screened and sorted with a programme of call or feedbacks co-ordination. Maintain office supplies. Provide logistical support for the DDG on official trips. Order stationery and other office equipment on a regular to ensure operational productivity. Manage the calendar of events for the DDG. Maintain records of minutes meeting to ensure follow up actions. Arrange corporate travelling and meetings for the DDG. Manage the appointments of the DDG. Provide secretariat and administrative support to the DDG: Prepare reports by collecting and analysing information from the different units. Design and Maintain a database of stakeholders at the office of the DDG. Respond on the outgoing and incoming correspondences and queries in the office of the DDG. Draft minutes of the meetings. Answer phones and direct all incoming calls to the appropriate party. Handle incoming and outgoing electronic communications on behalf of the DDG. Document management: Ensure outgoing correspondence is recorded, distributed and tracked appropriately. Ensure documents are appropriately stored for ease of retrieval. Reply to corresponded on a high level. Ensure the opening and closing of files of the DDG's Office. Project Management: Monitor the project management system for efficiency and effectiveness. Organise meeting for the division and/or Senior Management. Execute any Ad Hoc projects of the office of the DDG. Assist with inputs for briefing documents and information for the Minister and DM's. Ensure there are reports provided on meetings and visits. Coordinate office activities to ensure maximum efficiency. Financial Management: Ensure that all advances and claims for the DDG are done within the specific time frame set out in the S&T policy. Ensure that the petty cash is managed as per the petty cash policy. Ensure that the budget of the Office of the DDG is managed with its specifications. Procurement to be done as per departmental procurement policy. Internal and external Liaison: Electronic, written and verbal messages received and transmitted as necessary to facilitate communications within all internal and external key clients. Implement and manage a reminder system for external and internal customers including project schedules operated to enable efficient process flow, timely and relevant response and action. Oversight of corporate client services and database thereof. Responsible for developing intra-divisional communication protocols for the office of the DDG.

ENQUIRIES

: Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: (012) 394 1809/1835.

NOTE

: In terms of the dtic's EE requirements, preference will be given to African male, Coloured and White candidates.

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 02 October 2020

NOTE : Interested applicants must submit their applications for employment to the e-mail address specified to each post. Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as copies of qualifications and Identity document. No late, applications will be accepted. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants. Candidates will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holders must provide the Police Clearance certificate from country of origin. The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within two (2) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

MANAGEMENT ECHELON

POST 22/125 : **DIRECTOR: RISK MANAGEMENT REF NO: 021020/01**
Branch: Director General Dir: Infrastructure Risk Management

SALARY : R1 057 326 per annum (Level 13) (all Inclusive package)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : An NQF level 7 qualification in Risk/Business Management or relevant qualification. Six (6) to ten (10) years relevant experience relating to implementation and management of enterprise wide risk management of which five (5)years should be at middle /Senior Managerial level. A pre-entry certificate obtained from the National School of Government (NSG). Experience in training in corporate governance and risk management. Exposure to compliance management and fraud risk. Must have experience in the implementation of a successful risk management. Good strategic capability and leadership. Good financial management skills. Good people management, empowerment, and problem solving analysis, change management interventions and knowledge management skills. Service delivery analysis, client orientation and customer focus skills. Good communication skills both verbal and written. Conflict management, accountability and good ethic conduct.

DUTIES : Create a risk aware culture within the department and integrate all risk management practices within the branches and regional offices. Oversee the continual training of risk champions at Head Office and within the area operational offices. Lead, direct and manage the component by monitoring and evaluating the implementation of the component's business plan. Implement and maintain the risk management strategy and policy for the Department. Implement control risk assessments and co-ordinate the management of risk registers within the risk appetite of the Department. Co-ordinate the implementation of the risk management software for the branches.

ENQUIRIES : Mr T Ntuli Tel No. (012) 336 8349

APPLICATIONS : Head Office (Pretoria): Please email your applications quoting the relevant reference number to recruitment@dws.gov.za

FOR ATTENTION : Ms. L Mabile

OTHER POSTS

- POST 22/126** : **CHIEF ENGINEER GRADE A REF NO: 021020/02**
Branch: NWRI: Central Operations
Re-advertisement; applicants who have previously applied are encouraged to re-apply
- SALARY** : R1 042 872 per annum (All-inclusive OSD salary package)
CENTRE : Usutu Vaal (Standerton)
REQUIREMENTS : An Engineering degree (B Eng or BSC Eng) or relevant qualification. Six (6) years post-qualification experience. A valid driver's licence. (Attached certified copy). Compulsory registration with ECSA as a Professional Engineer (Attach certified copy). Maintenance and knowledge skills. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Technical consulting. Engineering and professional judgment and responsiveness. Good communication skills. Excellent computer skills. Planning and organising, people management, conflict management, negotiation, change management skills. Experience in programme and project management. Team leader and decision maker. Financial management skills.
- DUTIES** : Manage the area office in the Central Operations Directorate. Implementation of Water Resource. Infrastructure operations. Medium-to-long term plans to ensure continuation of service delivery. Short term plan to schedule tasks for efficient operations and maintenance. Effective dam safety practices and emergency preparedness plans. Emergency plans for any emergency situation that may jeopardise lives and equipment in the area office. Maintenance and betterment plans, including general maintenance and related facilities. Provide leadership and directions as well as be responsible for facilities for financial management and corporate support in the Cluster Office. Prepare and manage Area office budget. Manage and control state-owned land and facilities related to water resource infrastructure. Ensure monitoring and evaluation of Cluster Office activities as well as reporting thereon. Manage administration and technical staff. Promote good stakeholder relations and ensure a customer-focused service delivery related to water resources.
- ENQUIRIES** : Ms. N Ndumo Tel No: (012)741 7302
APPLICATIONS : Usutu Vaal (Standerton) please email your applications quoting the relevant reference number to CORcruitment@dws.gov.za
- FOR ATTENTION** : Mr. KL Manganyi
- POST 22/127** : **DEPUTY DIRECTOR: SECRETARIAT SERVICES REF NO: 021020/03**
Branch: Office of the DG Executive Support
- SALARY** : R869 007 per annum (Level 12) (all Inclusive package)
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A National Diploma or Degree in Management/Administration or relevant. Three (3) to (5) five years management experience in administration. Provision of a secretarial service relating to high-level governance structures. Strong minute writing skills. Computer literacy in MS Office. Sound interpretation of the Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge and understanding of administrative procedures and systems. Good understanding of departmental policies and procedures. Committed to high level of quality control. Knowledge of good governance requirements and practice. Good understanding of the relevant Public Service prescripts. Maintain stakeholder relations and participation. Time management, problem solving, analysis, people and diversity management. Client orientation, and be customer focused. Accountability and ethical conduct. Proven supervisory and innovative skills. Good communication skills both written and verbal.
- DUTIES** : Provision of secretariat services support to high-level governance structures or committees. Provision of secretariat services support during the meetings between the DG and Stakeholders/Entities Oversight of secretariat services to high-level strategic meetings. The provision of logistical support to high-level governance structures or committees. The provision of logistical support to the meetings between the DG and Stakeholders/Entities.
- ENQUIRIES** : Mr D Siganunu Tel No. (012)336 8837
APPLICATIONS : Head Office (Pretoria): Please email your applications quoting the relevant reference number to recruitment@dws.gov.za
- FOR ATTENTION** : Ms. L Mabile

NOTE : Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

POST 22/128 : **ENGINEERING PRODUCTION GRADE A-C (CIVIL) REF NO: 021020/04**
Branch: NWRI: Sub Directorate: Dam Safety Surveillance

SALARY : R718 059 - R1 090 458 per annum (all-inclusive OSD salary package) (Offer will be based on proven years of experience)

CENTRE : Head Office Pretoria

REQUIREMENTS : An Engineering degree (B Eng / B.Sc. (Eng) or relevant qualification. Three (3) years post qualification engineering experience required. A valid driver's license (Attach a copy). Compulsory registration with ECSA as a Professional Engineer (Attach copy). Experience in dam engineering specifically in aspect of dam safety evaluation, instrumentation and rehabilitation is highly recommended. Experience in asset lifecycle management of water resources infrastructure will be recommended. Experience in project and contracts management is recommended. Understanding of procurement processes in the Public Sector. Sound financial planning and management. Further studies in project management or water infrastructure field will be an added advantage. Ability to communicate, conflict management, contract dispute resolution and negotiation skills. Computer literacy and the ability to use most common MS Office programs is highly recommended. Ability to work with structural analysis software such as MSc Marc, Prokon and AutoCAD Civil 3d will be an added advantage.

DUTIES : Incumbent will be expected to conducting dam safety evaluations, dams monitoring and implementation of rehabilitation projects in line with Chapter 12 of the National Water Act of 1998 as well as Government Notice R139 of February 2012. Manage small to medium size projects and oversee all aspects of project implementation in accordance with the applicable standard contracts such as SAICE GCC 2015, FIDIC and NEC Suits of contracts. Manage the technical, environmental, contractual, risk, social and financial aspects of dams' rehabilitation projects. Ensure compliance with technical standards, legal requirements, time frames and approved budgets during the implementation of projects. Knowledge of the Public management Financial Act (PFMA) is essential.

ENQUIRIES : Mr. CN Mahlabela Tel No. (012) 336 7874

APPLICATIONS : Head Office (Pretoria): Please email your applications quoting the relevant reference number to recruitment@dws.gov.za.

FOR ATTENTION : Ms. L Mabile

POST 22/129 : **ASSISTANT DIRECTOR: INSTITUTIONAL GOVERNANCE REF NO: 021020/05 (X2 POSTS)**
Branch: Regulations

SALARY : R470 040 per annum (Level 10)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A National Diploma or Degree in Natural or Social Science. Three (3) to five (5) years' experience in Integrated Water Resource Management and regulatory environment. Knowledge of institutional establishment related legislation, policies and procedures. Knowledge of Public Finance Management Act (PFMA), National Water Act, Act No 36 of 1998, King III Code on Corporate Governance, National Treasury Regulations Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative procedures and systems. Knowledge of Departmental policies and procedures, governmental financial systems. Programme and project management. Problem solving and analysis.

DUTIES : The provision of assistance in the development and implementation of the policies, strategies and procedures for the establishment and governance of water management institutions. The compliance and monitoring of entities in relation to governance as contained in statutory requirements. Monitoring of performance against business plan and shareholders compact of water management institutions Facilitate the establishment and disestablishment of water management institutions. Provide inputs for the Directorate budget, strategic and business plan.

ENQUIRIES : Mr S Maseko Tel No. (012) 336 7323

APPLICATIONS : Head Office (Pretoria): Please email your applications quoting the relevant reference number on recruitment@dws.gov.za

FOR ATTENTION : Ms. L Mabile

POST 22/130 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: 021020/06**
Branch: NWRI: Central Operations

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 09)
: Pretoria
: A relevant Bachelor's Degree in Financial Management (NQF level 7). Three (3) to five (5) years supervisory experience in compilation of budgets and budget control on salary level 8. Practical experience in Governmental financial systems (SAP will be an added advantage). A valid Driver's license (Attach copy). Practical knowledge of Financial Reporting Standards. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations, Guidelines and Division of Revenue Act. Knowledge and understanding on Human Resource Management Legislation, policies practices and procedures. Knowledge and experience of Governmental Financial Systems [GFS], the economic reporting format (ERF) and the standard chart of accounts (SCOA). Framework for managing performance information. Business strategy transaction and alignment. Problem solving, analysis, people, diversity management, client orientation and customer focus. Good communication skills. Accountability and ethical conduct skills. Flexibility to travel.

DUTIES : Management of the Budget Compilation Process for the Central Operation Cluster together with its area offices. Ensure that the Operations budget is correctly allocated on the financial system, which include adjustment budgets. Prepare rollover requests. Prepare virement submission. Reallocate expenditure to the correct expenditure codes. Identify over and under expenditure on programmes and advise managers accordingly. Manage the tariff determination process within the Cluster. Attend meetings with stakeholders or line function as part of managing the budget process. Compile and submit monthly expenditure reports. Compliance and reporting on financial indicators. Participate in the budget management and reporting, MTEF and ENE for the Cluster. Providing Financial Guidance In Terms Of Budgetary Matters Compile and capture the Cluster's budget. Assist area offices with Capex budgets and reports. Compile, review, and upload tariffs. Prepare presentations for reporting purposes on an ad hoc basis. Handle all audit and budget related queries. Implement and apply the Performance Management System, in order to monitor the performance and promote the development of subordinates

ENQUIRIES APPLICATIONS : Mr. M E Lidzhade Tel No: (012) 741 7327
: Pretoria Please email your applications quoting the relevant reference number to CORecruitment@dws.gov.za

FOR ATTENTION NOTE : Mr. KL Manganyi
: Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

POST 22/131 : **ASSISTANT DIRECTOR: PROGRAMME COORDINATOR REF NO: 021020/07**
Branch: Chief Operations Office Northern Cape
SD: Compliance Monitoring

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 09)
: Kimberley
: A National Diploma or Degree in Public Administration. Three (3) to five (5) years relevant experience in water related issues. A valid driver's license. (Attach copy). Knowledge of the strategic planning, resource allocation and human resources. Understanding of water use authorisation and compliance monitoring. Knowledge of performance monitoring and evaluation. Knowledge of Public Service Act and Regulations, Public Finance Management Act and Project management. Problem solving and analysis. Competencies in Strategic Capability and analysis, programme and project management, financial management, change management, knowledge management, Service Delivery Innovation(SDI).

DUTIES : Coordinate sub-programme annual planning session, compile draft annual targets per sector and business unit. Coordinate and consolidate CM inputs to Regulation Branch Business Plan, DWS, APP and finalise CD: CM Business

Plan aligned to higher level plans. Coordinate and consolidate CM inputs to DWS and Branch Regulations Annual report, APP and CD: CM annual report. Coordinate; consolidate monthly, quarterly and annual reports for CD: CM. Provide administrative and co-ordination support to the component. Analyse policies, departmental strategic objectives. Implement administration policies in various disciplines. Analyse human resource information trends. Recommend policy amendments. Monitoring, evaluation and reporting of Directorates (national and regional) targets towards achieving sub-programmes Annual Performance Plan targets. Receive and quality check all compliance inspection reports that contribute to target prior to reporting against CM APP technical indicator. Interaction with M&E. Monitor progress on the implementation of APP. Management of human resources: Implement policies and guidelines on HR management. Implement the performance management in line with policies and HR requirements. Manage conflict management. Supervision of employees and training of subordinates.

ENQUIRIES : Mr. GSDT Van Dyk Tel No: (053) 830 8800
APPLICATIONS : Kimberley: Please email your applications quoting the relevant reference number to ncrecruitment@dws.gov.za
FOR ATTENTION : Ms C Du Plessis

POST 22/132 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING (MANAGEMENT) REF NO: 021020/08**
 Branch: Chief Operations Office Northern Cape

SALARY : R376 596 per annum (Level 09)
CENTRE : Kimberley
REQUIREMENTS : A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) years supervisory experience in financial management. A valid driver's license. (Attach a copy). Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and other financial guidelines and procedures (GRAP etc.). Practical knowledge of government financial systems (BAS, PERSAL). Good written and verbal communication skills. Computer literacy skills. The incumbent must be willing to travel extensively.

DUTIES : Management of the Payroll, Accounts Payables, Petty Cash and cash management. Conduct creditor's reconciliations and ensure correct and timeous payment of suppliers. Manage sundry payments. Manage the processing of staff related payments e.g. Subsistence and Travel claims, overtime, standby and shift allowances. Management of reporting including accruals and commitments, 30 day creditors' reports etc. Render professional advice and guidance to Regional line functionaries on the interpretation and implementation of financial procedures and policies. Approve payments on BAS, SAP and PERSAL. Perform internal financial inspections and prepare for audits. Address audit queries and implement corrective measures. Prepare monthly and quarterly reports. Supervision of employees and training of subordinates.

ENQUIRIES : Ms. N P Magawu Tel No: (053) 830 8800
APPLICATIONS : Kimberley: Please email your applications quoting the relevant reference number to ncrecruitment@dws.gov.za.
FOR ATTENTION : Ms C Du Plessis

POST 22/133 : **SENIOR TRAINING OFFICER REF NO: 021020/12**
 Branch: NWRI: Central Operations

SALARY : R316 791 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : A Bachelor's Degree or National Diploma (NQF 6) in Human Resource Management or Public Management. A minimum of three (3) to five (5) years relevant experience in PMDS. Good understanding of HRD. Qualified NSG CIP Module 1 Trainer (Compulsory). PERSAL Introductory Certificate. High level of Computer literacy in MS Office software packages. Valid driver's licence. Willingness to travel and work after hours when needed. Knowledge of Public Service legislative frameworks and directives relevant to Human Resource Management and Development, practices, processes and procedures. Knowledge of PFMA and Government financial systems. Knowledge of education and training quality assurance processes and procedures. Good interpersonal relations, Facilitation, Presentation and Customer Care skills with ability to interact and communicate well at different levels. Basic understanding

of Employment Equity legislation. Sound report writing, problem-solving, organizing, planning, coordination and administrative skills. Good analytical, innovative and creative thinking abilities. Ability to work in a team and under pressure.

- DUTIES** : Manage and Administer EPMDS, Manage and Administer Training Coordination. Facilitate and Present Compulsory Induction Programme (CIP), Facilitate and Present Departmental Induction to newly appointed employees. Present HRD workshops. Perform HRD Programmes Impact Assessments to establish Return on Investment (ROI). Participate in the development of training programmes, procedure manuals and guides on course materials. Conduct evaluation of training materials prepared by instructors to ensure applicability. Conduct training needs analysis to develop new training programmes. Monitor, assess, record and report on training activities and program effectiveness for improvement of existing programmes. Manage and coordinate induction and orientation programmes. Ensure proper implementation of internships and learnerships programmes. Effectively and efficiently implement PMDS within the Directorate. Compile and implement the Workplace Skills Plan for the Directorate. Manage the training budget for the Directorate. Ensure effective functioning of the Skills Development Committee. Monitor compliance to Employment Equity gaps and promote effective implementation of Employment Equity Plan through training and development. Provide accurate data for the Human Resource Plan and compile monthly management reports. Render general administrative duties related to HRD/Training. Ensure accurate records are readily available.
- ENQUIRIES APPLICATIONS** : Mr. PS Kunene Tel No. (012) 741 7336
: Pretoria Please email your applications quoting the relevant reference number to CORecruitment@dws.gov.za
- FOR ATTENTION NOTE** : Mr. KL Manganyi
: Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

- POST 22/134** : **ENGINEERING TECHNICIAN GRADE A REF NO: 021020/10 (X2 POSTS)**
Branch: Chief Operations Office Northern Cape
Dir: Infrastructure Development

- SALARY CENTRE REQUIREMENTS** : R311 859 per annum (OSD)
: Kimberley
: A National Diploma in Civil Engineering or relevant qualification. Three (3) years post qualification technical engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician (Attach a copy). A valid driver's license (Attach a copy). Project management, Technical design and analytical skills. Research and development. Computer-aided engineering applications. Knowledge of legal compliance and technical report writing. Problem solving, decision making, team work, creativity, customer focus, good communication skills, computer skills and people management skills.

- DUTIES** : Render technical services to the Directorate. Assist Engineers, Technologists and Associates in the appraisal of Business Plans and Technical Reports. Monitor the implementation of Regional Bulk Infrastructure Programme (RBIG) and Water Services Infrastructure Grant (WSIG) projects through conducting site inspections; site meetings; compilation and submission of progress reports. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Evaluate technical designs with specifications and submit for approval by the relevant authority. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit expenditure reports as required. Verify and certify invoices for payment of contractors and Public Service Providers. Maintain proper records and documentation for all projects to enable a clean audit. Provide and consolidate inputs to the infrastructure development operational plan. Develop, implement and maintain databases. Research and development. Ensure continuous professional development to keep up with new technologies and procedures.

- ENQUIRIES APPLICATIONS** : Mr. M.F Hanyane Tel No: (053) 830 8800
: Kimberley: Please email your applications quoting the relevant reference number to ncrecruitment@dws.gov.za
- FOR ATTENTION** : Ms C Du Plessis

POST 22/135 : **ENGINEERING TECHNICIAN GRADE A REF NO: 021020/11 (X3 POSTS)**
Branch: NWRI Central Operations

SALARY : R311 859 per annum (OSD)
CENTRE : Tugela Vaal
REQUIREMENTS : National Diploma in Engineering or relevant qualification. Three (3) to five (5) years post qualification technical (Engineering) experience and project management. Valid driver's licence. (Attach a copy). Compulsory registration with ECSA as Professional Engineering Technicians. (Attach a copy). Legal Compliance knowledge of OHS act. Computer Literacy. Knowledge in Technical report writing.

DUTIES : Assist Engineers, Technologist and associates on field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standards drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authorities. Supervise and control technical and related personnel and assets. Provide and consolidate inputs to the technical/engineering operational plan. Liaise with relevant bodies/council on engineering related matters. Provide inputs into the budgeting process as required. Continuous professional development to keep up with new technologies and procedures.

ENQUIRIES : Mr. FT Botha Tel No. (036) 438 6211
APPLICATIONS : Tugela Vaal Please email your applications quoting the relevant reference number to CORecruitment@dws.gov.za

FOR ATTENTION : Mr. KL Manganyi

POST 22/136 : **ADMINISTRATION OFFICER: SCM REF NO: 021020/13**
Branch: NWRI Central Operation

SALARY : R257 508 per annum (Level 07)
CENTRE : Upper Vaal, Vaal Dam
REQUIREMENTS : A National Diploma in Public Management/Supply Chain management One (1) to three (3) years relevant work experience in the field of Supply Chain Management. Computer literacy. Good knowledge of PFMA, PPPFA, Treasury Regulations, Practice notes and Supply Chain Management policies and procedures. Extensive knowledge in buying/purchasing. Must be able to work under pressure. Must have the ability to communicate effectively with clients. Good planning, organising, leading and problem solving skills. A valid driver's licence (attach a copy). Candidates applying for this position should be willing to travel nationwide. Knowledge of SAP and Supervision experience will serve as an advantage.

DUTIES : Supervise subordinates. Administer the procurement of goods and services. Ensure compliance to SCM policies, processes and procedures: Provide training to the internal clients regarding SCM processes and procedures including Demand Plan. Compile and coordinate and consolidate demand plan for the Vaal Dam office. Review specifications for transactions to be procured. Perform need analyses, market research and benchmarking. Identify acquisition method to be used for all transactions required. Ensure compliance to demand plan before issuing reference number to unfold procurement process. Provide progress report on demand plan. Attend to enquiries regarding SCM matters. Release purchase orders or purchase requisitions on SAP system. Administer contract management. Check purchase requisitions for correctness, completeness and sign the requisition documents. Compile audit reports. Check documentation for correctness and sign order documents. Conduct quarterly and bi-annual reviews for subordinates and submit them within the provided timelines. Perform inventory, warehouse management and stock taking.

ENQUIRIES : Mr. PJ Bredenhann Tel No. (016) 371 3030 / 082 820 5843
APPLICATIONS : Upper Vaal, Vaal Dam, Please email your applications quoting the relevant reference number to CORecruitment@dws.gov.za

FOR ATTENTION : Mr. KL Manganyi
NOTE : Preference will be given to African, Indian, Coloureds, White females and persons with disabilities

POST 22/137 : **ADMINISTRATION OFFICER REF NO: 021020/14**
Branch: NWRI Central Operations

SALARY : R257 508 per annum (Level 07)
CENTRE : Vaal Dam
REQUIREMENTS : A National Diploma in Public Management/Financial Management. One (1) to three (3) years' experience in the financial field. Knowledge and understanding of PFMA, Treasury Regulations and relevant financial policies. Knowledge of SAP and Persal systems. Computer literacy. Good communication and interpersonal relations skills, problem solving, conflict management, ability to work under pressure, self-motivated and willingness to work an extra hours when necessary. A valid driver's license (attach a copy).

DUTIES : Responsible for checking of allowances and deductions before processing and approving them on Persal system, i.e. S&T claims, overtime, standby and shift allowance claims (including Sunday and Public allowance). Releasing transactions on SAP system such as sundry payments, creditors' payments, cash receipts, petty cash expenses and replenishment; and other related payments. Authorising journals on SAP system. Dealing with salaries related matters. Management of cashier and Petty cash. Compilation of DMP for the section. Assist in budget inputs from sections and the consolidation process. Monitoring and oversee expenditure control. Attend to audit queries and respond accordingly. Management of departmental debts. Control of General Ledger accounts according to the PFMA and all other financial prescripts. Perform accounting functions related to the general ledger including: monthly reconciliation of vendors and month-end closure. Monthly clearing of suspense accounts such as GRIR. Provide expenditure reports on monthly basis to management. Prepare monthly financial reports. Ensure that all reports are submitted and adhere to the deadline. Ensure the proper filling of finance payments and related documents. Supervision of personnel.

ENQUIRIES : Mr. Bredenhann Tel No. (016) 371 3030 / 082 820 5843
APPLICATIONS : Vaal Dam Please email your applications quoting the relevant reference number to CORecruitment@dws.gov.za

FOR ATTENTION : Mr. KL Manganyi
NOTE : Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

POST 22/138 : **ADMINISTRATION OFFICER REF NO: 021020/15**
Branch: NWRI: Central Operations

SALARY : R257 508 per annum (Level 07)
CENTRE : Potchefstroom
REQUIREMENTS : National Diploma in Public Administration/Management/Human Resource Management. Three (3) to five (5) year's relevant administrative experience. A valid driver's licence (attach a copy). Introduction to PERSAL Certificate. Computer literacy. Knowledge and understanding of human resources and financial prescripts. Knowledge and understanding of the legislative framework governing the public service. Must have good Interpersonal relations skills, customer care and supervisory skills. Be able to work independently and in a team. Basic knowledge of problem solving skills. Willingness to travel outside of working hours.

DUTIES : Manage and Administer Personnel Management and Administration function within the Scheme. Mange the Corporate Services function within the Scheme. Manage and Administer Transport Management and Fleet Services. Manage and administer Human Resources function and Office Support Services. Manage HRD projects, Training Coordination and PMDS. Provide HR and Policy Advisory Service to all employees within the Scheme. Supervise personnel and conduct performance evaluations. Ensure that all reports are submitted within the financial year closure. Coordinate training of all sections at Potchefstroom.

ENQUIRIES : Mr. PS Kunene Tel No: (012) 741 7336/ Mr. S Msayi Tel No: (018) 294 9303
APPLICATIONS : Potchefstroom Please email your applications quoting the relevant reference number to CORecruitment@dws.gov.za

FOR ATTENTION : Mr. KL Manganyi
NOTE : Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

- POST 22/139** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A-C REF NO: 021020/09**
Branch: Chief Operations Office Northern Cape
SD: Lower Orange Water Management Area
- SALARY** : R272 739 per annum (OSD) Offer will be based on proved years of experience as per OSD prescripts
- CENTRE** : Upington
- REQUIREMENTS** : A National Diploma in Environmental Management/Natural Sciences. A valid driver's license (Attach a copy). Computer literacy and writing skills. Practical experience in the field of water quality management / environmental impact assessments (EIA's) / processing of water use licence applications will serve as added advantages. Understanding of the National Water Act 1998, the Water Services Act 1997, and related environmental legislation (e.g). NEMA. Knowledge and experience of industrial, agricultural, mining processes as well as wastewater treatment process and related technologies will serve as an advantage. Knowledge and experience of Water Quality Management with an understanding of prevailing principles of Integrated Water Resource Management and Catchment Management. Good communication skills (both written and verbal). Willingness to travel extensively and work irregular hours.
- DUTIES** : Processing of water use licence applications in water management areas. Provide comments on environmental impact assessments, environmental management reports and development applications in the Lower Vaal management area. Liaise with stakeholders in the water sector and other government departments. Serve on various committees. Conduct regular compliance monitoring at mines, industries, agricultural activities, local authorities, etc. Undertake water resource monitoring and special investigations. Manage water quality in designated catchment areas. Prepare reports and interpret water quality monitoring results. Capture water quality results on water management system.
- ENQUIRIES** : Mr. S Cloete Tel No: (054) 338 5800
- APPLICATIONS** : Upington: Please email your applications quoting the relevant reference number to ncrecruitment@dws.gov.za
- FOR ATTENTION** : Ms C Du Plessis
- POST 22/140** : **ASSISTANT TECHNICAL OFFICERX REF NO: 021020/16 (2 POSTS)**
Branch: NWRI
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : Grade 12 certificate (with mathematics/Mathematics Literacy). One (1) to two (2) years' experience in Dam Safety will be an added advantage. Computer literacy in Microsoft Word and Excel. A valid code 08 driver's license (attach a copy). Good interpersonal and communication skills. Self-motivated and willingness to work in a team. Ability to work overtime and when necessary. Knowledge of the Occupational Health and Safety Act (OHS).
- DUTIES** : Provide a support service to the Control Water Control Officer. Maintain monitoring of dam safety instrumentation e.g. pendulums and three dimensional crack meters. Responsible for inspections of the dam wall (bridge, spillway and pipes). Take water samples, meter readings and do calibrations when needed. Assist with dam wall tours. Responsible for the general cleaning and maintenance of the dam wall area. Compile daily/ weekly and quarterly reports and forward them to Head Office and Regional Office. Adhere to Occupational Health and Safety regulations and ensure that protective equipment is used appropriately.
- ENQUIRIES** : Mr. J Matlala Tel No. (012) 336 6731
- APPLICATIONS** : Head Office (Pretoria): Please email your applications quoting the relevant reference number on recruitment@dws.gov.za
- FOR ATTENTION** : Ms. L Mabile
- NOTE** : Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.
- POST 22/141** : **SUPPLY CHAINS CLERK REF NO: 021020/17**
Branch: Chief Operations Office: Northern Cape
DIV: SCM (Main Account)
- SALARY** : R173 703 per annum, (Level 05)

CENTRE REQUIREMENTS : Kimberley
: A Senior certificate/Grade 12. Must be computer literate and have sound knowledge of Microsoft Office. A valid driver's license will serve as an added advantage (attach a copy). Basic knowledge of Supply Chain duties, procedures and practices. The ability to capture data, operate computer and collecting statistics. Working knowledge and understanding of the legislative governing in Public Service. Knowledge of working procurement procedures in terms of the working environment. Interpersonal relations, flexibility and team work skills. Basic knowledge of problem solving and analysis. Client orientation and customer focus skills. Good verbal and written communication skills.

DUTIES : Compile and maintain records according to the financial prescripts (e.g. procurement batches). Assist with demand management duties. Request and receive quotations. Capture quotations on electronic purchasing system. Place orders for goods. Issue and receive bid documents. Provide secretarial and logistics support during bid consideration and contracts conclusion process. Compile draft documents as required. Receive and verify goods from suppliers. Capture goods in register's database. Receive request for goods from end users. Issue goods to end user. Maintain commitment and acquisition registers.

ENQUIRIES APPLICATIONS : Ms. NP Magawu Tel No: (053) 830 8800
: Kimberley: Please email your applications quoting the relevant reference number to ncrecruitment@dws.gov.za

FOR ATTENTION : Ms C Du Plessis

POST 22/142 : **ACCOUNTING CLERK REF NO: 021020/18**
Branch: Chief Operations Office Northern Cape

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
: Kimberley
: A Senior/Grade 12 certificate. Experience in Administration/Finance will be an added advantage. A valid driver's license will serve as an added advantage (attach a copy). Good financial management skills. Sound knowledge of the Public Service Financial Management prescripts, Basic Accounting System (BAS), PERSAL and Treasury Regulations. Well-developed planning and organizing skills. Excellent problem solving skills, good communication (written and verbal) skills and good interpersonal skills. Computer literacy with good MS Excel and MS Word. Ability to work in a team and under pressure.

DUTIES : Responsible for checking and capturing transactions on PERSAL and SAP e.g. Subsistence and Travel claims, overtime, deductions and payroll. Manage Payroll administration and all financial transactions. Distribute pay slips including supplementary pay slips to officials. File all financial documents and claims. Verify and capture Sundry Payments and journals on BAS. Monitor outstanding S&T advances and update register. Responsible for the telephone accounts and deductions. Assist with accruals and compilation of accruals. Rectify misallocations.

ENQUIRIES APPLICATIONS : Ms. C E Du Preez Tel No: (053) 830 8800
: Kimberley: Please email your applications quoting the relevant reference number to ncrecruitment@dws.gov.za

FOR ATTENTION : Ms C Du Plessis

POST 22/143 : **ACCOUNTING CLERK REF NO: 021020/19**
Branch: Chief Operations Office Northern Cape

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
: Upington
: A Senior/Grade 12 certificate. Knowledge of Financial administrative procedures. Experience in Administration/Finance will be an added advantage. Knowledge of financial legislation. A valid driver's license will serve as an added advantage. Knowledge of BAS and PERSAL. Basic Financial management and knowledge of PFMA. Basic knowledge Management. Problem solving. Client orientation and customer focus. Communication accountability and ethical conduct.

DUTIES : Receive invoices and record on invoice register, check and capture transactions on PERSAL and BAS. Check and capture Sundry Payments, prepare journals when necessary. Request reports on PERSAL and BAS. Be responsible for cashier's functions. Safekeeping of cash and checking of Petty Cash issued. Replenish Petty Cash when required. Responsible for payroll administration. Distribution of Salary and supplementary payslips to officials,

update registers. Compile Sundry payments; assist with clearing and monthly reporting of Suspense account. Ensure monthly statement for creditors are reconciled. Compile monthly reports.

ENQUIRIES : Ms. N P Magawu Tel No: (053) 830 8800
APPLICATIONS : Kimberley: Please email your applications quoting the relevant reference number to ncrecruitment@dws.gov.za
FOR ATTENTION : Ms C Du Plessis

POST 22/144 : **HUMAN RESOURCE OFFICER REF NO: 021020/20**
Branch: NWRI: Central Operations

SALARY : R173 703 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : A Senior/Grade 12 Certificate .Appropriate experience in Counselling and Employee Health and Wellness Programme will serve as an added advantage. Drivers licence (attach a copy) Computer literacy. Short Courses in Counselling would be an added advantage. Good Communication and Interpersonal relations skills. High level of confidentiality and be able to work well. Knowledge of HR prescripts and willingness to travel outside working hours.

DUTIES : Administer Employee Health and Wellness Programmes (EAP) for the Cluster. Coordinate EHWP events as per Government events calendar. Provide Pre-Counselling and make referrals. Keep records and maintain a database of all EHWP/EAP cases and referrals for reporting purposes. Assist in other HR subdivisions as and when is required. Render administrative support for Corporate Services.

ENQUIRIES : Ms. I Schwartz Tel No: (012) 7417359
APPLICATIONS : Pretoria Please email your applications quoting the relevant reference number to CORecruitment@dws.gov.za
FOR ATTENTION : Mr. KL Manganyi
NOTE : Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

POST 22/145 : **ADMINISTRATION CLERK REF NO: 021020/21**
Branch: NWRI: Central Operation

SALARY : R173 703 per annum (Level 05)
CENTRE : Vanderkloof Dam
REQUIREMENTS : A Senior/Grade 12 certificate. At least one (1) year relevant working experience will serve as an added advantage. Computer literacy in Ms Packages. Basic knowledge in Reception duties, General office administration and Record keeping processes and prescripts. Knowledge and understanding of the legislative framework governing the Public Service. Good Communication and Interpersonal skills and be able to work in a team. Good telephone etiquette.

DUTIES : Provide General Administration and Clerical support services within the scheme. Render reception and telephone duties. Arrange and coordinate Travel Requests for Accommodation. Manage and distribute monthly telephone accounts. Manage bookings of the departmental guesthouse. Ensure that all visitors sign in attendance register on a daily base. Manage Registry related duties and ensure a neat and proper filing system for all outgoing and incoming posts on a weekly basis.

ENQUIRIES : Mr S Nkonka Tel No. (053) 664 9402
APPLICATIONS : Vanderkloof Dam Please email your applications quoting the relevant reference number to CORecruitment@dws.gov.za
NOTE : Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.
FOR ATTENTION : Mr. KL Manganyi

POST 22/146 : **ADMINISTRATION CLERK (HR) REF NO: 021020/22**
Branch: NWRI: Central Operations

SALARY : R173 703 per annum (Level 05)
CENTRE : Potchefstroom
REQUIREMENTS : Grade 12 Certificate. A National Diploma in Human Resources Management and one (1) to two (2) years' experience will serve as an added advantage. A valid driver's license (attach copy). Knowledge of the PERSAL and Computer literacy in Ms packages. Knowledge of HR prescripts governing the public service. Good Interpersonal skills, customer care and communication skills.

- Ability to work well in a team and under pressure. Willingness to travel outside working hours.
- DUTIES** : Render HR Administrative function. Administer Recruitment and Selection, HR Transactions, performance management and development system, Information management (Establishment). Typing and drafting of letters, memorandum and submissions. Rendering professional advice to line function on the effective and efficient interpretation and implementation of the departmental HRM policies and other related prescripts. Handling of all HRM administration functions. Compile daily statistics and update databases.
- ENQUIRIES APPLICATIONS** : Mr. PS Kunene Tel No: (012) 741 7336/ Mr S Msayi Tel No: (018) 294 9303
- FOR ATTENTION NOTE** : Potchefstroom Please email your applications quoting the relevant reference number to CORecruitment@dws.gov.za
Mr. KL Manganyi
Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.
- POST 22/147** : **WATER PLANT SUPERINTENDENT REF NO: 021020/23 (X3 POSTS)**
Branch: NWRI: Central Operations
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)
Tugela Vaal
Grade 12 certificate. Water Plant treatment Certificate. One (1) to three (3) years relevant experience will serve as an added advantage. Computer Literacy. Valid Driver's Licence (attach a copy). Knowledge of flood controlling. Knowledge of OHS act. Good understanding of the public service and legislation.
- DUTIES** : Ensure the efficient supply of water in accordance with prescribed standards. Compile monthly reports on the utilisation of staff and machinery. Report faults on all equipment's. Ensure that safety measures are in place all the time. Ensure the operational efficiency and effectiveness of water plants and pump stations. Effective maintenance of infrastructure and machines. Ensure the machinery is operated in the clean environment. Assist in the development of appropriate maintenance procedures through best practices. Attends to ad-hoc queries pertaining to Occupational Health & Safety programmes from both internal and external clients.
- ENQUIRIES APPLICATIONS** : Mr. KC Phalole Tel No: (036) 438 6211
Tugela Vaal Please email your applications quoting the relevant reference number to CORecruitment@dws.gov.za
- FOR ATTENTION** : Mr. KL Manganyi
- POST 22/148** : **GENERAL FOREMAN (CIVIL) REF NO: 021020/24**
Branch: NWRI Central Operations
- SALARY CENTRE REQUIREMENTS** : R145 281 per annum (Level 04)
Tugela Vaal
A Grade 8. One (1) to two (2) years' experience will serve as an added advantage. Technical training certificate with Three (3) to five (5) years' experience in general maintenance and repairs will serve as an added advantage. Good written and verbal communication skills. Knowledge and experience of working in a civil environment. Ability to work under supervision, independently and in a team. A valid driver's licence (attach a copy). Willingness to perform standby duties and overtime duties as and when required. The ability to perform routine tasks, which requires using variety of equipment, tools and machinery. Knowledge of the basic safety procedures of the OHS Act.
- DUTIES** : Assist Artisan personnel in civil workshop. Maintenance of official houses, office buildings and workshops. General maintenance to plants, structures and canal pipe lines. Concrete work, plastering, tiling, painting, roof structures, gutters, plumbing, carpentry and down piles. Building manholes and structures. Supervising civil employees. Assist with procurement of Goods & Services related to civil section.
- ENQUIRIES APPLICATIONS** : Mr. FT Botha Tel No. (036) 438 6211
Tugela Vaal Please email your applications quoting the relevant reference number to CORecruitment@dws.gov.za
- FOR ATTENTION** : Mr. KL Manganyi

POST 22/149 : **GROUNDSMAN REF NO: 021020/25**
Branch: NWRI Central Operation

SALARY : R102 534per annum (Level 02)
CENTRE : Gariiep Dam
REQUIREMENTS : An ABET level 4 certificate or Grade 9 certificate. At least one (1) year working experience will serve as an added advantage. Knowledge of garden maintenance and planting practices. Basic understanding of government legislations. Knowledge and understanding of OHS Act.

DUTIES : Cleaning and maintain grounds and repair tools and structures. Lawn and Plants irrigation. Provide cleaning services within the dam wall and buildings. Assist with other maintenance duties as and when requested by supervisor. Willingness to perform other related duties.

ENQUIRIES : Mr. SM Segalo Tel No: (051) 754 0001
APPLICATIONS : Gariiep Dam Please email your applications quoting the relevant reference number to CORecruitment@dws.gov.za

FOR ATTENTION : Mr. KL Manganyi

POST 22/150 : **GENERAL WORKER REF NO: 021020/26**
Branch: NWRI Central Operation

SALARY : R102 534per annum (Level 02)
CENTRE : Orange Vaal Tunnel (Teebus)
REQUIREMENTS : An ABET level 4 certificate or Grade 9 certificate. At least one (1) year working experience will serve as an added advantage. Knowledge of general work in handling equipment and appliances. Knowledge of working on various general work within water support environment in gardening, cleaning and general maintenance. Understanding of Government legislation.

DUTIES : Perform routine maintenance to structures and construction work. Load and off load equipment on government water scheme. Clean government vehicles. Clean relevant workstation. Conduct maintenance in the garden and other structures e.g. tunnel, turbine hall, valve chambers, cutting grass, trimming of trees, fencing, cleaning, painting, spraying with round-up (chemical) and maintenance on the side of the road. Perform regular inspections on tools and report defaults. Perform other related duties. Adhere to Occupational Health and Safety Act.

ENQUIRIES : Mr. SM Segalo Tel No: (051) 754 0001
APPLICATIONS : Orange Vaal Tunnel (Teebus) please email your applications quoting the relevant reference number to CORecruitment@dws.gov.za

FOR ATTENTION : Mr. KL Manganyi

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates with disabilities are encouraged to apply. Candidates will be subjected to a security clearance up to the level of "Top Secret".

APPLICATIONS : The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings.

FOR ATTENTION : Ms Kefilwe Maubane

CLOSING DATE : 02 October 2020

NOTE : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening and a Top Secret security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered.

OTHER POST

POST 22/151 : **SUPPLY CHAIN OFFICER: ACQUISITION**
(Contract up to 31 March 2022)
Directorate: Supply Chain Management

SALARY : R257 508 per annum (Level 07)

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate plus a three year Degree/National Diploma in Logistics/Supply Chain Management/Public Administration or Management or equivalent qualification on NQF level 6 with a minimum of 1 year experience in Supply Chain Management environment. Competencies: Good communication skills, both oral and writing; client orientation and customer focus; honesty and integrity; service delivery innovation, organizing skills, ability to work under pressure. Must have knowledge of Supply Chain Management procedures, and Logistical Information System (LOGIS). The Constitution of the Republic of South Africa, Public Financial Management Act, Preferential Procurement Policy Framework Act, Treasury Regulations, Preferential Procurement Regulations 2017, Broad Based Black Economic Empowerment Act and its code of good practice and Public Service Regulatory Framework.

DUTIES : The successful candidate will be responsible for the following key performance areas: Receive and process applications or request from help desk. Request quotations using the Central Suppliers Database, evaluate quotations. Provide update on the progress of the request for quotations as well as the application for purchase. Submit report relating to work done to the supervisor. Attend to quires. Assist with bids when required.

ENQUIRIES : Ms M Selomo Tel No: (012) 300 5951

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

CLOSING DATE : 02 October 2020
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic records including a Senior certificate and ID-document [Driver's license where applicable]. The certification must be within three (3) months as at the advert closing date. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

OTHER POSTS

POST 22/152 : **HEAD: CLINICAL UNIT: GRADE 1: CRITICAL CARE: GRADE 1 REF NO: H/H/15**

SALARY : R1 728 807 per annum. (OSD) (excluding Commuted Overtime)
CENTRE : Universitas Academic Hospital, Bloemfontein
REQUIREMENTS : Appropriate qualifications that allows registration with HPCSA as Medical Specialist in A speciality offering a subspecialist certificate in Critical Care including Anaesthesia, Cardiothoracic Surgery, Emergency Medicine, Neurosurgery and General Surgery. A minimum of Three (3) years appropriate experience as a Medical Specialist after registration with HPCSA. Must be registered with HPCSA for 2020/2021. Experience in teaching and training. Demonstrate experience in research. South African Citizen with valid driver's license (Code 8). Knowledge and Skills: Provide evidence of leadership qualities and management experience. A sub-specialist qualification in Critical Care is preferred. Evidence of professional standing, e.g. membership of professional organizations and their management committees. Qualifications in human resource and financial management.

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

ENQUIRIES : Dr. R Nathan Tel No: (051) 4053496
APPLICATIONS : To Be Send To: The Chief Executive Officer, Universitas Hospital, Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor,

Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301 CEO,
 Universitas Academic Hospital, Private Bag X20660, Bloemfontein, 9300.

FOR ATTENTION : Mr MJ Baleni

POST 22/153 : **CLINICAL MANAGER: MEDICAL: GRADE 1 REF NO: H/C/46**
 (Applicants might be required to enter into a commuted overtime contract.)

SALARY : R1 173 900 per annum (OSD)
CENTRE : Tokollo district hospital, heilbron
REQUIREMENTS : A MBCHB Degree. A minimum of 3 years' appropriate experience as Medical Practitioner after registration with HPCSA. Proof of registration for 2020/2021 Knowledge And Skills: Ability to work independently and in a multi-disciplinary team context. Analytical thinking, independent decision making and problem solving skills. Responsive and pro-active with flexible approach. Good co-ordination and planning skills. Experience in root cause analysis process or medical legal processes. Time management. Communication and interpersonal skills. Computer literacy. Creative and innovative. Professionalism. Confidentiality.

DUTIES : To manage the hospital's Clinical Service and clinical support service to ensure its effective and efficient delivery of quality service. Ensure integration of clinical services, clinical support service and nursing service. Develop, implement, monitor and evaluate operational plans for clinical services and clinical support service. Co-operation, liaison and communication with all stakeholders. Manage outreach programs from level II and III institutions and outreach to primary Health Care Clinics. Responsible for managing medico legal risk and ethical dilemmas. To ensure the implementation of policies and protocols. To carry out tasks as delegated by the CEO. Manage Finance and Human Resources of Clinical services.

ENQUIRIES : Me P Mokhoane Tel No: (058) 813 1040
APPLICATIONS : To Be Send To: The Chief Executive Officer, Tokollo Hospital, Private Bag X8, Heilbron, 9650.

FOR ATTENTION : Me P Mokhoane

POST 22/154 : **DEPUTY MANAGER: PHARMACEUTICAL SERVICES REF NO: H/D/17**

SALARY : R1 026 693 per annum (OSD)
CENTRE : Medpharm, Bloemfontein
REQUIREMENTS : Appropriate bachelor of Pharmacy Degree. Registration with the SA Pharmacy Council as a Pharmacist. A minimum of 3 years' appropriate experience after registration as a Pharmacist with the SAPC Knowledge and Skills: Appropriate experience in stock management.

DUTIES : Act as a responsible Pharmacist. Ensure compliance with legislation; SAHPRA registration and accreditation of Medical Depot as a wholesaler & distributor. South African Pharmacy Council, accreditation of Medical Depot as a training institution. Occupational Health & Safety Act, effective control to ensure safety of personnel and stock. Public Finance & Management Act, effective and efficient utilization of resources. Supply Chain Management Policies, annual stock takes and cycle counts. General Warehouse Management and Administration; Adherence to good warehousing practice and distribution, Adherence to orders & printing of invoices, Ensure availability of SOP's warehouse statistics & reports, Efficient communication with the demanders, suppliers & pharmaceutical services. Strengthening of warehouse systems & processes, Reduction of discrepancies, Reduction of expired medication and disposal thereof, Adequate security measures in the warehouse, Efficient, effective and timely distribution, ensure effective and efficient utilization of Personnel, ensure regular training & development of warehouse personnel, Ensure availability of Job description for warehouse personnel and signed performance agreements. 411 0502 3091.

ENQUIRIES : Me N B Molongoana Tel No: (051) 411 0502
APPLICATIONS : To be send to: The Chief Executive Officer, Medpharm, (Contact person: Mr T April), P O Box 7622, bloemfontein, 9300.

- POST 22/155** : **MEDICAL SPECIALIST: GRADE 1 – 3: ONCOLOGY REF NO: H/M/26 (X2 POSTS)**
(Applicants might be required to enter into a commuted overtime contract.)
- SALARY** : Grade 1: R1 106 040 per annum (OSD)
Grade 2: R1 264 623 per annum (OSD)
Grade 3: R1 467 651 per annum (OSD)
- CENTRE REQUIREMENTS** : Universitas Hospital, Bloemfontein
- REQUIREMENTS** : Registration with HPCSA as Medical Specialist in Oncology. Experience: **Grade 1:** none. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with HPCSA in a recognized sub speciality. Knowledge and Skills: Provide evidence of leadership qualities and experience. Research qualifications in the field of Oncology either MMed or PHD. Evidence of professional standing e.g. membership of professional organizations and their management committees. ACLS, ATLS, APLS, relevant experience.
- DUTIES** : Clinical service delivery, medical administration and management, teaching, training and research. It is compulsory that the candidate also have to participate in outreach activities and commuted overtime. Maintain quality assurance standards.
- ENQUIRIES APPLICATIONS** : Dr R Nathan Tel No: (051) 405 3496. Prof A Sherriff, Tel No: (051) 405 2464
To Be Send To: The Chief Executive Officer, Universitas Hospital, (Contact person: Mr MJ Baleni), Private Bag x20660, Bloemfontein, 9300 or hand delivered @ Room 1093, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.
- POST 22/156** : **MEDICAL SPECIALIST: GRADE 1 - 3: SURGERY REF NO: H/M/25**
(Applicants might be required to enter into a commuted overtime contract.)
- SALARY** : Grade 1: R1 106 040 per annum (OSD)
Grade 2: R1 264 623 per annum (OSD)
Grade 3: R1 467 651 per annum (OSD)
- CENTRE REQUIREMENTS** : Universitas hospital: Bloemfontein
- REQUIREMENTS** : MBCHB or equivalent Degree. Registration with HPCSA as Medical Specialist in General Surgery. Experience: **Grade 1:** none. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with HPCSA in a recognized sub speciality Knowledge and Skills: ACLS, ATLS, APLS, relevant experience.
- DUTIES** : Clinical service delivery, medical administration and management, teaching, training and research. It is compulsory that the candidate also have to participate in outreach activities and commuted overtime. Maintain quality assurance standards.
- ENQUIRIES APPLICATIONS** : Dr R Nathan: Tel No: (051) 405 3496
To be send to: The Chief Executive Officer, Universitas Hospital, Private Bag x20660, bloemfontein, 9300 or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.
- FOR ATTENTION** : Me A Lombard
- POST 22/157** : **MEDICAL SPECIALIST: GRADE 1 - 3: ANAESTHESIOLOGY REF NO: H/M/27**
(Applicants might be required to enter into a commuted overtime contract.)
- SALARY** : Grade 1: R1 106 040 per annum (OSD)
Grade 2: R1 264 623 per annum (OSD)
Grade 3: R1 467 651 per annum (OSD)
- CENTRE REQUIREMENTS** : Orthopaedic Surgery: Universitas Hospital
- REQUIREMENTS** : MBCHB or equivalent Degree. Registration with HPCSA as Medical Anaesthesiology Experience: **Grade 1:** none. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with HPCSA in a recognized sub specialty Knowledge and Skills: ACLS, ATLS, APLS, relevant experience.
- DUTIES** : Clinical service delivery, medical administration and management, teaching, training and research. It is compulsory that the candidate also have to

participate in outreach activities and commuted overtime. Maintain quality assurance standards.

ENQUIRIES APPLICATIONS : Dr R Nathan Tel No: (051) 405 3496
 : To Be Send To: The Chief Executive Officer, Universitas Hospital, Private Bag x20660, Bloemfontein, 9300 or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.

FOR ATTENTION : Me A Lombard

POST 22/158 : **MEDICAL SPECIALIST: OPHTHALMOLOGY: GRADE 1-3 REF NO: H/M29**
 (Applicants might be required to enter into a commuted overtime contract.)

SALARY : Grade 1: R1 106 040 per annum (OSD)
 : Grade 2: R1 264 623 per annum (OSD)
 : Grade 3: R1 467 651 per annum (OSD)

CENTRE REQUIREMENTS : Dihlabeng Hospital, Bethlehem
 : MBChB or equivalent degree, FC Opth (SA) or equivalent qualification. Valid registration with the Health Professionals' Council of South Africa (HPCSA) as an independent practitioner in Ophthalmology. Experience: **Grade 1:** none
Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal speciality. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal speciality. Willing to perform commuted overtime in ophthalmology. Willing to be part of the outreach programme in the district. Valid driver's license. Knowledge And Skills: Specialist experience in ophthalmology post qualification, Responsible management of resources, Team player willing to support the ophthalmology programme in the district, Presentation skills, Planning and Organizing.

DUTIES : Providing clinical leadership to the Eye Services team at secondary level. Daily clinical management of patients at secondary level as part of the Eye services team. Supervising and training of medical officers & interns. Academic presentations in the relevant discipline. Overtime calls covering standby for ophthalmology. Completion of all relevant documents relating to patient care including clinical records, J88's, RAF, COID, etc.

ENQUIRIES APPLICATIONS : Dr WJ Selfridge Tel No: (058) 307 1252, Tel No: (058) 307 1005
 : To Be Send To: The Chief Executive Officer, Dihlabeng Hospital Private Bag X3, Bethlehem, 9700.

FOR ATTENTION : Me S Mpanza

POST 22/159 : **ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: H/A/19**

SALARY : R897 936 per annum (OSD)

CENTRE REQUIREMENTS : Tokollo District Hospital, Heilbron
 : Appropriate bachelor of Pharmacy Degree. Registration with the SAPC as a Pharmacist. A minimum of 3 years' appropriate experience after registration as a Pharmacist with the SAPC. Current proof of Registration with the South African Pharmacy Council as a Pharmacist must be attached. Knowledge and Skills: Knowledge, Skills, Training and Competence Required: Sound knowledge of all aspects of public sector pharmacy. Thorough understanding of the relevant acts, regulations, standard operating procedures & policies, Good Pharmacy Practice, Good Manufacturing Practice. Must be fully computer literate, and possess good communication, organizational and interpersonal skills. Knowledge of legislation relating to the provision of pharmaceutical services. Human Resource Management. Leadership skill. Financial Management. Analytical skills. Management and supervisory skills. Project and communication skill. Interpersonal and negotiation skills.

DUTIES : Manage (hands on) allocated sub sections in the Pharmacy. Completion of reports, including reports/assessments on staff and the functioning of the sub-sections. Screen & dispense prescriptions written for in-patients and outpatients by medical officers. Manage S5 & 6 substances, Manage cytotoxic reconstitution. Compile orders based on recognized Drug Supply Management principles to replenish stock of medicines in the hospital. The training of all staff within the areas of responsibility. Collection of relevant statistics. Consult with doctors and specialists on the use of Standard Treatment Guidelines. Consult with doctors and specialists on prescription problems. Monitor the availability of medicines, stock control measures, Rational Drug Use, maintenance of the Cold Chain and expenditure on Pharmaceuticals. Monitor medicine stock control at every medicine issue point within the hospital. Provide drug

information to appropriate staff within the hospital. Ward Pharmacy including ward rounds with medical officers. Ensure 24-hour call duty on a rotational basis. Maintenance of Policies & procedures according to DOH, GPP and GMP requirements. Maintain/Input data into the computerised pharmacy module. Participate in CPD. Manage after-hour and Saturday morning duties. PTC secretariat duties for hospital and district including Antibiotic stewardship. Undertake medicine utilisation reviews. Clinical pharmacy duties. Liaise with AME regarding P.I.S. Management of Section 21 and Non EML patient named motivations. Stock control monitoring in all sub-sections. Deployment of staff. Maintain ward stock formulary and determine stock levels. Determine and maintain overall stock levels, re-order levels and quantities. Supervise stock takes. Maintain P.I.S stock master and data integrity. Maintain pre pack formulary.

ENQUIRIES : Me P Mokhoane Tel No: (058) 813 1040
APPLICATIONS : To Be Send to: The Chief Executive Officer, Tokollo Hospital, , Private Bag X8, Heilbron, 9650.

FOR ATTENTION : Me P Mokhoane

POST 22/160 : **MEDICAL OFFICER: GRADE 1-3 REF NO: H/M 28**
 (Applicants might be required to enter into a commuted overtime contract.)

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

CENTRE : Dihlabeng Hospital, Bethlehem
REQUIREMENTS : MBChB or equivalent degree. Valid registration with the Health Professionals' Council of South Africa (HPCSA) as an independent practitioner. **Grade 1:** Experience: None after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. **Grade 1:** One-year relevant experience after registration as Medical Practitioner with recognized a foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 5 years after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 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. Registration with the HPCSA as Medical Practitioner. **Grade 3:** Minimum of 10 years after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. 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. Willing to perform Group 3 commuted overtime in various departments including Anaesthesia. Valid driver's license. Knowledge And Skills: Post-internship in Obstetrics & Gynaecology; post-internship experience in anaesthesia. Responsible management of resources. Team player willing to support other clinical disciplines when they are short staffed. Presentation skills, Planning and Organizing.

DUTIES : Daily clinical management of patients at secondary level as part of a team in a clinical discipline. Gaining skills in the relevant discipline under the guidance of the specialists. Supervising and training of medical interns. Academic presentations in the relevant discipline. Group 3 overtime calls covering anaesthesia and an option of non-surgical calls or surgical calls. Completion of all relevant documents relating to patient care including clinical records, J88's, RAF, COID, etc.

ENQUIRIES : Dr WJ Selfridge, Tel No: (058) 307 1252, Tel No: (058) 307 1005
APPLICATIONS : To Be Send to: The Chief Executive Officer, Dihlabeng Hospital, Private Bag X3, Bethlehem, 9700.

FOR ATTENTION : Me S Mpanza

POST 22/161 : **MEDICAL OFFICER: GRADE 1-3; CRITICAL CARE REF NO: H/M/24 (X2 POSTS)**
(Applicants might be required to enter into a commuted overtime contract.)

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

CENTRE REQUIREMENTS : Universitas Hospital, Bloemfontein
: MBChB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an independent practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. One-year relevant experience after registration as Medical Practitioner with recognized a foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 5 years after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 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. Registration with the HPCSA as Medical Practitioner. **Grade 3:** Minimum of 10 years after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. 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. Knowledge And Skills: ACLS, ATLS, APLS, relevant.

DUTIES : Clinical service delivery, medical administration in the Critical Care Unit, Universitas Hospital. The candidate will also have to participate in outreach activities and commented overtime. Maintain quality assurance standards.

ENQUIRIES APPLICATIONS : Dr R Nathan Tel No: (051) 405 3496
: To Be Sent To: The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9300 or hand delivered @ Room 1115, 1st Floor Universitas Hospital, 1 Logeman Street Universitas, Bloemfontein.

FOR ATTENTION : Me A Lombard

POST 22/162 : **MEDICAL OFFICER GRADE 1-3 REF NO: H/M/30**

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

CENTRE REQUIREMENTS : Dr J S Moroka Hospital, Selossha
: MBChB Degree. Registration as Medical Practitioner HPCSA. Proof of HPCSA receipt for the current year. Experience: **Grade 1:** None after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. One-year relevant experience after registration as Medical Practitioner with recognized a foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 5 years after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 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. **Grade 3:** Minimum of 10 years after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. 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. Knowledge And Skills: Valid driver's license. Good communication and interpersonal skills. Driver's license is essential.

DUTIES : To render comprehensive, curative, preventative and promotive Health Care Services at the hospital and catchment clinics during normal working hours.

Implement quality standards and practice and treatment protocol to ensure correct and effective management of patients. Examination, Diagnosis and Treatment of patients all wards and the emergency department as per workload demands. Perform medico-legal/forensic examinations on victims of gender-based violence and assault. Application of general medical principles of care to patients and relatives. Facilitation of staff training and on-going Medical Education. Ability to work with people outside of the medical sphere, such as police, NPA and NGO's involved in the holistic care of this subset of patients. After hours' participation in call roster. Take an active role in the development of high quality services in line with Batho-Pele principles. Participate in outreach programs, training and appropriate supervision of Intern Medical Officers. Assist with administrative and other duties when required. To facilitate clinical service functioning.

ENQUIRIES : Dr C Lesenyeho-Lejakane Tel No: (051) 492 5003, (051) 8739800
APPLICATIONS : To: The Chief Executive Officer, J S Moroka Hospital, Private Bag X707, Seloshesha, 9785.

FOR ATTENTION : Mr O W Jaarsen

POST 22/163 : **DEPUTY DIRECTOR: RADIATION THERAPY REF NO: H/D/13**

SALARY : R857 559 per annum. (OSD)
CENTRE : Universitas Hospital, Bloemfontein
REQUIREMENTS : Degree/Diploma in Diagnostic Radiography. Registration with the (HPCSA) as Radiation Oncology Radiographer (Radiation Therapy). A minimum of 5 year's appropriate experience in the relevant profession after registration with HPCSA (where applicable) of which 3 years must be appropriate experience on Management level. Knowledge and Skills: Radiation Oncology registered with HPCSA, Human Resource and Financial Management, Supply Chain Management. Experience in research and support of research.

DUTIES : Manage clinical function to ensure optimal service delivery. Manage, develop and implement quality systems in line with provincial, national and international standards. Management of radiography department to ensure that an efficient and effective radiography service is delivered through the efficient and effective utilization of human resources. Keep up to date with new development in the radiography work and management. Plan and ensure that radiography research work and development are undertaken. Undertake complex radiography research work. Perform and/or ensure that all the administrative functions required in the unit are performed. Management of equipment. Financial management.

ENQUIRIES : Prof A Sherriff Tel No: (051) 405 2646
APPLICATIONS : To Be Sent To: The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein 9300 or hand delivered at HR Offices, Room1115 Me Finger, 1St Floor Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.

FOR ATTENTION : Mr M J Baleni

POST 22/164 : **DEPUTY DIRECTOR: INFORMATION MANAGEMENT SYSTEMS AND SOFTWARE) REF NO: H/D/16**

SALARY : R733 257 per annum (Level 11)
CENTRE : Information Management and Research; Corporate Office
REQUIREMENTS : The incumbent should have a three/four-year BSC degree (Information Technology) with Geographical Information System as a module plus 3-5-years functional experience of which 3 years must be on Management level. At least 3-5 years' experience in public health sector managing a big health information database. Be a holder of a driver's license with experience in driving and should be prepared to travel within the Free State Province. Knowledge and Skills: A self-starter with the ability to work under minimum/or no supervision, pay attention to detail. Knowledge of Geographical Information System as an added advantage. Database management skills including creation of a data dictionary with a knowledge of statistics generated within the database and a good demonstration of relevant experience in the field including participation in expert data base management training. Experience in Microsoft SQL Server Administration or Oracle data base administration experience. Knowledge of Reporting, Query tools and practices and should have the ability to troubleshoot. Knowledge of database, transaction processing, referential integrity, Business intelligence experience,

performance tuning and monitoring with an emphasis in MS SQL. Knowledge of database security administration and user management together with the ability to work under pressure, and should be able to deliver under tight deadlines. Knowledge in IT hardware management is an added advantage. Excellent mathematical/analytical and logical thinking skills are essential to support configuration of the databases in public health system. Good communication & interpersonal skills including patience as well as highly enthusiastic attitude to enable ability to support all other relevant health care workers at each level of the health system. Ability to analyse data, use of data analytics embedded in the data bases and dissemination of information. Collecting and recording of data. Knowledge of data security as well as being able to understand the Health Information policy, health act and POPIA act. Excellent leadership ability, time management, project management, stress management, motivational skills and strong negotiation skills. Health related statistical experience and knowledge of organizational behaviour are added advantages.

DUTIES

: Write and troubleshoot SQL code (stored procedures, functions, tables, views, triggers, indexes and constraints). Provide leadership, technical support and skills transfer to health databases (such as DHIS, etc) development, configuration, management and maintenance to strengthen and optimize health information monitoring and evaluation systems. Lead and integrate business processes on a database technical level, analyse data requirements and identify required components/elements to be structured in a multi-relationship environment within an existing or new entity. Lead platform upgrades, improvements and implementation by supervising and or perform system programming and Ensures security of database. Report on performance and progress. Provisioning of technical health information management services to help manage– and organise health related data so that it can be used to analyse-, review- and plan health services. provide technical front end support to DHIS users, review the data collected in the DHIS and report on data quality issues customisation and maintenance of DHIS databases, presentation of data in formats such as graphs etc. that will enhance data interpretation and understanding report writing and user feedback that will encourage defaulting clients to submit quality data, on time provisioning of customised reports to clients. Training of the databases (such as DHIS, etc) and facilitation of workshops. Software installation and management together with linking remote data sources using different software systems. Administration and maintenance of database servers and participate in the design, Implementation and maintenance of database systems. Database Tuning, Security and Management, Data Mining and flowcharting. Database Administrative related functions within the scope of the Microsoft SQL server architecture environment. Use SQL to develop reports on short notice for a very large dataset with many records (cases). To provide Health information coordination and leadership this includes management and analysis of data focusing on trend analysis for the department on weekly and monthly basis as required by the programs as well as overall database administration of the provincial health Information management database systems. Solve health data related problems including understanding of health indicators. Supervisory role for human resources and project related concerns in the unit to ensure that good quality data is provided to the provincial department as well as giving feedback to all stake holders. To implement capacity building activities to provincial, district and facility end users in terms of data manipulation, data analytics, data quality issues, records management and provides processing and trouble-shooting mechanisms as well as training Information staff on the electronic analysis of data using Microsoft Excel amongst other possible proprietary system. Research new database, software engineering and business intelligent, trends and to advise management on the implementation of these new technologies and techniques. To perform specialist duties on the operational data base and data warehouse and be the Database Administrator of these systems as well as data architect for the Province for all health services databases. Manage software installation of any new modules at new identified sites including clinics, district hospitals CHC and regional hospitals. To enhance and broaden health services data ware house for the Free State department of Health.

ENQUIRIES

: Dr Chikobvu Tel No: (051) 408 1738/1646

APPLICATIONS : To: The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.

FOR ATTENTION : Me P Mpu

POST 22/165 : **ASSISTANT MANAGER NURSING: PNA-7 REF NO: H/A/22**

SALARY : R562 800 per annum (OSD)

CENTRE : Embekweni Hospital, Zastron

REQUIREMENTS : Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. Registration with the SANC as Professional Nurse. A minimum of 8 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge And Skills: Driver's license. Computer literacy. Good communication skills. Knowledge of the Public Service Act and public Finance Management and mental Health Care. Knowledge of OSD.

DUTIES : Policy formulation, review and implementation. Training of all health care workers regarding quality assurance. Compilation and analysis of statistics. Monitoring and evaluation of quality aspects in the institution. Development of quality improvement projects. Orientation and induction of new employees on quality assurance matters. Risk and Waste Management. Assist with the implementation and monitoring of national Care Standards. Detailed key performance areas can be obtained from the contact person.

ENQUIRIES : Dr EMN Caka Tel No: (051) 6731200

APPLICATIONS : To Be Send to: The Chief Executive Officer, Embekweni Hospital, Private Bag X 32, Zastron, 9950.

FOR ATTENTION : Dr EMN Caka

POST 22/166 : **ASSISTANT MANAGER: NURSING: PNA-7: (HAST) REF NO: H/A/14**

SALARY : R562 800 per annum (OSD)

CENTRE : HIV&AIDS Directorate Corporate Office

REQUIREMENTS : Diploma /Degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level. Current registration with SANC. Knowledge And Skills: Valid driver's license. Appropriate experience in the management of HIV &AIDS programs. Appropriate financial management knowledge.

DUTIES : To managed and support the implementation of the Comprehensive HIV and AIDS Care Management and Treatment of the HIV& AIDS program in the Province. Manage and support the implementation of the National Consolidated Guideline on the PMTCT and Management of HIV in children, adolescents and adults. Provide strategic leadership and creation of a social compact for better health outcomes. Manage the financial affairs for sustainable service delivery. Liaise with different stakeholders to ensure optimal service delivery

ENQUIRIES : Me L F Van Turha, Tel No: (051) 408 1703

APPLICATIONS : To The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

FOR ATTENTION : Me P Mpu

POST 22/167 : **OPERATIONAL MANAGER: PNB-3: PAEDIATRICS REF NO: H/O/23**

SALARY : R562 800 per annum. (OSD)

CENTRE : Dihlabeng Hospital, (Bethlehem)

REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of 9 years' appropriate recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of current registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification as Trauma trained Nurse, at least 5 years of the period referred to above must be appropriate/ recognizable experience after

obtaining the 1 - year post basic qualification in Paediatric Nursing Science. Must be willing to work shifts. Ability to provide holistic care Knowledge and Skills: An additional post basic qualification of one-year duration. Nursing Administration. Knowledge of the management of people, financial and conflict management. Computer Literacy.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/Legal framework. Effective utilization of resources (Human &Material). Participation with training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Me M E Royi, Tel No: (058) 307 1254

APPLICATIONS : To Be Send To: The Chief Executive Officer, Dihlabeng Hospital, Private Bag X3, Bethlehem, 9700.

FOR ATTENTION : Me M E Royi

POST 22/168 : **OPERATIONAL MANAGER: PNB-3: THEATRE: REF NO: H/O/31**

SALARY : R562 800 per annum. (OSD)

CENTRE : Dihlabeng Hospital, Bethlehem

REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of 9 years' appropriate recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Post basic qualification as Trauma trained Nurse, at least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 - year post basic qualification in Operating Theatre Nursing Science Nursing Science. Must be willing to work shifts. Ability to provide holistic care. Proof of current registration with the South African Nursing Council (SANC) as Professional Nurse Knowledge and Skills: An additional post basic qualification of one-year duration. Nursing Administration. Knowledge of the management of people, financial and conflict management. Computer Literacy.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/Legal framework. Effective utilization of resources (Human &Material). Participation with training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Me M E Royi Tel No: (058) 307 1254

APPLICATIONS : To Be Send To: The Chief Executive Officer, Dihlabeng Hospital, Private Bag X3, Bethlehem, 9700.

FOR ATTENTION : Me S Mpanza

POST 22/169 : **OPERATIONAL MANAGER: PNB-3: TRAUMA AND EMERGENCY REF NO: H/O/33**

SALARY : R562 800 per annum. (OSD)

CENTRE : Dihlabeng Hospital, Bethlehem

REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of 9 years appropriate recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of current registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification as Trauma trained Nurse, at least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 - year post basic qualification in the relevant specialty. Must be willing to work shifts. Ability to provide holistic care Knowledge and Skills: An additional post basic qualification of one-year duration. Nursing Administration. Knowledge of the management of people, financial and conflict management. Computer Literacy.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/Legal framework. Effective utilization of resources (Human &Material). Participation with training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Me M E Royi Tel No: (058) 307 1254

APPLICATIONS : To Be Send To: The Chief Executive Officer, Dihlabeng Hospital, Private Bag X3, Bethlehem, 9700.

FOR ATTENTION : Me S Mpanza

POST 22/170 : **OPERATIONAL MANAGER: PNB-3 REF NO: H/O/34**

SALARY : R562 800 per annum (OSD)
CENTRE : Seniorita Ntlabathi Hospital: (Ladybrand)
REQUIREMENTS : Diploma or Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC in Advanced Midwifery and Neonatology. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post – basic qualification in Advanced Midwifery and Neonatology
DUTIES : Knowledge and Skills: Valid driver's license. Experience in Ideal Hospital Components. Management of information. Good interpersonal and communication skills. Computer literacy. Provision of optimal, holistic specialized nursing care with set standards and within a professional / legal framework. Effective utilization of resources, both human and material. Participation with Training and Research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Overall management of Maternity Unit within the hospital set up. Manage patients according to protocols and scope of Nursing Practice. Formulate and develop operational policies, guidelines and operational plans. Cooperate. Liaise and communicate with all stakeholders. Detailed Key Performance Areas can be obtained from the contact person.
ENQUIRIES : Me R Phuroe Tel No: (051) 923 2014
APPLICATIONS : To Be Send To: The Chief Executive Officer, Seniorita Ntlabathi Hospital, Private Bag X9, Ladybrand, 9745 or hand delivered @ 921 Eight Street, Ladybrand.
FOR ATTENTION : Dr N J Sethshego

POST 22/171 : **CLINICAL PROGRAM COORDINATOR: PNA-5: QUALITY ASSURANCE REF NO: H/C/47**

SALARY : R444 276 per annum (OSD)
CENTRE : Embekweni Hospital, (Zastron)
REQUIREMENTS : Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC).knowledge and skills: Personnel and Financial experience. Ability to perform under pressure. Excellent interpersonal skills. Knowledge and at least three years of the period above must be appropriate recognizable experience in Quality Assurance.
DUTIES : Oversight of health facilities compliance with Quality Assurance. Monitoring implementation of the National Core Standards. Interact with the relevant healthcare workers and other relevant stakeholders to provide information and identify new opportunities to improve quality of care. Make recommendations regarding NCS assessment findings. Management of resources for effective outcomes in the unit.
ENQUIRIES : Dr EMN Caka Tel No: (051) 6731200
APPLICATIONS : To Be Send To: The Chief Executive Officer, Embekweni Hospital, , Private Bag X 32, Zastron, 9950.
FOR ATTENTION : Dr EMN Caka

POST 22/172 : **OPERATIONAL MANAGER: PNA-5 REF NO: H/O/29**

SALARY : R444 276 per annum (OSD)
CENTRE : Thusanong Hospital: (Odendaalsrus)
REQUIREMENTS : Diploma/degree in Nursing or equivalent qualification that allows registration with the South African Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work overtime and shifts should the need arise, day or night. Willingness to perform duties at irregular hours: e.g. 12-hour shifts. Valid (code B/EB) driver's license. Knowledge and Skills: Competencies

(knowledge/skills): Excellent writing and communication skills. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Knowledge of legislation relative to the Health Care Service and policies of the Department of Health and conflict management skills. Skilled nurse clinician able to lead the Nursing service within the scope of practice and accepted Nursing standards. Ability to work under pressure. Good communication skills. Computer literacy.

DUTIES : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of a nursing care plan and the evaluation thereof. Provide relevant health information to patients in achieving optimal health care. Develop and maintain working relationships with nursing and other stakeholders (i.e inter-professional, inter-sectorial and multi-disciplinary teamwork). Participate in the analysis, formulating and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor utilization of human, financial and physical resources. Monitor, develop and implement risk action plan in line with risk register.

ENQUIRIES : Me T J Matli Tel No: (087) 940 8112
APPLICATIONS : To Be Send To: The Chief Executive Officer, Thusanong Hospital, Private Bag X1, Odendaalsrus, 9480.

FOR ATTENTION : Mr T D Tsotetsi

POST 22/173 : **PROFESSIONAL NURSE: PNB 1: THEATRE REF NO: H/P/32**

SALARY : Grade 1: R383 226 per annum (OSD)
CENTRE : Dihlabeng Hospital, (Bethlehem)
REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Proof of current registration with the South African Nursing Council (SANC) as Professional Nurse. Experience: PNB-1: A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse plus a post-basic nursing qualification with a duration of at least 1-year post – basic in Operating Theatre Nursing Science, accredited with SANC. PNB-2: A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification in Operating Theatre Nursing Science. Must be willing to work shifts. Knowledge And Skills: Ability to provide holistic care. An additional post basic qualification of one-year duration. Nursing Administration. Knowledge of the management of people, financial and conflict management. Computer Literacy.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/Legal framework. Effective utilization of resources (Human &Material). Participation with training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Me M E Royi Tel No: (058) 307 1254
APPLICATIONS : To Be Send To: The Chief Executive Officer, Dihlabeng Hospital, Private Bag X3, Bethlehem, 9700.

FOR ATTENTION : Me S Mpanza

POST 22/174 : **CLINICAL NURSE PRACTITIONER: PNB-1: (X3 POSTS)**

SALARY : R383 226 per annum (OSD)
CENTRE : Xhariep District:
Thembani Clinic; Koffiefontein Ref No: H/C/43
Winnie Mandela Clinic; Rouxville: Ref No: H/C/44
Jacobsdal Clinic: Jacobsdal Ref No: H/C/45

REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. Current registration with the South African Nursing Council (SANC) as Professional Nurse Knowledge and Skills: Understanding of nursing legislation and related ethical nursing practices. Perform a clinical, nursing practice in accordance with scope of practice and nursing standard as determined by the relevant health facility. Effective

management of resources. Implementation of Ministerial Injunction. Management of project and campaigns in the facility.

DUTIES : Provide comprehensive nursing treatment and care to patients in cost effective, efficient and equitable manner. Act as shift leader in the unit where necessary. Ensure the implementation of PHC Services in line with the Departmental Strategic Goals. Promote quality nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility

ENQUIRIES : Mr I L Moisi Tel No: (051) 492 2325

APPLICATIONS : To Be Sent To: The District Manager, Xhariep District Private Bag x2, Trompsburg, 9913 or hand delivered @ Albert Nzula Hospital, 22 Louw Street, Trompsburg.

FOR ATTENTION : Mr X Ndara

POST 22/175 : **ASSISTANT DIRECTOR: MONITORING & EVALUATION REF NO: H/M/23**

SALARY : R376 596 per annum (Level 09)

CENTRE : HIV&AIDS Directorate Corporate Office

REQUIREMENTS : Appropriate B Degree. Post graduate qualification in Monitoring and Evaluation. 3-5 years' experience in Monitoring and Evaluation of which 2 years must be on supervisor level. Background in research and/or other data management field. 5 years' experience in working with DoH data management/M&E systems. Valid drivers' license. Computer literacy Knowledge and skills: 5 years' experience in M&E of HIV/AIDS programmes. 3-years' experience in training / facilitation.

DUTIES : Support the design, review and disseminate data management tools for use by the Province, District Information and Research Unit (e.g. templates, SOPs, data flow charts, quality checklist, data verification manuals/procedures, assessment tools, reports, stats overview, site visit tools, etc.). Perform Provincial and District data analytics for HIV/AIDS programs. Increase data use by the Provincial and District program managers. Assist the Province and District units with the development, compilation and/or review of Strategic and Operational Plans. Assist the Province, District Information and Research unit with providing inputs towards improvements in the patient data management systems utilized by the District programs including but not limited to DHIS2, HPRS, Tier.Net. Conduct gap analysis on the data management systems and implement quality improvement plans to resolve identified gaps. Assist the Information and Research Unit with development and roll out of an integrated program monitoring tools that will foster closer collaboration/integration between the different health programs. Compilation of Provincial, District level data and reports as may be required.

ENQUIRIES : Me L F Van Turha Tel No: (051) 408 1703

APPLICATIONS : To The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.

FOR ATTENTION : Me P Mpu

POST 22/176 : **SPEECH THERAPIST AND AUDIOLOGIST: GARDE 1-3 REF NO: H/S/7**

SALARY : Grade 1: R317 976 per annum (OSD)
Grade 2: R372 976 per annum (OSD)
Grade 3: R439 164 per annum (OSD)

CENTRE : Dihlabeng Hospital, Bethlehem

REQUIREMENTS : Qualification in Speech-Language Therapy including Audiology. Registration with the Health Professions Council of South Africa as Speech-Language Therapist. Appropriate clinical experience. Experience: **Grade 1:** None after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. One-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:** Minimum of 10 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. 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:** Minimum of 20 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. 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. Knowledge and Skills: Driver's license.

DUTIES : Render and manage a speech-language therapy service that complies with the standards and norms as indicated by Health Policies: Conducts examination to patients with speech/hearing problems, which may require the use of special equipment and tests. Compile a report on assessment and testing, and make referrals. Provide rehabilitation programmes as part of treatment, which includes counselling and guidance for speech/hearing impaired. Assess the condition of the patients who are unable to communicate effectively due to conditions such as cleft palate, delayed speech or language development or emotional disturbances. Assess and treat patients whose language, speech or voices have been affected by surgery, diseases or disorders of the nervous system or brain damage. Make follow up consultation on the conditions of patients. Implement sectional and provincial quality assurance measures in sub-section. Participate in the formulation and review of sectional strategies as required. Manage allocated human resources, including supervision. Supervise allocated students according to the agreement with the tertiary training institution and contribute to related training activities.

ENQUIRIES : To Be Sent to: The Chief Executive Officer, Dihlabeng Hospital, Private Bag X3, Bethlehem, 9700.

FOR ATTENTION : Me S Mpanza

POST 22/177 : **RADIOGRAPHER: GRADE 1-3 REF NO: H/R/10**

SALARY : Grade 1: R317 976 per annum (OSD)
Grade 2: R372 976 per annum (OSD)
Grade 3: R439 164 per annum (OSD)

CENTRE REQUIREMENTS : Tokollo District Hospital, Heilbron
B Degree as a Radiographer. Registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). Experience: None after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. One-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. Knowledge And Skills: Ability to work under pressure. Good Communication Skills. Computer Literacy.

DUTIES : Exercise clinical responsibility to ensure optimal service delivery. Ensure patient care during imaging for optimal diagnostic purpose of more advanced or specialized nature. Apply the correct protocols to obtain optimal imaging. Practice radiation protection to minimize radiation dose to staff, patients and general public. Implement quality assurance programs for quality service delivery.

ENQUIRIES : Me P Mokhoane Tel No: (058) 813 1040

APPLICATIONS : To Be Sent To: The Chief Executive Officer, Tokollo Hospital Private Bag X8, Heilbron, 9650.

FOR ATTENTION : Me P Mokhoane

POST 22/178 : **ARTISAN FOREMAN: GRADE 1-3: REF NO: H/A/20**

SALARY : Grade 1: R304 263 per annum (OSD)
Grade 2: R364 143 per annum (OSD)

CENTRE REQUIREMENTS : Dr J S Moroka Hospital, Seloshesha
Matric Certificate, Relevant Trade Test Certificate (A completed apprenticeship and proof of passing an official trade test under the provisions of Section 13(2)(h) of the Manpower Training Act, 1981) as amended or a certificate issued under the provisions of Section 28 or 30 of the Manpower Training Act, 1981, as amended or a certificate issued under the provisions of the repealed Section 27 of the Act referred to. 5 Years post qualification experience as an Artisan required. Appropriate experience in maintenance facility buildings.

Certificate of a Wireman's License from Department of Labour. Appropriate experience in high current voltage. Ability to do standby duties and work overtime and attend to unplanned callouts and emergency maintenance. Ability and willingness to be available for emergencies/mass incidents. Valid driver's license. Knowledge and Skills: N3 Certificate will be an added advantage. Ability to work under pressure and independently with good report-writing skills, conflict management and interpersonal skills, as well as excellent verbal and written communication skills. Computer skills.

DUTIES : Management, Supervision, and training of Maintenance personnel. Participate in programs established to improve quality services. Management of maintenance budget and expenditure. Manage risks accordance to the OHSA Act. Render advice and guidance to hospital management regarding functionality of the institution's equipment and machinery. Compile weekly/monthly/annual reports and submit to the relevant authorities. Check, repair and maintain hospital equipment and machinery with relatively carrying capacity (e.g. wiring, electro-mechanical, switching and control and the boiler). Ensure that all operations and activities are in accordance with Occupational Health and Safety. Perform overtime and standby duties whenever required. Exercise control over tools and materials. Detailed key performance areas can be obtained from the contact person.

ENQUIRIES : Me M L Sekhosana Tel No: (051) 492 5005
APPLICATIONS : To Be Send To: The Chief Executive Officer Dr J.S. Moroka District Hospital, Private Bag X 707 Seloshesha 9783.

FOR ATTENTION : Mr O.W Jaarsen

POST 22/179 : **CHIEF ADMIN CLERK REF NO: H/A/18**

SALARY : R257 508 per annum (Level 07)
CENTRE : Information Management and Research; Corporate Office
REQUIREMENTS : An appropriate recognized National Diploma or degree plus 2 years' functional experience in research administration work. Knowledge And Skills: Excellent computer skills and knowledge of Microsoft Excel, Word, Powerpoint. Communication skills (written and verbal) and interpersonal skills. Driver's license. Willing to work under extreme pressure with minimal resources and supervision. Ability to navigate across files and having a very sharp memory. Ability to plan activities and thinking fast in a dynamic and stressful environment. Well informed, and has knowledge base in research and participate in health research preparations. Excellent written and verbal communication skills, preferably in English. Ability to work with confidential information and excellent work etiquette.

DUTIES : Render general support services to the unit. Provide administration support services. Support the unit with managing the budget, costing, expenditure control and implement financial administration. Handle all the supply chain and asset management related duties of the unit. Handle telephone accounts and all ICT equipment of the unit. Reception duties, answering calls and handling queries & complaints. Preparing correspondence on behalf of the unit and managing the units notice board. Liaise with staff, clients, Management of all meetings (i.e. Bookings, electronic platforms, catering, minute taking etc.). Support academic research activities as well as capturing research data including trainings of all the reach activities of the unit. Managing other support personnel assigned to the unit. Organizing travel and preparing complex travel itineraries. Planning, organizing and managing events. Typing and filing documents for the managers in the unit. Sourcing and ordering stationery and office equipment. Support all clinical, academic, research and all other administrative related functions of the unit. Team player and focused as well as ability to work independently. Prepare the demand & acquisition plans of the Directorate. Self-motivated personality, a good communicator and IT literate. Any other function as directed by the Head of the unit.

ENQUIRIES : Dr Chikobvu, Me Mathule Tel No: (051) 408 1738/1145 Cell: 0664708340/0713129724

APPLICATIONS : To: The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.

FOR ATTENTION : Me P Mpu

POST 22/180 : **PRINCIPAL NETWORK CONTROLLER REF NO: H/P/22**

SALARY : R257 508 per annum (Level 07)

CENTRE : Information Management and Research; Corporate Office

REQUIREMENTS : Three/four-year Degree/National Diploma/equivalent NQF 6 qualification in Information Communication Technology plus 2 years' functional experience. 2 Years' experience in public health sector. Should be a holder of a valid driver's license and be prepared to travel within the Free State Province. Knowledge And Skills: Excellent Computer (MS Office) and communication skills (written and verbal) Excellent mathematical knowledge is essential. Knowledge of Reporting, Query tools and practices and should have the ability to troubleshoot. Knowledge of database security administration and user management Good communication & interpersonal skills including patience as well as highly enthusiastic attitude. Good understanding of how the public health service functions. Ability to analyse data and dissemination of information. Collecting and recording of data. Knowledge of data security as well as being able to understand the Health Information policy. Health related statistical experience and knowledge of organizational behaviour are added advantages. Knowledge in IT hardware management is an added advantage.

DUTIES : Keeping the district and institutions informed of set goals, updates and latest developments on information management systems. Ensuring that all set goals are implemented by the district and institutions as agreed. Continuous support to end-users and ensure data capturing is not hampered in any way. Conduct and support Health Information Systems and Data Management trainings. Current and future plan for all equipment and network requirements that are related to all the information management systems in the province. Plan and advice districts on suitable mechanisms to ensure all data computers are secure in the facilities and the data is secure in the system. Standardised minimum equipment and support structures; Anti-virus support and updates. Perform routine checks to ensure all computers running with data are up to date with security patches and data capturing is not hampered in any way. Proactive prevention and speedy reaction to ensure a zero downtime of computers. Keep record of all ICT resources at facilities (includes laptops, computers, modems, network cables etc.). Dealing with all ICT user related queries. Updating of software and ETR.net, HPRS, web- DHIS, and TIER.net versions, etc as needed. Routine facility visits to ensure that systems (HPRS, ETR.net and TIER.net, we-DHIS, ICT, etc) challenges are addressed. Maintain all ICT data management equipment; perform age analysis of computers and report on equipment needs for the institutions. Educate the facility and sub district on all information management systems related ICT policies. Assist with day to day problem solving for information management systems HPRS, web-DHIS, ETR.net and TIER.net users, etc as well as other users at institutions. Training of health care workers on the use of computers skills and be able to implement change management in this regard together with the ability to work under pressure, and should be able to deliver under tight deadlines. Support Health Information systems (Roll-out and Maintenance). Experience in driving and should be a holder of a valid driver's license and be prepared to travel within the Free State Province. A self-starter with the ability to work under minimum/or no supervision, pay attention to detail.

ENQUIRIES : Dr Chikobvu, Me Mathule Tel No: (051) 408 1738/1145 Cell: 0664708340 /0713129724

APPLICATIONS : To: The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.

FOR ATTENTION : Me P Mpu

POST 22/181 : **ARTISAN: A-C: ELECTRICAL REF NO: H/A/21 (X2 POSTS)**

SALARY : Grade A: R190 653 per annum (OSD)
Grade B: R224 574 per annum (OSD)
Grade C: R262 176 per annum (OSD)

CENTRE : Dr J S Moroka Hospital, Seloshesha

REQUIREMENTS : Relevant Trade Test Certificate [A completed apprenticeship and proof of passing an official trade test under the provisions of Section 13(2)(h) of the Manpower Training Act,1981] as amended or a certificate issued under the provisions of Section 28 or 30 of the Manpower Training Act, 1981, as amended or a certificate issued under the provisions of the repealed Section

27 of the Act referred to. Appropriate experience in maintenance facility buildings. Certificate of a Wireman's License from Department of Labour. Appropriate experience in high current voltage. Valid driver's license Knowledge and Skills: N2 Certificate will be an added advantage. Good interpersonal skills and interpersonal relation skills. Computer literacy will be an added advantage. Experience in maintenance facility buildings. Good interpersonal skills and interpersonal relation skills. Computer literacy will be an added advantage.

DUTIES : To render technical design, production, operation and maintenance services. (Maintain, repair, test repair, service and quality assure equipment and or facilities for technical faults according to schedule, standards and against specifications. Supervision and training of Artisan Assistant/Handyman allocated to him/her. Participate in programs established to improve quality services. Render assistance to Artisan Foreman with regard to all functions (including administrative work) Check, repair and maintain hospital electrical equipment with relatively carrying capacity (e.g. wiring, electro-mechanical, switching and control and electrical motors). Ensure that all operations and activities are in accordance with Occupational Health and Safety. Perform overtime and standby duties whenever required. Exercise control over tools and materials. Detailed key performance areas can be obtained from the contact person.

ENQUIRIES : Mr S L Mohale Tel No: (051) 873 9800
APPLICATIONS : To: The Chief Executive Officer, J S Moroka Hospita, Private Bag X707, Selosesha, 9785.

FOR ATTENTION : Mr O W Jaarsen

POST 22/182 : **ARTISAN: GRADE 1-3 REF NO: H/A/23**

SALARY : Grade A: R190 653 per annum (OSD)
 Grade B: R224 574 per annum (OSD)
 Grade C: R262 176 per annum (OSD)

CENTRE : Stoffel Coetzee, Hospital
REQUIREMENTS : Relevant Trade Test Certificate. (A complete apprenticeship and proof of passing official trade test under the provisions of Section 13(2)(h) of the Manpower Training Act, 1981) or certificate issued under the provisions of Section 28 and 30 of the Manpower Training Act, 1981 as amended, or a certificate issued under the provisions of the repealed Section 27 of the Act referred to. Valid driver's license. Be on call after hours. Knowledge and Skills: N2 Certificate will be an added advantage. Computer skills. Previous experience in a Health environment. Multiskilling will be an added advantage.

DUTIES : To render technical design, production, operation and maintenance services: (Maintain, repair, test repair, service and quality assure equipment and or facilities for technical faults according to schedule, standards and against specifications. Perform administrative related functions: Order maintenance material, keep statistics in connection with maintenance, support stocktaking. Manage the cost center. Attend meetings; submit monthly reports (NCS, Risk etc. Overall supervision of maintenance personnel and the garden of buildings, furniture and equipment of the hospital. Detailed key performance areas can be obtained from the contact person.

ENQUIRIES : T J Molise Tel No: (051) 683 0168
APPLICATIONS : To Be Send To: The Chief Executive Officer, Stoffel Coetzee Hospital, Private Bag x5, Smithfield, 9966.

FOR ATTENTION : T J Molise

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

CLOSING DATE : 02 October 2020
NOTE : Interested applicants must submit their applications for employment to the email address specified to each post. The email must include completed and signed Form Z83 (application for employment form), obtainable from any Public Service Department or any Public Service and Administration website. All applications must be accompanied by a comprehensive Curriculum Vitae ONLY. Shortlisted candidates will be required to submit the supporting documents during interviews i.e. certified copies of the educational qualifications, identity documents and driver's license. No late applications will be accepted. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG) and attach certificate or proof of completion. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered.

MANAGEMENT ECHELON

POST 22/183 : **DISTRICT DIRECTOR: SEDIBENG EAST REF NO: SE2020/09/01**
 (5 Years Fixed Term Contract Performance Based)
 Chief Directorate: District Operations Management (Westrand & Sedibeng Region)

SALARY : R1 057 326 per annum (an all-inclusive package)
CENTRE : Sedibeng East District
REQUIREMENTS : An appropriate NQF level 7 qualification, with at least a minimum of 5 years middle/ senior management experience. Proven management skills in education management or equivalent. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver's license is essential.

DUTIES : Manage the provision of support to institutions: Ensure proper coordination for all support and activities to and with institutions. Manage the support provided to circuit teams e.g. educations support, learning implementation. Facilitate the HR and Corporate support to district office and circuit teams. Ensure the maintenance of teaching and learning activities in schools within the district. Manage the strategic support direction and planning in the districts: Formulate strategies for efficient support to circuits and institutions. Ensure the implementation, monitoring and evaluation of departmental policies and strategies. Implement corrective intervention plans for districts to ensure effective learning take place in institutions. Manage all resources of the District Office: Supervise and manage sub-ordinates and other participants in the Branch activities. Responsible for the financial management of the component's activities. Plan, organise and control activities pertaining to

functions of the Districts. Adhere to and promote statutory prescripts and the Code of Conduct for the Public Service. Ensure compliance with National policy frameworks and standards. Report to and participate in all appropriate provincial, departmental and other structures and processes. Compile and take full responsibility for regular reports forwarded to the Chief Directorate: District Operations Management.

ENQUIRIES : Mr MH Tsosane Tel No: (011) 843 6540
APPLICATIONS : Email your application to email address:
recruitmentapplication.HO@gauteng.gov.za

POST 22/184 : **DIRECTOR: INTERNAL CONTROL REF NO: HO2020/09/02**
(5 Years Fixed Term Contract Performance Based)
Chief Directorate: Risk and Compliance Management

SALARY : R1 057 326 per annum (an all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : An appropriate NQF level 7 qualification in Auditing/internal Audit/Accounting/ Public Financial Management/ Risk Management or any Finance qualification with a major in internal Auditing or Risk Management with at least a minimum of 5 years middle/ senior management experience in Internal Auditing/ Risk Management/ Finance environment. Knowledge of Public Finance Management Act, National Treasury Regulations, Generally Accepted Accounting Principles, knowledge of Risk Maturity Model, General Tools and Techniques of Risk Management. Knowledge of King Report on Corporate Governance and Knowledge of COSO Framework. Valid South African driver's license is essential.

DUTIES : Oversee the coordination of monitoring financial compliance. Ensure that all incidents of non-compliance are registered status of each case and allocate to investigators for processing. Ensure monitoring and compliance with all financial laws and regulations. Follow up on outstanding matters to ensure that appropriate corrective measures are implemented by management. Compile management reports on financial compliance matters. Manage in-detail testing of key financial controls in the department. Manage and monitor adherence to policies and standard operating procedures. Oversee internal and external audits. Liaise with the Auditor General of South Africa, Gauteng Audit Services, Gauteng Provincial Treasury and other stakeholders with regard to audit processes. Ensure that senior management is kept abreast on internal and external audit matters and coordinate their responses with respect to draft audit findings. Oversee the implementation of appropriate corrective measures by management. Oversee the continuous reporting of audit findings to the HoD. Monitor the implementation of recommendations provided by oversight structures. Oversee internal audit processes within the department and monitor the implementation of compliance controls. Ensure compliance within the department by implementing the compliance risk management and monitoring plan. Advocate the reduction of the percentage of asset losses in the department by managing the identifying risks and possible mitigations. Manage independent and objective assessments of internal controls, financial results, departmental process, and adherence to compliance requirements. Ensure that all cases of asset losses are registered and investigations conducted. Ensure that costs are recovered for assets lost due to negligence and or non-compliance with the Asset Loss policy. Develop and maintain policies and procedures on asset losses.

ENQUIRIES : Mr MH Tsosane Tel No: (011) 843 6540
APPLICATIONS : Email your application to email address:
recruitmentapplication.HO@gauteng.gov.za

POST 22/185 : **DIRECTOR: SPECIAL INVESTIGATION REF NO: HO2020/09/03**
(5 Years Fixed Term Contract Performance Based)
Chief Directorate: School Interventions

SALARY : R1 057 326 per annum (an all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : An appropriate NQF level 7 qualification, with at least a minimum of 5 years middle/ senior management experience. Proven management skills in education management or equivalent. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Competencies: Strategic capability and leadership

- Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver's license is essential.
- DUTIES** : Ensure that investigations are conducted within the confines of the law. Ensure interventions are conducted to promote improved performance. Develop education governance capacity. Respond to flash points on the instructions of authority to stabilize the situation. Monitor school effectiveness. Develop monitoring mechanisms. Provide advice and guidance in respect of all services, policies, systems and development. Provide reports on the overall planning and functioning of the Directorate. Provide support to the senior manager within the branch. Ensure the effective, efficient and economical management and utilization of resources allocated to the department as outlined in the legislative framework for good governance. Provide and maintain financial management systems that will enable the branch to comply with the imperatives set by the PFMA. Designing and application of the functional policies and procedures. Providing general supervision requirements.
- ENQUIRIES APPLICATIONS** : Mr MH Tsosane Tel No: (011) 843 6540
: Email your application to email address: recruitmentapplication.HO@gauteng.gov.za

OTHER POSTS

- POST 22/186** : **DEPUTY DIRECTOR: TRANSVERSAL HUMAN RESOURCE SERVICES**
REF NO: GE2020/09/04
Directorate: Transversal Human Resource Services
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (All-inclusive package)
Gauteng East District
: An appropriate recognized three-year National Diploma/ Degree in Human Resource Management with a minimum of 3 years' experience in human resources administration at an Assistant Director level. Knowledge and understanding of the current HR prescripts and public service legislations, regulations and policies. Excellent communication (verbal & written) and interpersonal skills. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use PERSAL and provide expert advisory support to business. Computer literacy in MS Excel, MS Word, MS Access and MS Office. A valid South Africa driver's license is required.
- DUTIES** : Manage the HRM operations at the district, in a matrix environment; oversee the sub-directorates conditions of service, performance management and development, recruitment and selection in accordance with the relevant prescripts and collective agreements with the Education sector. Coordinate implementation of the approved post and staff establishment. Manage employee records at the district. Establish system to ensure successful implementation of the operational plan as sponsored by Head Office. Provide input to the HRA budget plan. Fulfill the internal quarterly reporting requirements and provided analysis to management. Interpret HR Policies and prescripts. Establish systems to improve customer engagement on HR issues at the District. Supervise staff and manage their performance according to the PMS. Provide, co-ordinate and manage policy and procedure on Incapacity Leave for Ill-Health retirement (PILIR) and the management injury on duty. Management and capturing of posts establishment, creation, translations, vacancies and abolishment in accordance with affordability and priorities of the department on PERSAL. Ensure timeous implementation of changes on PERSAL / SAP and validation of PERSAL information. Manage the internal and external auditing of personnel administration matters and ensure that Auditor-General queries are appropriately managed. Supervise staff.
- ENQUIRIES APPLICATIONS** : Mr. Mpho Leotlela Tel No: (011) 736 0717
: Email your application to email address: recruitmentapplication.GE@gauteng.gov.za

POST 22/187 : **DEPUTY DIRECTOR: JOB DESIGN & BUSINESS PROCESS IMPROVEMENT REF NO: HO2020/09/05**
Directorate: Organisational Development

SALARY : R733 257 per annum (All-inclusive package)
CENTRE : Head Office
REQUIREMENTS : An appropriate recognized three-year National Diploma/ Degree in Management Services/ Production or Operations Management with a minimum of 3 year' relevant experience at an Assistant Director level in Organisation Design, Business Process Re-engineering and Job Evaluation environment. Knowledge of Public Service Act and Regulations, Job Evaluation prescripts, Business process management, Evaluate System, (IDEFO/ VISIO/ BIZAGI Modelling, Job Description and Job Evaluation prescripts. Skills: Good computer literacy (MS Word, MS Excel and MS PowerPoint), planning, problem solving, verbal and written communication skills. Good management, presentation and facilitation skills. A valid driver's license is essential.

DUTIES : Manage the development and maintenance of Job Descriptions for the department. Oversee the compilation and review of Job Description guidelines and templates. Manage the coordination and facilitation of Job Evaluation within the department. Oversee the prioritization of posts to be subjected for job evaluation. Manage the development and mapping of Business Processes for the department. Oversee the prioritization of business processes to be developed within all business units. Manage the development of Standard Operating Procedures for all mapped business process within all business unit. Manage the facilitation and the development of the organizations Service Delivery Model. Manage all sub-Directorate allocated resources. Manage the accomplishment of the Organisational Functionality Assessment (OFA).

ENQUIRIES : Mr. Hulisani Tshikovhi Tel No: (011) 843 6873
APPLICATIONS : Email your application to email address: recruitmentapplication.HO@gauteng.gov.za

POST 22/188 : **DEPUTY DIRECTOR: EXAMINATION FINANCIAL ADMINISTRATION REF NO: HO2020/09/07**
Chief Directorate: Examination and Assessment

SALARY : R733 257 per annum (All-inclusive package)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate, recognized three-year National Diploma/degree in Finance/Supply Chain Management with a a minimum of 3 years' experience at an Assistant Director level in financial environment such as budgeting, planning and procurement of goods and services and the monitoring of the spending of budgets. Extensive working knowledge of Public Service Policies, rules and regulations including an understanding of the Government Strategies and priorities. Knowledge of policies and regulations pertaining to the internal and exit examinations. Extensive knowledge and application of the PFMA, BAS, PERSAL, web cycle clearance and Treasury regulations. Advance computer skills, Basic interpersonal relationships, Matrix management. Power Point. Experience in compiling Matlotlo reports. Ability to perform routine tasks.

DUTIES : To recommend effective and appropriate steps to prevent unauthorized, irregular, fruitless and wasteful expenditure in terms of the PFMA. Manage procurement of goods and services for the Chief Directorate, Examinations and Assessment. Manage the Chief Directorate expenditure in line with Cash Flow, Operational plan, Procurement plan and Departmental Strategy. Advise Budget Holders on accruals and the impact thereof. Ensure that the spending is in line with the Standard Chart of Accounts (SCOA). Reprioritize budget allocations, interpret branch spending, BAS reports, identify budget pressures and budget savings. Monitor and manage the budget spending of the Chief Directorate and analyze the spending patterns. Manage the monthly compilation of the Matlotlo Report. Manage the compilation and submission of monthly Financial Reports and procurement reports (goods and services accruals, open PO report, open GRV report, partially paid PO report and WEB cycle report). Deal with any other financial matters of the Chief Directorate (Overtime submissions, tender specifications, virement requests, processing of claims of Markers, Examiners and providers. Liaise between the Department and other internal and external Audit offices. Manage and identify financial risks

- to ensure that team adheres to internal controls and procedure. Manage the Human resources and Financial resources with the Chief Directorate.
- ENQUIRIES APPLICATIONS** : Mr Bheki Ngubane Tel No: (010) 601 8029
: Email your application to email address: recruitmentapplication.HO@gauteng.gov.za
- POST 22/189** : **SENIOR LEGAL ADMIN OFFICER (MR6) REF NO: HO2020/09/08**
Directorate: Legal Services
- SALARY** : R473 820 - R1 140 828 per annum (salary to be determined in accordance with experience as per OSD determination).
- CENTRE REQUIREMENTS** : Head Office, Johannesburg
: An LLB degree. At least 8 years post qualification experience in the provision of legal services. Admission as an Attorney or Advocate will be an added advantage. Good knowledge, understanding and practical application of Promotion of Access to Information act. Knowledge and understanding of the Constitutional Law, Administrative law, Public Service legislative framework and Education laws. Practical litigation experience. The ability to work independently, long hours and under pressure. A valid South African Driver's License is essential. Skills: Interpretation of statute skills, presentation skills, research skills, legislative drafting skills, report writing and good communication (both written and verbal) as well as interpersonal skills. Well-developed analytical skills.
- DUTIES** : Research the legal content of Legislation, civil jurisprudence and provide reports. Conduct research on the constitutionality and legality of the legislative frameworks applicable to the Department. Develop Quarterly Contingency reports. Draft Contingency and Audit reports on litigation. Manage and coordinate Litigations on behalf of the Department. Provide monthly and quarterly litigation reports. Case management: coordination and management of the implementation of decisions. Manage end to end litigation of a Government Department. Brief State Attorneys and liaise with Advocates. Provide General Support to the Director and Chief Director: Legal services and Dispute Management
- ENQUIRIES APPLICATIONS** : Mr Mpho Maloka Tel No: (011) 355 0965
: Email your application to email address: recruitmentapplication.HO@gauteng.gov.za

DEPARTMENT OF HEALTH

ERRATUM: Chris Hani Baragwanath: kindly note that the post of Middle Manager Officer (HRD) X1 post with Ref No: CHBAH 310 and Porter (Logistic) X6 Posts with Ref No: CHBAH 317 and Security Officer X6 posts was advertised with the incorrect job title and without reference in Public Service Vacancy Circular 21 dated 09 September 2020. The job title of the posts has been amended as follows: Assistant Director: Middle Manager (HRD) X1 Post Ref No: CHBAH 310, Porter X6 (Logistic) Ref No: 317 and Security Officers X6 Ref No: 314. There is no need to re-apply as the applications will be considered. The closing date has been extended to 09 October 2020. It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

Tembisa Provincial Tertiary Hospital: Kindly note that the post of Head of Department: Obstetrics and Gynecology with Ref No: Refs/005930 advertised in Public Service Vacancy Circular 20 dated 21 August 2020. The required number of years of experience was supposed to read as follows: A minimum of Seven (7) completed years of relevant experience after registration with HPCSA as a medical specialist in obstetrics and gynecology is mandatory. Therefore, the advertised post of Head of Department: Obstetrics and Gynecology has been withdrawn and it will be re-advertised correctly.

OTHER POSTS

- POST 22/190** : **HEAD CLINICAL UNIT GRADE 1: REF NO: SMUOD01**
Directorate: Operative Dentistry
- SALARY** : R1 728 807 per annum (all inclusive)
- CENTRE** : SMU Oral Health Centre

- REQUIREMENTS** : Current registration with the HPCSA as a Specialist with a MDent degree preferably in Prosthodontics. Minimum of 3 years' experience in this specialized field. In addition, have appropriate teaching and Research experience in Restorative Dentistry, Crown and Bridge Work, Paedodontics & Endodontics of undergraduates and postgraduate' students including Registrars. Have working experience in Digital Dentistry on the latest techniques in private and public Dental Practice. Have proven experience in Leadership. Have a proven track record in contact and online Teaching and Learning for Undergraduate and Postgraduates as well as having trained Registrars in the field. Have a proven track record in Research publications have published at least 5 articles in Peer Reviewed DHET approved Journals, at least have presented 2 papers at international/locals conference. Have working experience in Administration and Management at level appropriate for the post. Have managed both undergraduate and post graduate students. Have Excellent Interpersonal and Communication, Conflict Resolution Skills.
- DUTIES** : General management and administration of the Department. Supervision and effective utilization of professional staff in Endodontics, Paedodontics, Crown and Bridge and Restorative Dentistry. Quality Assurance of clinical governance, online teaching and learning and associated online, formative and summative assessment. General service rendering to patients in the discipline. Research and Research Supervision of both Education and training of undergraduate and postgraduate students. Contribute to and participate in training of other health workers where requested to do so. Promote, Develop and stimulate continuing professional development in the department and among health professionals in South Africa. Assist in the implementation of GDoH policies and programmes.
- ENQUIRIES** : Prof SJH Hendricks Tel No: (012) 521 4801
- APPLICATIONS** : Applications can be hand delivered to SMU Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to SMU Oral Health Centre, Private Bag x848, Pretoria, 0001.
- FOR ATTENTION** : Ms PR Rangoato Tel No: (012) 521 4881
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The level of the university academic appointment/position will be determined on an individual basis applicable to University criteria.
- CLOSING DATE** : 02 October 2020
- POST 22/191** : **MEDICAL SPECIALTY: ANESTHESIOLOGY GRADE 1-3 REF NO: JUB18/2020**
Directorate: Medical Unit- Anesthesiology
(Re-Advert)
- SALARY** : Grade 1: R1 106 040 per annum (Plus Benefits)
Grade 2: R1 264 623 per annum (Plus Benefits)
Grade 3: R1 467 651 per annum (Plus Benefits)
- CENTRE** : Jubilee District Hospital
- REQUIREMENTS** : Appropriate qualification that allow registration with the HPCSA as Medical Specialty in Anaesthesia, a normal specialty or a recognized Sub-Specialty. MBChB & MMed OR FCA or equivalent registration as a Specialist with the Health Professions Council of South Africa proof of current registration. Proof of registration with the HPCSA as Medical Specialist, Supervisory abilities. Ability to work in a multi-disciplinary team, knowledge of Public Service Legislation, Policies and Procedures and Medical ethics. Management experience will be an added advantage.
- DUTIES** : The successful candidate will provide clinical services and consultancy work to Jubilee District Hospital as allocated. Facilitate and participate in the training, development and mentorship of under and post graduate students, including medical interns, community service and medical officers. The candidates will participate in the departmental outreach programmes and research activities. Strengthen and promote clinical effectiveness in Anaesthetic unit. Implement

effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Foster effective teamwork and collaboration within the hospital. Facilitate and ensure effective communication with all management structures within the hospital and regular reports on activities. Assist with strategic and operational planning of services in the hospital and/or catchment area of the district hospital. Assist with the coordination and supervision of Anaesthetic service with the hospital and management of relevant human resources. Oversee the treatment and management of patients within the field of expertise. Provision of good quality, patient-centered and community-orientation care for all patients. Promote and ensure good continuity of care. Management of clinical services, attend to afterhours calls within the hospital, perform clinical visits and participate in management activities, ensure internal control and risk management, adhere to Batho Pele Principles and Patient Right Charter. Consult and assess patients comprehensively. Ensure comprehensive clinical records.

- ENQUIRIES** : Dr Mokwena M.J Tel No: (012) 717 9338
- APPLICATIONS** : Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Temba, Jubilee District Hospital.
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications South African ID, Matric certificate or equivalent MBChB and MMed or FCA equivalent degree. Proof of current registration with council must be attached. General Information: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
- CLOSING DATE** : 02 October 2020
- POST 22/192** : **CLINICAL PSYCHOLOGIST GRADE 1 REF NO: EHD2020/09/09 (X2 POSTS)**
Directorate: Mental Health
Re-Advertisement
- SALARY** : R713 361 - R784 278 per annum (all-inclusive remunerative package)
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : Registration with HPCSA as Clinical Psychologist. Applicant must be in possession of a Master's Degree in Clinical Psychology. Less than 8 years appropriate experience as a Clinical Psychologist. A copy of current registration with HPCSA. A valid driver's license is essential.
- DUTIES** : Render clinical psychological services within the district and community clinics. Assess, treat, rehabilitate and refer to ensure continuity of treatment and care of both adults and children. Establish support groups within clinics and develop projects that can contribute to the rehabilitation of users. Use research-based evidence to improve Mental Health services. Work within a multidisciplinary team. Provide therapeutic services to individuals, groups and families. Administer psychometric assessment and provide appropriate interventions. Knowledge of legislation governing Psychological Services and Mental Health.
- ENQUIRIES** : Dr K Motshwane Tel No: (011) 876 – 1717
- APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand delivery to 40 Catlin Street Germiston 1400.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Applicants who previously applied are advised to re-apply as their previous applicants will not be considered. No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your

application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

- CLOSING DATE** : 02 October 2020
- POST 22/193** : **ASSISTANT MANAGER NURSING SPECIALTY: ADVANCED MIDWIFERY (PNB4) REF NO: ASSISTANT MANAGER NURSING /CARLT/2020/09 (X1 POST)**
Directorate: Nursing
- SALARY** : R614 991 per annum (Plus Benefits)
CENTRE : Carletonville Hospital
REQUIREMENTS : Grade 12/Matric. Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425/R683/equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Proof of current registration with SANC. A post basic nursing qualification, with a duration of at least one year accredited with SANC in Advanced Midwifery and Neonatal Nursing Science. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse in General Nursing Science. At least 6 years of the period referred to above must be appropriate /recognizable experience in Advanced Midwifery and Neonatal Nursing Science. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Competencies: Demonstrate in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial, or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support to enhance service delivery. Understanding of Nursing Core Values, National Core Standards, Ideal Hospital Realization and Maintenance Framework, Occupational Health and Safety and Infection Prevention and Control.
- DUTIES** : Formulation, monitoring and control of the strategic, operational and business plan of the units within area of responsibility. Implement and monitor quality assurance programmes within area of responsibility. Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilization and supervision of resources Coordination of the provision of effective training and research. Provision of effective support to Nursing Services, do relief duties (calls) as required by the service. Maintain professional growth/ethical standards and self-development. Participate in Prenatal Problem Identification Program (PPIP), CHIPP. Support Quality Assurance Program.
- ENQUIRIES** : Mr T Moeketsi Tel No: (018) 788 1704
APPLICATIONS : Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2500.
- NOTE** : The employer reserves the right to fill or not fill the post: People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification.
- CLOSING DATE** : 02 October 2020 at 16:00 PM
- POST 22/194** : **AREA MANAGER: PHC SUB DISTRICT 7- PNB 4 REF NO: TDHS/A/2020/58**
Directorate:Facilities Management Unit
- SALARY** : R614 991 – R692 166 per annum

<u>CENTRE REQUIREMENTS</u>	:	Tshwane District Health Services Sub-District 7
	:	Basic qualification accredited with SANC in terms of Government Notice R425 (Degree or Diploma in Nursing). Seven (7) years appropriate and recognisable Experience in nursing post registration as a professional nurse. Post basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC is an added advantage. At least 3 years of the period referred to the above must be appropriate/recognisable experience at management level. Other Skills/Requirements: Knowledge of the application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of Batho Pele Principles, Patients' Rights Charter and quality assurance system. Ability to communicate verbally and written. Good people management and presentations skills. Good communication (verbal and written), interpersonal, social mobilisation, networking, and financial management as well as Computer skills, report writing and presentation skills. Valid Driver's license.
<u>DUTIES</u>	:	Responsive and accountable stewardship of District Health Services by overseeing to it that Annual Performance targets are met by: Providing comprehensive District Health Services ranging from nursing services in maternal & child health, in and out-patients, occupational, infection, environmental, rehabilitative, quality assurance and any associated care as may be deemed fit by relevant authority(ies). Implement Batho- Pele principles, Patients' Rights Charter. Ensure implementation of Quality Assurance determinations, including Ideal Health Facility Realization Programme and Office of the Health Standards Compliance prescripts. Monitor development, implementation, monitoring and evaluation of Quality Improvement Plans. Manage the development, Implementation and updating of relevant Standard Operating Procedures. Ensure effective and efficient management of all resources. Promote practice and compliance with ethical and professional expectations. Operate and manage relevant District Health Information Management Systems (DHIMS). Become liaison between the District and all other essential stake-holders.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr Moshime Shabangu Tel No: (012) 4519004
	:	Applications must be submitted to this email address: Tshwane.HR@gauteng.gov.za
<u>NOTE</u>	:	Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.
<u>CLOSING DATE</u>	:	02 October 2020
<u>POST 22/195</u>	:	<u>HEAD OF DEPARTMENT NURSING COLLEGE – CLINICAL GENERAL NURSING/WORK INTEGRATED LEARNING (WIL) REF NO: 3/4/1/1/10</u> Directorate: Nursing Education and Training
<u>SALARY CENTRE REQUIREMENTS</u>	:	PND3: R579 696 – R672 018 per annum (plus benefits)
	:	Ann Latsky Nursing College
	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. diploma/degree) or equivalent qualification that allows registration with the SANC as a registered nurse, registered midwife, and a relevant post basic qualification and up to date in respect of clinical practice. Master's degree will be an added advantage. Bachelor's Degree/Diploma in Nursing Education and Management. Current registration with the SANC. A minimum of nine years (9) recognizable/ appropriate experience after registration as a professional nurse with SANC. At least five years (5) of the period referred to above must be appropriate / recognisable experience in nursing education after obtaining the post-basic qualification in Nursing Education. Experience in assessment practice. Knowledge of procedures and processes related to Basic Nursing Programmes. Knowledge of academic requirements, relevant acts and legislation, Code of ethics and professional practice of the SANC. Skilled in computer technology and programmes. Sound communication skills. A valid code 8 driver's license.
<u>DUTIES</u>	:	Coordinate and manage teaching and learning of student nurses. Manage Work Integrated Learning of learners between College and practice areas. Participates in institutional community engagement initiatives. Develop and ensure implementation of quality assurance programmes. Orientate, supervise and appraise staff members in the academic department. Participate in the presentation of academic programmes theory and clinical practice. Supervise

the marking and moderation of assessment. Provide academic support to students. Develop, review and evaluate the curriculum of academic programmes. Participate in research relevant to nursing education. Collaborate with other stakeholders and build a sound relationship within the Department. Serve as chairperson/member on applicable academic/management committees. Participate in the management of the College. Oversee the supervision of students.

- ENQUIRIES** : Mr. JD. Cloete or Ms A. van As Tel No: (011) 644-8917
- APPLICATIONS** : Application documents must be submitted to Ann Latsky Nursing College, Physical address: No.1 Plunkett Avenue, Hurst Hill, Johannesburg. Postal address: P/Bag X40, Auckland Park, 2006.
- NOTE** : Applications must be submitted on a Z83 form with your C.V., certified copies not older than three months of all required documents must be attached (driver's license, current SANC receipt and certified copies of qualifications and computer literacy). Applicants will be subjected to a pre-employment Medical Surveillance. Persons with disabilities will receive preference. The institution reserves the right not to appoint.
- CLOSING DATE** : 02 October 2020
- POST 22/196** : **OPERATIONAL MANAGER (SPECIALTY) REF NO: JUB19/2020**
Directorate: Nursing
- SALARY** : R562 800 - R633 432 per annum (Plus Benefits)
- CENTRE** : Jubilee District Hospital
- REQUIREMENTS** : Diploma/Degree in nursing that allows registration with SANC as a Professional Nurse. A post basic qualification in Advanced Midwifery and Neonatal care. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate/recognizable experience in Advanced Midwifery and Neonatal care after obtaining the qualification. In-depth understanding of nursing legislation and ethical nursing practices. Skills: Leadership, organizational, decision making and problem solving skills, Interpersonal, public relations, negotiation, conflict management and counselling skills; computer literacy skills. Knowledge of nursing statutes and other relevant legal frameworks.
- DUTIES** : Coordinate optimal, holistic, specialized nursing care with set-standards and within a professional/legal framework. Manage effectively the supervision and utilization of resources. Coordinate the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Ms T Khuvutlu-Ngwenya Tel No: (012) 717 9441
- APPLICATIONS** : documents must be submitted to Jubilee District Hospital, Human Resource Department, Private Bag x449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General Information: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
- CLOSING DATE** : 02 October 2020
- POST 22/197** : **CHIEF MEDICAL TECHNOLOGIST GRADE 1 REF NO: EHD2020/09/08**
Directorate: Rehab
- SALARY** : R466 119 – R517 326.per annum (plus benefits)
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : Bachelor's degree in Biomedical Technology or Bachelor of Medical Science that allows registration with HPCSA. Diploma in Public Health will be an added advantage. A minimum of 3 years appropriate experience after registration with HPCSA. Good communication skills. A copy of current registration with HPCSA

		.Knowledge in the relevant policies, protocols and guidelines. Report writing skills and problem-solving skills. Valid driver's license is essential. Experience in working in a Primary Health Care setting. Computer literacy. Must be proactive, innovative and independent team leader.
<u>DUTIES</u>	:	Render Laboratory and Blood services in the allocated area of responsibility in the district that complies with the standards and norms of the Gauteng Department of Health. Provide Coordination of Laboratory and blood Services management and support Laboratory coordinators in the six hospitals. Implement and contribute to the proper rationale use of laboratory and blood services. Manage the risks involved in rendering laboratory services to PHC facilities in Ekurhuleni Health District. Compile monthly, quarterly and annual laboratory and blood services reports and other administrative duties as delegated by the supervisor. Establish good working relationship with other stakeholders within the District E.g. District MDR committee, NGO'S/Development Partners, HAST program, Mother, Child and Women Program, NCD, Outbreak response Committee and Family Medicine Unit. Manage and distribute COVID-19 stock to facilities. Implement quality assurance policies and develop appropriate quality improvement plan for the laboratory and blood services unit. Attend relevant management meetings and forums. Ensure adherence to government policies and protocols.
<u>ENQUIRIES</u>	:	Ms F. Nonyane Tel No: (011) 878 – 8500/ 082 558 3483
<u>APPLICATIONS</u>	:	Applications to be sent to Ekurhuleni Health District, Hand delivery to 40 Catlin Street Germiston 1400.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za . Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	02 October 2020
<u>POST 22/198</u>	:	<u>CLINICAL PROGRAMME COORDINATOR GRADE 1 REF NO: EHD2020/09/10</u> Directorate: HAST Re-advert Applicants who previously applied are advised to re-apply as their previous applicants will not be considered.
<u>SALARY</u>	:	R444 276 – R500 031 per annum (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Health District (NSDR)
<u>REQUIREMENTS</u>	:	Basic R425 qualification i.e. Diploma/Degree in Nursing that allows registration with SANC. A minimum of 7 years appropriate experience in Nursing after registration as a Professional Nurse. Evidence of registration with SANC. Supervisory experience will be an added advantage. A valid driver's license is essential. Experience in TB, HIV and AIDS and TB programme management. Ability to work under pressure, presentation and report writing skills. Computer literacy.
<u>DUTIES</u>	:	Implementation of the HAST Strategic plan in line with the 90 90 90, HIV and TB strategy. Improving access to HIV and TB services through routine HCT, TB screening, Genexpert and PCR. Implementing quality assurance to the HIV and TB programme to ensure sustained treatment viral suppression and cure rates. Liaison with HIV partners and Municipality to improve service delivery. Implementation of intergrated Health information systems for ART, HCT, Pre-ART and TB on Tier.net. Community mobilisation and NGO support with particular focus on key populations. Conducting quarterly reviews for performance monitoring at sub district. Manage human, financial and physical resources for HAST at sub district and prepare source documentation for audit

purposes. Report writing. Perform all other duties delegated by Supervisor/Manager.

ENQUIRIES : Ms S. Motloug Tel No: (011) 876 1820

APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand delivery to 40 Catlin Street Germiston 1400.

FOR ATTENTION : Human Resource Manager

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 02 October 2020

POST 22/199 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 REF NO: EHD2020/09/11**
Directorate: HAST

SALARY : R444 276 – R500 031 per annum (plus benefits)

CENTRE : Ekurhuleni Health District (SSDR)

REQUIREMENTS : Basic R425 qualification i.e. Diploma/Degree in Nursing that allows registration with SANC. A minimum of 7 years appropriate experience in Nursing after registration as a Professional Nurse. Evidence of registration with SANC. Supervisory experience will be an added advantage. A valid driver's license s essential. Experience in TB, HIV and AIDS and TB programme management. Ability to work under pressure, presentation and report writing skills. Computer literacy.

DUTIES : Implementation of the HAST Strategic plan in line with the 90 90 90, HIV and TB strategy. Improving access to HIV and TB services through routine HCT, TB screening, Genexpert and PCR. Implementing quality assurance to the HIV and TB programme to ensure sustained treatment viral suppression and cure rates. Liaison with HIV partners and Municipality to improve service delivery. Implementation of intergrated Health information systems for ART, HCT, Pre-ART and TB on Tier.net. Community mobilisation and NGO support with particular focus on key populations. Conducting quarterly reviews for performance monitoring at sub district. Manage human, financial and physical resources for HAST at sub district and prepare source documentation for audit purposes. Report writing. Perform all other duties delegated by Supervisor/Manager.

ENQUIRIES : Ms S. Motloug Tel No: (011) 876 1820

APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand delivery to 40 Catlin Street Germiston 1400.

FOR ATTENTION : Human Resource Manager

NOTE : Applicants who previously applied are advised to re-apply as their previous applicants will not be considered. No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be

subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE

:

02 October 2020

POST 22/200

:

CLINICAL PROGRAMME COORDINATOR - PREVENTION OF INJURIES AND NON-NATURAL DEATHS REF NO: CFMS/HO/01

Directorate: Clinical Forensic Medical Services

SALARY

:

Grade 1: R444 276 – R500 031 (OSD) (Plus benefits)

Grade 2: R515 040 – R579 696 (OSD) (Plus benefits)

CENTRE

:

Forensic Medical Service - Head Office

REQUIREMENTS

:

An appropriate Degree/Diploma in Nursing. A minimum of 7 years appropriate experience in nursing after registration as Professional Nurse with the SANC in General Nursing of which 3-5 years working experience in Clinical Forensic Medicine. Current registration with South African Nursing Council. Driver's licence and be able to drive. Computer literacy. Good communication and sound interpersonal skills are necessary. Basic understanding of PFMA and relevant legislative frameworks that govern Clinical Forensic Medicine.

DUTIES

:

To demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery particularly cases of trauma and injuries. To ensure good clinical-practice for prevention of injuries and non-natural deaths. To promote quality of clinical care as directed by the professional scope of practice and standards as determined by the relevant facility to support the justice system. To facilitate implementation, monitoring and evaluation of policies and strategies. Provide support for Clinical Forensic Medical Services at district level. Liaise with stakeholders in including NGO's, tertiary institutions and research institutions. Facilitate training pertaining to injury prevention strategies. Conduct research on causes of injuries and non-natural deaths and implement prevention strategies. Facilitate and/or conduct education and awareness to communities. Develop guidelines on strategic framework on prevention of injuries and non-natural deaths. Liaise with stakeholders as part of a team for the comprehensive management of victims of crime. Manage projects as assigned. Ms P Thango Tel No: 071 602 1960

ENQUIRIES

:

APPLICATIONS

:

All applicants must apply using Email to: FMSRecruitment@gauteng.gov.za

NOTE

:

Applications must be submitted on a duly signed Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents, attach certified copies of ID, Drivers' license, qualifications to be attached and Curriculum vitae with a detailed description of duties and the names of two referees must accompany your application. Certified stamp should not be more than 6 months. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and Personnel Suitability Checks (PSC): It is a legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Checks (PSC) - verification), upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, criminal records checks as well as a credit/ financial stability checks. Candidates whose transfer, promotion, or appointment will promote representivity will receive preference. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.

CLOSING DATE

:

02 October 2020

POST 22/201

:

LECTURER PND/II (X1 POST)

Directorate: Nursing Education and Training

SALARY

:

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

<u>CENTRE REQUIREMENTS</u>	<p>PND II: R471 333 – R614 991 per annum (plus benefits)</p> <p>Ga-Rankuwa Nursing College</p> <p>PND I: A Grade 12/National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council as Professional Nurse and Midwife/Accoucheur. A post-basic qualification in Nursing Education registered with the SANC. Proof of current registration with SANC. A minimum of four (04) years' appropriate/recognizable experience in nursing after registration as a Professional Nurse and Midwife with the SANC. The following Post Basic Qualifications will be an added advantage: Child Nursing Science and Masters in Clinical Nursing Science, Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy. A valid drivers licence. PND II: A Grade 12/National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A post basic qualification in Nursing Education registered with SANC. Proof of current registration with SANC. A minimum of fourteen (14) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse and Midwife/Accoucheur with SANC. Ten (10) years of the period referred to above must be appropriate and recognizable experience in Nursing Education after obtaining the one (01) year Post Basic Qualification in relevant clinical speciality. The following Post Basic Qualification will be an added advantage: Child Nursing Science and Masters in Clinical Nursing Science. Good communication, supervisory, mentoring, coaching, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy. A valid drivers licence.</p>
<u>DUTIES</u>	<p>Facilitate the provision of Education and Training of student nurses in both clinical and theory. Guide and support student nurses effectively. Support the vision and mission of the college through participation in meetings, committees and college activities. Promote the image of the college. Implement assessment strategies to determine students competency. Participate in research on Nursing Education. Develop, review and evaluate curricula. Exercise control over student nurses.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>Mrs K R Lekgeu Tel No: (012) 560 0448/50</p> <p>All applications must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-Rankuwa Nursing College Building or posted to Private Bag x830 Pretoria 0001 or apply online at www.gautengonline.gov.za. Kind submit the recent salary advice.</p>
<u>NOTE</u>	<p>Applicants will be subjected to a pre-employment Medical Surveillance. The institution reserves the right to appoint. Persons with disability will receive preference.</p>
<u>CLOSING DATE</u>	<p>02 October 2020</p>
<u>POST 22/202</u>	<p><u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: TDHS/A/2020/57</u> Directorate:Facilities Management Unit</p>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>R376 596 – R443 601 per annum</p> <p>Tshwane District Health Services</p> <p>Three-year diploma in Engineering (Mechanical or Electrical) and Building (Structural, Civil or Construction) or equivalent excluding motor mechanic and auto-electrical. Project Management qualification. Training on OHS Act. Other Skills / Requirements: Financial management, Planning and monitoring, high level of accuracy, negotiating and coordinating skills, knowledge of other technical fields, report writing, presentation, Health infrastructure including general machinery and equipment knowledge, Communication skills. Minimum of 5 years' experience in property or facilities management or supervision of maintenance. Valid and unendorsed driver's license.</p>
<u>DUTIES</u>	<p>Assist in the planning of new health care facilities including upgrading of existing and related infrastructure. Monitor and oversee construction, maintenance, repairs and servicing work being conducted by Department of Infrastructure Development and external Contractors. Manage the allocated resources effectively. Ensure undertaking of emergency repairs and maintenance. Ensure implementation of statutory maintenance and diesel fuel provision to standby generators. Ensure accurate specifications for minor</p>

renovations project. Implement IUSS, OHS Act, Idea Clinic and Building Regulations. Provide technical advice to end users.

ENQUIRIES : Mr P. L. Khwela Tel No: (012) 451 9199

APPLICATIONS : Applications must be submitted to this email address: Tshwane.HR@gauteng.gov.za.

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

CLOSING DATE : 02 October 2020

POST 22/203 : **TB/HIV COLLABORATION MONITORING AND EVALUATION COORDINATOR REF NO: TDHS/A/2020/59**
Directorate: HAST

SALARY : R376 596 – R443 601 per annum

CENTRE : Tshwane District Health

REQUIREMENTS : Degree in health sciences/or related field. A minimum of 3 years working experience within the HAST programme. Certificate in Monitoring and Evaluation or 3 years of professional experience in Monitoring and Evaluation programme will be an added advantage. Knowledge of Tier.net (system) and Web DHIS. Knowledge and understanding of HAST strategic work-plan. Knowledge and skills on health reporting system. Advanced computer skills. Advanced communication, facilitation and analytical skills. Ability to function under pressure and meet deadlines as well as working within a diverse multi-sectoral team. A valid code 8 driver's license. Training in advanced computer skills such as programming, networking etc will serve as an advantage.

DUTIES : Monitor capturing of HIV and TB data on TIER.net and Web DHIS systems in PHC facilities including Correctional services, hospitals and non-medical sites. Ensure that reporting timelines are met. Coordinate verification and validation of HIV and TB data from health facilities. Compile presentations of regular Performance Monitoring reports. Assist facilities to develop an action plan based on poor performance. Ensure all health facilities have relevant HAST guidelines. Conduct facility support visits. Ensure efficient referral system of clients for continuity of care. Ensure reporting quality of data. Disseminate information on mortality and complications of DS and DR TB. Participate during development of HAST business and, operational plan. Liaise with all key partners supporting the HAST programme. Compile monthly, quarterly and progress reports. Attend meetings.

ENQUIRIES : Dr Jude Omeh Tel No: (012) 451 9022

APPLICATIONS : Applications must be submitted to this email address: Tshwane.HR@gauteng.gov.za

NOTE : Applications must be submitted on Z83 form obtainable from any Public Service Department. Certified copies of all required documents must be attached.

CLOSING DATE : 02 October 2020

POST 22/204 : **ASSISTANT DIRECTOR (FACILITY MANAGER) REF NO: PTA/FPS02**
Directorate: Forensic Pathology Service
Re-advertisement, and all applicants who had previously applied for this position are encouraged to re-apply.

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

CENTRE : Pretoria FPS

REQUIREMENTS : A recognized three (3) year Degree/Diploma in health related field, with a minimum of three (3) years' experience in supervisory level, or Grade 12/STD 10 certificate with a minimum of six (6) years' experience in supervisory level. Knowledge and understanding of all Legislative frameworks governing Public Service. Excellent communication, interpersonal, reporting and writing skills. Computer literacy and a valid driver's license. Exposure in the field of Forensic Pathology Service, will be an added advantage.

DUTIES : Manage and administer the Forensic Pathology Service facility with a view to provide efficient and effective service to the public. Ensure effective, efficient and economical development of personnel; provide teaching and advice to Forensic Officers with a view to eliminate any implementation barriers. Discipline Management within the facility. Collate and analyse information obtained to provide the required statistics and quarterly reports. Prepare budgets for the relevant financial year. Give evidence in courts of law whenever

ENQUIRIES
APPLICATIONS
NOTE

required. Provide assistance to other FPS facilities and Managers in cases of disaster and major incidents. Ensure monthly submission of reports.

Mr J Louw Tel No: 012 301 1700/7

All applicants must apply using Email to: FMSRecruitment@gauteng.gov.za
Applications must be submitted on a duly signed Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents, attach certified copies of ID, Drivers' license, qualifications to be attached and Curriculum vitae with a detailed description of duties and the names of two referees must accompany your application. Certified stamp should not be more than 6 months. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and Personnel Suitability Checks (PSC): It is a legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Checks (PSC) - verification), upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, criminal records checks as well as a credit/ financial stability checks. Candidates whose transfer, promotion, or appointment will promote representivity will receive preference. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.

CLOSING DATE

02 October 2020

POST 22/205

ASSISTANT DIRECTOR (FACILITY MANAGER) REF NO: GRK/FPS/03
Directorate: Forensic Pathology Service

SALARY
CENTRE
REQUIREMENTS

R376 596 - R443 601 per annum (plus benefits)

Ga-Rankuwa FPS

A recognized three (3) year Degree/Diploma in health related field, with a minimum of three (3) years' experience in supervisory level, or Grade 12/STD 10 certificate with a minimum of six (6) years' experience in supervisory level. Knowledge and understanding of all Legislative frameworks governing Public Service. Excellent communication, interpersonal, reporting and writing skills. Computer literacy and a valid driver's license. Exposure in the field of Forensic Pathology Service, will be an added advantage.

DUTIES

Manage and administer the Forensic Pathology Service facility with a view to provide efficient and effective service to the public. Ensure effective, efficient and economical development of personnel; provide teaching and advice to Forensic Officers with a view to eliminate any implementation barriers. Discipline Management within the facility. Collate and analyse information obtained to provide the required statistics and quarterly reports. Prepare budgets for the relevant financial year. Give evidence in courts of law whenever required. Provide assistance to other FPS facilities and Managers in cases of disaster and major incidents. Ensure monthly submission of reports.

ENQUIRIES
APPLICATIONS
NOTE

Mr J Louw Tel No: (012) 301 1700/7

All applicants must apply using Email to: FMSRecruitment@gauteng.gov.za
Applications must be submitted on a duly signed Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents, attach certified copies of ID, Drivers' license, qualifications to be attached and Curriculum vitae with a detailed description of duties and the names of two referees must accompany your application. Certified stamp should not be more than 6 months. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and Personnel Suitability Checks (PSC): It is a legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Checks (PSC) - verification), upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, criminal records checks as well as a credit/ financial stability checks. Candidates whose transfer, promotion, or appointment will promote

representivity will receive preference. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.

- CLOSING DATE** : 02 October 2020
- POST 22/206** : **MIDDLE MANAGER REF NO: CHBAH 299 (X1 POST)**
Directorate: Security
(Re-Advert)
- SALARY** : R376 596 – R443 601 per annum (Level 09) (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Grade 12. A three-year National Diploma/B Degree in Security Management, Security Risk Management. Investigation qualification will be added as advantage. A PSIRA Grade B registration certificate. Must be PSIRA registered. Drivers licence, Minimum of 5 years at supervisory experience. Knowledge of the Control of Access to Public Premises and Vehicles Act, PSIRA Act, Criminal Procedure Act, Fire-arms Control Act, Trespass Act, Public Finance Management Act (PFMA), Occupational Health and Safety Act, Private Security Industry Regulations Act, Minimum Information Security Standard (MISS), Minimum Physical Security Standard (MPSS), National Core Standard (NCS). Skills and competences: Sound written and verbal communication skills, Project management skills, Analytical thinking skills, Contract management. Interpersonal skills. Ability to deal or manage security related emergencies. Managerial skills. Ability to deal or manage patients and the public. High level of reliability. Ability to handle confidential information. Ability to act with tact and discretion. Good telephone etiquette. Must be able to work under pressure, take initiative, work independently and with a team. Ability to organize, lead and plan. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Ability to function independently and work extended hours when necessary. Should not have a criminal record. Experience in a security and investigation environment. A Firearm Competency Certificate will be an added advantage. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Supervisory experience will be an added advantage.
- DUTIES** : Ensure the implementation of the MPSS (Minimum Physical Security Standard) and the Department of Health's National Core Standard. To manage the Investigation and security operational units. Conduct security threats and risk assessments in his/her area of responsibility. Report security breaches internally and to the South African Police Service. Investigate reported security breaches and the compilation of reports. Ensure the safety of State property, employees, visitors and patients in the hospital on a 24 hour bases. Conduct site inspections. Conduct administrative functions. Management of security equipment. Searching of missing patients in various locations and provision of reports. Assist with the management of riots and strikes. Enforcement of security policies and procedures. Adhere to timelines. Ensure that the rights of employees, patients and visitors are protected. Perform other duties as allocated by the supervisor. Attend meetings as approved by supervisor. Conduct the Performance Management and Development System of subordinates (Contracting, quarterly reviews and final assessment). Liaise with the SAPS and all other stakeholders.
- ENQUIRIES** : Mr. LJ Mnisi Tel No: (011) 933 9549
APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 or Email to: Chbah.recruitment@gauteng.gov.za.
- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at

www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 09 October 2020
- POST 22/207** : **MIDDLE MANAGER REF NO: CHBAH 297 (X1 POST)**
Directorate: Office of the CEO
(Re-Advert)
- SALARY** : R376 596 – R454 920 per annum (Level 09) (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Grade 12 plus appropriate Diploma/Degree in Office Administration/Public/Business Administration or other related field. Minimum 5 years' experience at supervisory/team leader level. Experience as a Personal Assistant/ Executive Support will be an added advantage. Valid driver's license. Experience in management and executive support. Computer literacy (Ms Word, Excel, PowerPoint, Microsoft Office, virtual meetings coordination, analytical capacity leadership, people management, programme project management, financial management, decision making, negotiation and communication skills (verbal and written).
- DUTIES** : Executive support in the Office of the CEO: Maintain and enhance the image of the Office of the CEO by providing professional cordial and good client services. Maintain and manage the diary of the CEO. Efficient day to day management of the Office of the CEO. Coordinate the logistics for the 125 management meetings and other events that are hosted by the office. Efficient document management in the office. Ensure prompt implementation of decisions taken in executive management meetings. Identify and escalate risks within the office. Accurate and timely submissions for the Office of the CEO: Coordinate the compilation of ad-hoc, monthly, quarterly and annual reports for the Office of the CEO. Assure quality of submissions made to internal and external stakeholders. Confidentiality and safekeeping of documentation in the office. Ensure that all queries, legislature questions are responded to timeously by relevant managers and submissions are reviewed before submission to external and internal stakeholders. Coordinate the development and preparation of management and program performance agreements. Projects implemented through office of the CEO. Monitor activities and projects implemented through CEO's Office. Monitor and provide written reports on activities and projects managed through CEO Office. Follow-up on execution of action plans for resolutions from management meetings. Human and Material Resource management: Manage resources according to the regulations of the department and the institution. Relieve other middle managers in the Office of the CEO. Manage performance and development of subordinates.
- ENQUIRIES** : Ms. S Masote Tel No: (011) 933 0181
APPLICATIONS : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 or Email to: Chbah.recruitment@gauteng.gov.za.

NOTE : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE : 09 October 2020

POST 22/208 : **DENTAL TECHNICIAN GRADE 1: REF NO: SMUDT01**
Directorate: Dental Laboratory

SALARY : R317 976 per annum (all inclusive)
CENTRE : SMU Oral Health Centre
REQUIREMENTS : National Diploma, National Higher Diploma or B-Tech degree in Dental Technology. The candidate must have been trained and qualified from an accredited Institution approved by the South African Dental Technicians Council. Candidate must be currently registered at the South African Dental Technicians Council. Minimum 5 years' experience in removable prosthetics chrome cobalt processing and crown and bridge work since registration with the South African Dental Technicians Council.

DUTIES : The candidate must be able to construct quality removable prosthetics, crown and bridge as per specified criteria from clinical departments. Must be able to work under pressure and deliver quality work. Must be able to communicate effectively, have managerial and leadership qualities and maintain good human relations. Must be able to instruct and supervise undergraduate students in removable prosthodontics. Must be able to manage the student training laboratory – having equipment maintained, materials dispensed, and relevant administration kept up to date. Interviews will be conducted in two stages – with a bench test to determine technical ability with a weighting of 60% and a structured interview with a weighting of 40 %.

ENQUIRIES : Ms H Warington Tel No: (012) 521 5830
APPLICATIONS : Quote the relevant post number, Direct applications must be delivered to SMU Oral Health Centre Human Resource Department, Ms Pretty Rangoato, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria.

NOTE : Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, Z83 form Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

CLOSING DATE : 02 October 2020

POST 22/209 : **ORAL HYGIENIST (OSD LEVEL) REF NO: TDHS/A/2020/55**
Directorate: Oral Health

SALARY : Grade 1: R317 976 – R361 872 per annum
Grade 2: R372 810 - R426 291 per annum

CENTRE REQUIREMENTS : Tshwane District Health Services
: A Degree or National Diploma in Oral Hygiene, with Expanded functions. Registered at the Health Professionals Council of South Africa. A valid Driver's License is compulsory. Other Skills/Requirements: Good communication skills both verbal and written. Maintain confidentiality, loyalty and be a team player. Problem solving skills, creativity, good interpersonal and analytical skills.

DUTIES : Assess the need of community based Oral Health Services. Formulating, implementing and maintaining of Oral Health Promotion and Specific Protection Programmes at Primary Schools and Early Development Centers. Support the facilitation of Outreach Programmes and provide reports on service delivery. Responsible for development and training of other health professionals and community centers in the District.

ENQUIRIES APPLICATIONS : Ms. A Schoeman Tel No: (012) 451 9291
: Applications must be submitted to this email address: Tshwane.HR@gauteng.gov.za

NOTE : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached.

CLOSING DATE : 02 October 2020

POST 22/210 : **PHYSIOTHERAPIST- GRADE1- REF NO: ODI01/09/2020/01**

SALARY : R317 976 - R361 872 per annum (plus benefits)
CENTRE : Odi District Hospital
REQUIREMENTS : Appropriate qualification that allows for registration with HPCSA as a Physiotherapist. Current registration with HPCSA as Physiotherapist.

DUTIES : Provide effective Physiotherapist services for patient's external stakeholders. In adherence to scope of practice Assessing, Diagnosis and treating patient within a multidisciplinary team. Planning and problem solving appropriately. Provide counselling to patients, family and care giving, selecting, issuing and training in the appropriate use of assistive devices.

ENQUIRIES APPLICATIONS : Dr R.T Motsepe Tel No: (012) 725 2439
: Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

NOTE : Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recent CV as well as certified copies of all qualifications and ID document (no copies of certified copies allowed. Certified copies should not be more than six months old.

CLOSING DATE : 02 October 2020

POST 22/211 : **HUMAN RESOURCE OFFICER**
Directorate: Administration

SALARY : R257 508 per annum (plus benefits)
CENTRE : Ga-Rankuwa Nursing College
REQUIREMENTS : A Bachelor's degree or an appropriate recognised 3 year National Diploma in Human Resource or relevant 3 year qualification with minimum of 3 years relevant experience in HR environment and/or Grade 12 plus 5-10 years relevant experience in HR. Good interpersonal Skills, Supervisory Skills in PILIR/LEAVE management, Customer relations, Self-discipline and Confidentiality as the attributes/values required, Excellent Communication Skills (verbal and written) Computer Literacy Skills, MS Excel, MS Word, MS Outlook (with certificates), Problem solving Skills, Ability to work in a team and Independently, Willingness to work after hours when needed. Knowledge of Public Service Regulations, Policies and Procedures within HR in the Public Sector. Knowledge of Persal. A valid driver's licence.

DUTIES : Manage Incapacity leave, assist in the implementation of retention and placement strategies of the College. Orientate new staff of the relevant Policies and Prescripts in the Public Sector to ensure efficient compliance thereof. Monitor, Manage and control the Post Establishment relating to monthly Payroll, monthly updating of (Compensation of Employees) COE spreadsheet. Render an effective Human Resource advisory service to personnel and students, Comply with the Performance Management and Development System (Contracting, Quarterly Reviews and Final Assessment) for personnel and students. Assist in coordination of Work Skills Plan.

ENQUIRIES APPLICATIONS : Mrs K R Lekgeu Tel No: (012) 560 0448/50
 : All applications must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-Rankuwa Nursing College Building or posted to Private Bag x 830 Pretoria 0001 or apply online at www.gautengonline.gov.za. Kindly submit the recent salary advice.

NOTE : Applicants will be subjected to a pre-employment Medical Surveillance. The institution reserves the right to appoint. Persons with disability will receive preference.

CLOSING DATE : 02 October 2020

POST 22/212 : **SENIOR ADMINISTRATION OFFICER REF NO: TDHS/A/2020/60 (X2 POSTS)**
 Directorate: Supply Chain Management

SALARY CENTRE REQUIREMENTS : R257 508 per annum (Level 07)
 : Tshwane District Health Services
 : An appropriate Degree / National Diploma in Supply Chain Management/Logistics/Public Administration with 3 years' experience in Demand, Acquisition, Logistics and Warehouse management. Other Skills/Requirements: 3 – 5 years' experience in Supply Chain Management (Demand, Acquisition, Logistics and Warehouse management. Knowledge and understanding of procurement policies and procedures, PFMA, PPPFA, BBBEE, Treasury Regulations, Procurement Administration System Manual (PASM), Supply chain management and contract management. Candidate must have good communication skills, both verbal and written, problem solving skills. Initiative and interpersonal skills. Highly motivated, results oriented and have the ability to plan. Working knowledge of SAP, SRM and BAS. Proven computer literacy is essential. Ability to work under pressure and a valid driver's license is required. Supervisory experience will be an added advantage. The official must be willing to rotate within SCM unit.

DUTIES : Ensure compliance with policies and procedures that regulate and govern Supply chain management processes. Provide an efficient supply chain management service. Assist management to implement and maintain procurement systems. Check procurement requests in accordance with and in adherence to procurement policies and procedures and proper usage of supplier's database (CSD) to achieve BBBEE targets. Ensure proper update of procurement registers for requisitions. Prepare monthly Procurement reports. Check and monitor requisition captured on SRM and P – Card. Follow up with HPC for creating purchase orders. Expedite deliveries and ensure timeous capturing of GRV. Ensure work - Cycle is attended daily. Monitor progress of the unit and report to management on a weekly basis. Compile submissions, motivations and reports. Manage and attend all queries related to SCM, provide advice and guidance as and when required. Provide guidance and support to end – users. Facilitate contract management processes. Update contract management registers. Supervise and manage consumables warehouses. Ensure correctness of goods are received and timeously stock capturing. Ensure stock availability and accuracy. Ensure shelves are stacked and marked correctly. Conduct cycle counts, respond to audit queries (internal and external) and ensure that recommendations are implemented. Ensure full compliance with rules and regulations applicable to Warehouse, stock replenishment. Ensure proper record management of documents. Monitor, supervise, train and manage PMDS of staff in the unit.

ENQUIRIES APPLICATIONS : Ms E Binang Tel No: (012) 451 9003
 : Applications must be submitted to this email address: Tshwane.HR@gauteng.gov.za

NOTE : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached.

CLOSING DATE : 02 October 2020

POST 22/213 : **ADMIN OFFICER REF NO: CHBAH 320 (X1 POST)**
 Directorate: Logistic (Pottering Services)

SALARY CENTRE REQUIREMENTS : R257 508 – R303 339 per annum (Level 07) (plus benefits)
 : Chris Hani Baragwanath Academic Hospital (CHBAH)
 : Grade 12 with 3-5 years' experience in Administration. Computer literacy (Ms Office Package). Knowledge of regulations and the legislative framework

related to Logistics and the ability to interpret them. Must have good report writing skills. Ability to communicate well with people at different levels and from different backgrounds. Sound organizational skills. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal relations skills. Must be self-motivated. Ability to work under pressure and be prepared to rotate and operate as a reliever to other sections within the Logistics department. Problem solving and decision-making skills. Ability to handle tasks of multidisciplinary nature. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Supervisory experience will be an added advantage.

DUTIES

: Overall supervision and control of Porters. Ensure that all staff is on duty. Report any absenteeism to your Manager. Ensure that Subordinates are precise with time keeping. Implement corrective measures where necessary and/or involve Labour Relations (verbal- first- and final written warning and reporting to Labour Relations Office). Develop a leave plan and control leave submissions to next level supervisor. Draft and communicate work schedule (duty rosters) as well as allocation of all Porters. Ensure completion and submission of daily production sheets by Porters and submit it to the next level supervisor daily after signing it off. Ensure that stretchers and wheelchairs are available, clean and in a good working condition at all times. Complete and submit a VA2 for all broken equipment (stretchers and wheelchairs). Arrange transport and deliver all broken equipment to the repair centre. Do follow-ups with the repair centre on broken equipment (wheelchairs and stretchers). Communicate and collect documents from repair centre on the total amount of stretchers and wheelchairs that were condemned. Facilitate the replacement of condemned equipment by completing RLS01. Conduct weekly and monthly meetings with Porters. Do daily walkabouts to monitor Porters. Complete monthly shift and overtime claim forms. Submit weekly, monthly and or daily reports to Managers. Ensure that subordinates go for training (including in service training). Provide guidance and advice to Subordinates. Relieve in other areas when requested by your Supervisor and also comply when rotation takes place. Attend to training courses arranged by Human Resource Department or section. Attend to sectional meetings. Adhere to any legal instruction given to you by a senior staff member.

**ENQUIRIES
APPLICATIONS**

: Ms J. van Rensburg Tel No: (011) 933 8756
 : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 or Email to: Chbah.recruitment@gauteng.gov.za.

NOTE

: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE

: 09 October 2020

- POST 22/214** : **SECURITY TECHNOLOGY TECHNICIAN REF NO: CHBAH 321 (X2 POSTS)**
Directorate: Security
- SALARY** : R257 508 – R303 339 per annum (Level 07) (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Grade 12, a three-year National Diploma in Electronics, IT with 3-5 years of CCTV installation and maintenance experience, an Electronics Certificate issued by an electronic security system service provider, a valid driver's licence, two (2) year CCTV installation and maintenance experience. Knowledge of the HIKVISION and BOSCH CCTV cameras will be an added advantage, Knowledge of the Occupational Health and Safety Act, Private Security Industry Regulations Act, Minimum Information Security Standard (MISS), Minimum Physical Security Standard (MPSS), Ideal Clinics and Hospital Standards/National Core Standard (NCS). Skills and competences: Sound written and verbal communication skills, Project management skills, Analytical thinking skills, Interpersonal skills. Willingness to deal with system emergencies. High level of reliability and confidentiality. Ability to act with tact and discretion. Good telephone etiquette. Must be able to work under pressure, take initiative, work independently and with a team. Ability to organize, lead and plan the work. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Ability to work extended hours when required. Should not have a criminal record. Registration with the PSIRA will be an added advantage. Ability to conduct elevated work. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.
- DUTIES** : Installation of CCTV cameras and electronic access control system including tubing, cabling and wireless radio links. Fixing and replacing faulty cameras and monitors. Conduct daily maintenance of existing cameras which include cleaning of camera lenses, covers and repositioning. Daily inspection of wireless radio links and the maintenance thereof. Rebooting of CCTV camera servers and access control systems. Ensure the availability of CCTV footage. Interacting with stakeholders. Downloading of CCTV footage. Compilation of weekly maintenance reports. Management of stock.
- ENQUIRIES** : Mr L.J Mnisi Tel No: (011) 933 9549
- APPLICATIONS** : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 or Email to: Chbah.recruitment@gauteng.gov.za.
- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 09 October 2020
- POST 22/215** : **SECRETARY REF NO: SMUS01**
Directorate: Administration
- SALARY** : R173 703 per annum (plus benefits)

<u>CENTRE REQUIREMENTS</u>	:	SMU Oral Health Centre
	:	Candidate must be in a possession of Grade 12 certificate. Diploma or Degree in secretarial Studies/Office Management/Office Administration plus 3 years recognized experience will be an advantage. Good communication and writing skills with good interpersonal relations and office administration. Proficient user of Microsoft office suites and may be subjected to a test. Certificate of Microsoft package will be added advantage. Be reliable, punctual and professional. Be creative and able to use own initiative. Good telephone etiquette. Be able to prioritize and have exceptional attention to detail. Ability to handle variety of task, work under pressure and meet the tight deadlines. Prepared to go extra mile. Work additional hours when required to do so. Have experience in taking electronic minutes for contact online meetings. The candidate must note that the post is filled bases on the current service delivery request of the Hospital.
<u>DUTIES</u>	:	Overall management of the office administration function. Provide secretarial/receptionist support. Compliance to Batho-Pele and customer care practice. Compiling of monthly reports, Take minutes during the meetings and compile minute's files. Typing of documents for other department, coordinate logistical arrangements for meetings when required. Managing the office diary and arranging appointments. Will be deployed to other Departments when requested to do so. Receiving visitors and office management. Assist with relevant procurement of goods and service. Handle and maintain office records. Management of the Clinical Manager's to do list. Photocopying, binding and scanning. Record out-going and in-coming mail from E-gov Sort and record in-coming and out-going post. Record patients accounts for postage, Make out requisitions for Admin Departments, Request Petty Cash for Departments. Make follow up and receive stationery/stock from Procurement Section. Filing documents electronically and manually. Log e-maintenance system occasionally. Any other duty assigned by the Supervisor (Deputy Director: Admin) or by the Chief Executive Officer.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr HH Hadebe Tel No: (012) 521 4914
	:	Quote the relevant post number, Direct applications must be delivered to SMU Oral Health Centre Human Resource Department, Ms Pretty Rangoato, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria.
<u>NOTE</u>	:	Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, Z83 form Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.
<u>CLOSING DATE</u>	:	02 October 2020
<u>POST 22/216</u>	:	<u>ADMINISTRATION CLERK REF NO: SMUAC02 (X4 POSTS)</u> Directorate: Support services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 (per annum (plus benefits))
	:	SMU Oral Health Centre
	:	Diploma in Public Administration/General Management/Office or Grade 12/ Computer literacy certificate or equivalent qualification and at least 0-2 years' relevant experience in office administration. Sound communication skills. Good inter-personal relation. Ability to work independently under pressure and the ability to work in a multi -disciplinary environment within the hospital and university. Provide administrative clerical support. The candidate must note that the post(s) is filled bases on the current service delivery request of the Hospital.
<u>DUTIES</u>	:	Provide general administrative support and patient administration support (where so required) to the Hospital & Academic Institution and perform administrative tasks in accordance with the regulatory framework and guidelines relating to general office functions, such as typing and filling of all documents, attending to telephone and verbal queries, etc. Ensure safeguarding of records. Management of incoming and outgoing correspondence and refer appropriately where required. Serve as assistant secretariat in meetings where so required. Do relieve Clerk work in other units where so required by Supervisor. Perform any other delegated duties by supervisor. Be willing to assist in OHS and willing to learn sign language.

ENQUIRIES APPLICATIONS : Mr HH Hadebe Tel No: (012) 521 4914

Quote the relevant post number, Direct applications must be delivered to SMU Oral Health Centre Human Resource Department, Ms Pretty Rangoato, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria.

NOTE : Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, Z83 form Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

CLOSING DATE : 02 October 2020

POST 22/217 : **MATERIAL RECORDING CLERK REF NO: SMUSC01**
Directorate: Supply Chain Management

SALARY CENTRE REQUIREMENTS : R173 703 per annum (plus benefits)
SMU Oral Health Centre
Grade 12 / Diploma in Supply Chain Management and 2 years' experience of Supply Chain Management or related, procedures and policies. Proven Computer Literacy in MS Office Package (MS Word, MS Excel and MS Outlook), Data Management skills and filing Skills. Ability to maintain good interpersonal relationships. Ability to work under tight deadlines and pressure. A valid Driver's license. Work additional hours when required to do so. Must be willing to do Sign language training. The candidate must note that the post(s) is filled bases on the current service delivery request of the Hospital.

DUTIES : Perform administration duties with regard to Supply Chain Management services including warehouse management. Completion of SAP related forms. Capturing of Data. Capture data on the SAP/SRM systems. Receiving and issuing of stock and equipment, Asset management, warehouse management and stocktaking. Working extra hours when required to do so.

ENQUIRIES APPLICATIONS : Mr Makhubela Tel No: (012) 521 4407

Quote the relevant post number, Direct applications must be delivered to SMU Oral Health Centre Human Resource Department, Ms Pretty Rangoato, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria.

NOTE : Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, Z83 form Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

CLOSING DATE : 02 October 2020

POST 22/218 : **HUMAN RESOURCES CLERK REF NO: SMUHRC02 (X2 POSTS)**
Directorate: Human Resources

SALARY CENTRE REQUIREMENTS : R173 703 per annum plus benefits
SMU Oral Health Centre
National Diploma in Human Resources with 1 year's relevant working, experience, Introduction to PERSAL certificate. Knowledge of HR policies and procedures. Job knowledge: Knowledge of PERSAL systems. Knowledge of the Public Services Act, the Public Finance Management Act, Treasury Regulation, Resolution of PSCBC, PILIR, Performance Management and Development processes, Labour Relations Act, Employment Equity Act and other HR legislation and prescript. Competences required: Good communication skills (verbal and non-verbal), report writing skills, negotiation, problem solving, conflict resolution and ability to work under pressure. Excellent ethics demeanour. Knowledge of employee relations and experience of National Core Standards will be an added advantage. Computer literacy is essential (MS Word and Excel).1

DUTIES : Perform various duties related to Human Resource Administration: Allowances, Medical, Overtime (normal and commuted) Long Service Awards,

Housing allowances (GEHS), Appointment, Promotion Transfer, Service Terminations, Service Benefits, Recruitment and Selection, PMDS, Capturing of leave on PERSAL. Send mandates to Gauteng Department of Finance. Ensure proper record keeping of leave, appointments, transfers, terminations of service and Finance documents. Coordination of documents between department and E-Gov. Liaise with E-GOV and attend to queries presented to HR, carry out lawful instructions and daily tasks allocated by supervisor etc. knowledge of OSD. Working extra hours when required to do so. The candidate must note that the post(s) is filled bases on the current service delivery request of the Hospital.

- ENQUIRIES** : Ms Pretty Rangoato Tel No: (012) 521 4881/5869
- APPLICATIONS** : Quote the relevant post number, Direct applications must be delivered to SMU Oral Health Centre Human Resource Department, Ms Pretty Rangoato, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria.
- FOR ATTENTION** : Ms Pretty Rangoato
- NOTE** : Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, Z83 form Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.
- CLOSING DATE** : 02 October 2020
- POST 22/219** : **FORENSIC OFFICER REF NO: PTA/FPS/04**
Directorate: Forensic Pathology Service
- SALARY** : R173 703 – R204 612 per annum (Level 05): (plus benefit)
- CENTRE** : Pretoria FPS
- REQUIREMENTS** : Senior Certificate/Grade 12 (related experience in the forensic pathology field will be an added advantage). Relevant qualifications in the health science field will be an added advantage. Willingness to work with the deceased. Expected to work shift duties, including weekend and public holidays. Basic knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to Batho Pele Principle. A valid driver's licence minimum Code C1 with Public Driver's Permit (PDP). Basic computer skills (MS Word). Additional Competencies: Organizing and Planning, communication, time management and interpersonal skills.
- DUTIES** : Effective and efficient recovery, storage and processing of bodies. Safe keeping of deceased, documents, evidence, information, exhibits and property from incidents scenes. Assist in rendering an efficient Forensic Autopsy process, which includes evisceration, dissection, scribing and typing in accordance with set standards and guidelines under the supervision of Forensic Pathologists. Management of exhibits, specimens, specimen statements and reports including completion and administration of statements and documentation during and after the Forensic Pathology process. Maintenance of mortuary and equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.
- ENQUIRIES** : Mr C.J. Chauke (Acting Facility Manager) Tel No: 012-301 1712/15
- APPLICATIONS** : All applicants must apply using Email to: FMSRecruitment@gauteng.gov.za
- NOTE** : Applications must be submitted on a duly signed Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents, attach certified copies of ID, Drivers' license, qualifications to be attached and Curriculum vitae with a detailed description of duties and the names of two referees must accompany your application. Certified stamp should not be more than 6 months. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and Personnel Suitability Checks (PSC): It is a legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Checks (PSC) - verification), upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, criminal records checks as well as a credit/ financial stability checks. Candidates whose transfer, promotion, or appointment will promote representivity will receive preference. The successful candidate will be required to enter into an employment contract and sign an annual performance

agreement. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.

CLOSING DATE

: 02 October 2020

POST 22/220

: **RECEPTIONIST REF NO: PTA/FPS/05**
Directorate: Forensic Pathology Service

SALARY

: R173 703 – R204 612 per annum (Level 05) (plus benefit)

CENTRE

: Pretoria FPS

REQUIREMENTS

: Grade 12/Standard 10 certificate, relevant experience will be an added advantage. A valid driver's license minimum Code B. Other skills/requirements: Computer literacy in Windows and MS Office. Above-average data and report typing skills. Good writing skills. Good office organisational skills. Telephone etiquette, Good communication skills, Client-orientated and Customer-focused.

DUTIES

: Receive telephone calls, messages, emails, and channel to relevant role players. Welcome, receive and direct clients to relevant units. Provide relevant information as required. Operate office equipment, e.g. computers, photocopiers and fax machines. Liaise with internal and external personnel. Maintain the telephone directory. Maintain and control the visitor register and visitor access cards at reception. Be willing to render general clerical and administrative support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles and emails. Type letters and/or other correspondence when required.

ENQUIRIES

: Mr C.J. Chauke (Acting Facility Manager) Tel No: (012)-301 1712/15

APPLICATIONS

: All applicants must apply using Email to: FMSRecruitment@gauteng.gov.za

NOTE

: Applications must be submitted on a duly signed Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents, attach certified copies of ID, Drivers' license, qualifications to be attached and Curriculum vitae with a detailed description of duties and the names of two referees must accompany your application. Certified stamp should not be more than 6 months. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and Personnel Suitability Checks (PSC): It is a legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Checks (PSC) - verification), upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, criminal records checks as well as a credit/ financial stability checks. Candidates whose transfer, promotion, or appointment will promote representivity will receive preference. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.

CLOSING DATE

: 02 October 2020

POST 22/221

: **MATERIAL RECORDING CLERK (ASSET AND FLEET) REF NO: FMS/HO/06**
Directorate: Forensic Medical Services

SALARY

: R173 703 – R204 612per annum (Level 05) (Plus Benefit)

- CENTRE REQUIREMENTS** :
- : Head Office
 - : Grade 12 or Degree/Diploma in Logistics/transportation. Relevant experience in Fleet management and Asset management; Financial/Logistics /Supply Chain management qualifications will be an advantageous. Must have knowledge of PFMA, fleet management prescripts and system treasury Regulations and BAS. Must be Computer literate (e.g. MS Excel, Word etc.) and must have a valid Drivers' License, good interpersonal relations, planning and organizational skills must be honest and reliable. Must be able to work under pressure and meet deadlines. Must also be willing to work at mortuary environment.
- DUTIES** :
- : Inspect and issue state vehicles in line with Fleet management policy and system. Inspect all FPS Head Office vehicles and ensure that they start (engine run). Work on vehicle notices and fines. Attend to Diesel request for all facilities. Conduct Fleet spot checks. Closing off the log sheets month end and open new for a month. File trip sheets, log sheets and all documents concerning fleet (vehicles). Ensure that vehicles are clean. Ensure that vehicles are washed. Operate departmental vehicles for official trips only. Prepare Documents for payments of all fleet relate functions. Assist during vetting Meetings. Facilitate repair of equipment and Follow up when necessary. Communicate with various fleet stakeholders. Monitor and ensure security of physical asset. Receive and barcode new assets, update monthly acquisition. Development and maintenance of all asset registers. Perform asset verification and do sport checks in various areas in mortuaries. Facilitate disposal of assets and Update of asset registers after disposals and write offs. Complete documentation for transfers/movement of assets and update on system. Complete supporting registers and recon between assets register and BAS. Ensure timeous submission of assets reconciliation on monthly bases. Ensure safeguarding of assets documentations and records. Do assets maintenance and service schedules. Arrange meetings and take minutes. Train junior staff when necessary. Do any other tasks as when instructed by supervisor.
- ENQUIRIES APPLICATIONS NOTES** :
- : Mr. S Khumalo Tel No: (079) 523 3813
 - : All applicants must apply using Email to: FMSRecruitment@gauteng.gov.za
 - : Applications must be submitted on a duly signed Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents, attach certified copies of ID, Drivers' license, qualifications to be attached and Curriculum vitae with a detailed description of duties and the names of two referees must accompany your application. Certified stamp should not be more than 6 months. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and Personnel Suitability Checks (PSC): It is a legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Checks (PSC) - verification), upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, criminal records checks as well as a credit/ financial stability checks. Candidates whose transfer, promotion, or appointment will promote representivity will receive preference. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.
- CLOSING DATE** :
- : 02 October 2020
- POST 22/222** :
- : **MATERIAL RECORDING CLERK REF NO: TDHS/A/2020/61 (X2 POSTS)**
 - : Directorate : Supply Chain Management
- SALARY CENTRE REQUIREMENTS** :
- : R 173 703 per annum (Level 05)
 - : Tshwane District Health Services
 - : Grade 12 certificate or equivalent 1 – 2 years' experience required in the Supply Chan Management environment. Other Skills/Requirements: Knowledge of Supply Chain Management practices, PFMA, Treasury

		Regulations, Procurement Administration System Manual (PASM). Computer literacy. Good Communication and report writing skills. Be able to work in a team, problem solving skills. Interpersonal relations. Valid driver's license is required. The official must be willing to rotate within SCM unit.
<u>DUTIES</u>	:	Receive requisitions for issuing of stock. Issue stock from Warehouse to all units within the institutions as per the requisition. Update bin cards (VA11A) with incoming / outgoing stock. Packing of stock on shelves according to FIFO / FEFO Principles. Safe keep all consumable items. Manage and Update stock control cards (VA10). Compile requisition for replenishment of stock. Obtain quotations from Suppliers registered on Central Supplier Database (CSD). Create shopping carts, capture GRV on SRM/SAP System, and create P – card orders and settlement. Clear outstanding invoices on web cycle, compile report. Manage Transit In/Out for all consumable and non – consumable items. Keep records of all outstanding deliveries (0 – 9), File. Follow up on outstanding deliveries and keep records thereof. Report all losses to the Supervisor. Conduct Monthly stock count, reconciliation of physical and theoretical stock compile and submit a report on or before due date.
<u>ENQUIRIES</u>	:	Ms. E Binang Tel No: (012) 451 9003
<u>APPLICATIONS</u>	:	Applications must be submitted to this email address: Tshwane.HR@gauteng.gov.za
<u>NOTE</u>	:	Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached.
<u>CLOSING DATE</u>	:	02 October 2020
<u>POST 22/223</u>	:	<u>ENROLLED NURSE REF NO: SMUEN01</u> Directorate: Nursing
<u>SALARY</u>	:	R171 381 per annum (plus benefits)
<u>CENTRE</u>	:	SMU Oral Health Centre
<u>REQUIREMENTS</u>	:	Applicants should be in possession of Senior certificate / grade 12 and a basic qualification that allows registration with the SANC as a Staff Nurse/Enrolled Nurse. A minimum of 10 years 'working experience in nursing after registration with the SANC as a staff Nurse. Experience in Anesthesia will be an added advantage. Competencies: Knowledge and understanding of the following: Nursing care processes and procedures, Nursing Act, National Health Act, Occupational Health Act, Patients' Rights Charter, Batho Pele Principles, Ideal Hospital Realization framework, Labor relations Act, Code of conduct in the public service. Verbal and written communication skills.
<u>DUTIES</u>	:	Provide quality holistic patient care under supervision of a Professional Nurse. Preparation of patients for surgical procedures. Prepare theatre and Anesthetic Equipment for patients undergoing surgery. Operate relevant theatre apparatus and equipment. Assist the Anesthetist during induction and reversal of patient's in surgery. Assist with elementary nursing Care. Monitor, interpret and record vital signs and report abnormalities .Order stock and monitor the use in a cost effective manner. Report loss or damage immediately. Maintain the code of conduct as required in the Public service and by the professional body. Seek learning opportunities and provide evidence of self-development.
<u>ENQUIRIES</u>	:	Ms Cynthia Mosimane Tel No: (012) 521 4909
<u>APPLICATIONS</u>	:	Quote the relevant post number, Direct applications must be delivered to SMU Oral Health C Human Resource Department, Ms Pretty Rangoato, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria.
<u>NOTE</u>	:	Kindly attach/include certified copies of your Qualifications, SANC registration, Identity book/card, Curriculum Vitae, Z83 form Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.
<u>CLOSING DATE</u>	:	02 October 2020
<u>POST 22/224</u>	:	<u>CLEANER REF NO: CHBAH: 322 (X2 POSTS)</u> Directorate: Logistics
<u>SALARY</u>	:	R145 281 – R171 138 per annum (Level 04) (plus benefits)

**CENTRE
REQUIREMENTS**

: Chris Hani Baragwanath Academic Hospital
: Adult Education and Training (AET) Level 4 or equivalent (Grade 9). Ten (10) years' experience in a hospital s' setting of which five (5) years in cleaning. Basic understanding of Policies (Batho Pele Principles, Patients Right Charter, Occupational Health and Safety, Six Priorities and National Core Standards). Ability to work under pressure. Knowledge of cleaning procedures and basic knowledge of the health systems. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. Ability to communicate well with people at different levels. Ability to organize and plan. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature and work independently and in a team. Knowledge of Labour Relations processes. Must be prepared to engage in intensive labour practices. High level of reliability. Good customer skills and competencies. Ability to handle information confidentially. Must be able to work under pressure and to take initiative. Be prepared to rotate within the scope of work. Must be prepared to work shifts which includes, fixed, after hours, night duty, weekends and public holidays. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

DUTIES

: Supervision of Cleaners by ensuring that all staff is on duty report any absenteeism to the Manager. Ensure that attendance registers are signed. Develop and update the cleaning rosters. Ensure that Cleaners are precise with time keeping i.e. keep to tea and lunch times and that there are no late comings or early departures. Ensure that Cleaners go on training (including in service training). Daily inspections must be done at the Wards and departments to ensure the cleanliness of patient areas is done (e.g. inside wards, offices, corridors, elevators, steps, kitchens, boardrooms, toilets, bathrooms, rest rooms etc.). Ensure that the Cleaners are using the correct colour code equipment and material in the correct area. Refuse bags are replaced and used for the correct type of waste (transparent for general waste and red medical refuse bags) Daily checklists must be signed off in the Ward and department as well as the toilets and bathrooms every day after inspection was done. Report any problems by phoning the responsible supervisor for example: Non collection of medical and/or general waste or if the outside surrounding is dirty with papers, garden waste etc. Ensure that your subordinate's equipment and cleaning machines are clean and neatly stores after work is done. Broken cleaning machines are taken to the Cleaning department for repairs. Cleaning material and chemicals are ordered and issued timeously. Order and issue refuse bags. Ensure that subordinates wear their protective clothing (gloves, mask, goggles and aprons) at all times. Ensure that janitor trolleys are used and fully equipped with right chemicals, equipment and material. File all completed and signed off daily checklists for evidence during NCS inspections. Disciplinary actions taken (verbal-, first- and final written warning and reporting it to Labour Relations Office, keep record of all warnings). Provide guidance and advice to Cleaners. Evaluate of subordinates (PMDS).

**ENQUIRIES
APPLICATIONS**

: Ms J van Rensburg Tel No: (011) 933 8756
: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 or Email to: Chbah.recruitment@gauteng.gov.za.

NOTE

: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as

required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 09 October 2020
- POST 22/225** : **DENTAL ASSISTANT REF NO: TDHS/A/2020/62 (X4 POSTS)**
Directorate: Oral Health
- SALARY** : Grade 1: R168 429 – R192 576 per annum
Grade 2: R198 396 – R230 238 per annum
- CENTRE** : Tshwane District Health Services
- REQUIREMENTS** : Matric Certificate or equivalent qualification with Diploma/Certificate in Dental Assisting. Current registration with HPCSA. Valid Manual Drivers license code 8/10 will be great advantage. Minimum 1 year experience. Other Skills / Requirements: Good Communication skills and ability to work under pressure.
- DUTIES** : Knowledge of chair side assisting, sterilizing of all dental instruments, preparation of examination trays for dental procedures and loading of dental syringes. Infection Control (ensuring that all instruments and dental equipment are clean and sterile and prepare for the next patient. Assisting in postoperative instructions and observe the patient's reaction during and after procedure. Ordering of dental instruments and dental materials from our Dental Stores. Responsible of safe handling of dental equipment, receive patient files, record them and make appointments for patients. Be prepared to relieve at other clinics if there is a need and work in collaboration with the dental team.
- ENQUIRIES** : Dr S.K Reinprecht Tel No: (012) 451 9290
- APPLICATIONS** : Applications must be submitted to this email address: Tshwane.HR@gauteng.gov.za
- NOTE** : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached.
- CLOSING DATE** : 02 October 2020
- POST 22/226** : **GENERAL ASSISTANT REF NO: TDHS/A/2020/63 (X1 POST)**
Directorate : Supply Chain Management
- SALARY** : R102 534 per annum
- CENTRE** : Tshwane District Health Services
- REQUIREMENTS** : Grade 9 or ABET Level 4. 1–2 years' experience required in the Supply Chain Management environment. Other Skills/Requirements: Ability to read and write. Good communication skills, ability to work under pressure. Knowledge of Supply Chain Management Policies. The official must be willing to rotate within Warehouses.
- DUTIES** : Issuing of stock from VA11A. Unpacking and packing of stock according to Commodity. Implement FIFO and FEFO rule. Receiving of stock and distribute stock and equipment to the units. Assist in Stocktaking. Ensure proper record keeping. Labeling of shelves. Cleaning of warehouse. Perform any other duties as delegated by the Supervisor. Adhere to Occupational Health and Safety requirements.
- ENQUIRIES** : Ms E Binang Tel No: 012 451 9003
- APPLICATIONS** : Applications must be submitted to this email address: Tshwane.HR@gauteng.gov.za
- NOTE** : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached.
- CLOSING DATE** : 02 October 2020
- POST 22/227** : **CLEANER (X1 POST)**
Directorate: Administration and Support
- SALARY** : R102 534 – R120 780 - per annum (Level 02) plus benefits
- CENTRE** : Ga-Rankuwa Nursing College
- REQUIREMENTS** : Grade 10 or ABET Certificate. Grade 12/National Senior Certificate will be an added advantage. Ability to operate cleaning equipments and machines. Ability

to work under pressure. Must have good communication skills both verbal and written, good interpersonal relations and a team player. Cleaning of offices, kitchens, boardrooms and classrooms, dusting and waxing of office furniture, sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirty bins and basins. Collecting and removing of waste papers and freshening the office areas. Safe keeping of kitchen utensils. Refilling hand wash liquid soap, toilet papers, hand towels and refreshers. Cleaning and take care of cleaning equipments. Storing and safeguarding cleaning materials and cleaning equipments. Relieving each other as and when required. Preparing and serving of breakfast/Lunch for college committee meetings such as College Council, Senate etc. when so required by the management of the college. Washing of college utensils daily. Opening of offices and classrooms in the morning and closing at the end of business. Requisition of cleaning materials through the supervisor.

- ENQUIRIES** : Mrs K R Lekgeu Tel No: (012) 560 0448/50
- APPLICATIONS** : All applications must be addressed to the Registrar, and should be placed in application box situated at Security at the entrance to the Ga-Rankuwa Nursing College Building or posted to Private Bag x830 Pretoria 0001 or apply online at www.gautengonline.gov.za.
- NOTE** : Applicants will be subjected to a pre-employment Medical Surveillance. The institution reserves the right not to appoint. Persons with disability will receive preference.
- CLOSING DATE** : 02 October 2020
- POST 22/228** : **ENVIRONMENTAL HEALTH PRACTITIONER OCCUPATIONAL HYGIENE RISK MANAGEMENT GRADE 1(SESSION) REF NO: EHD2020/10/01**
Directorate: Quality Assurance
- SALARY** : R210.00 per hour
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : A Bachelor's Degree/National Diploma or equivalent NQF 6 qualification in environmental health. Additional qualifications in Occupational Health Management, Occupational Health and Hygiene Legislation, as well as OSHAS 1800/1, ISO 9000 SHEMTRAC/SAMTRAC, will be an added advantage. Less than 10 years relevant experience after registration as an Environmental health practitioner. Experience in the use of computer end user programs. Registered with the South African Institute for Occupational Hygiene (SAIOH) as Occupational technologist, Assistant or Occupational Hygienist or at the HPCSA in a related specialty field. At least 1 year relevant experience in OH monitoring, OH risk assessment, occupational health case investigations, project management and the implementation of OSHAS 18000/1 series, preferably within the health care environment. In-depth knowledge in the prevention of occupational disease and ventilation requirements within the healthcare environment. Good interpersonal relations, communication, leadership, analytical and linguistic attributes. A valid driver's licence is essential.
- DUTIES** : Capturing all the facilities online in the ideal clinic, Norms and Standards and Patient Experience of Care Survey website thus making it easy to analyse and generate required reports including development of improvement plans. Determining the status of the facilities and Perfect Permanent Team for Ideal Clinic (IC) Realization and Maintenance (PPTICRM) using IC dashboard – a management tool that informs service delivery improvements. Update and maintain progress of Ideal Clinics & Norms and Standards Dashboards. Validate data at the District level, accurate calculation of scores by facilities. Assist in monitoring of Data flow. Generate Reports and forward to stake holders. Responsible for paper based and electronic registers. Perform general Admin duties in Quality Assurance Office as delegated by the Supervisor.
- ENQUIRIES** : Ms B. Peloagae Tel No: (011) 878 8500
- APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand delivery to 40 Catlin Street Germiston 1400
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Applicants who previously applied are advised to re-apply as their previous applicants will not be considered. No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Documents to be attached is certified ID document, certified copies of qualification/s

including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

- CLOSING DATE** : 02 October 2020
- POST 22/229** : **PROFESSIONAL NURSE GRADE 1(SESSION) REF NO: EHD2020/10/02**
Directorate: Quality Assurance
- SALARY** : R170.00 per hour
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : 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 the SANC as Professional Nurse and proof of current registration. Less than 10 years relevant experience after registration as a Professional Nurse with the SANC in General Nursing. Knowledge of customer service, Health Care statutes & health standards, National Core Standards and ideal clinics and hospitals. Driver's licence.
- DUTIES** : Monitoring and evaluation of government hospitals and clinics on the National Core Standards and ideal clinics Realisation model. Managing training and retraining of facility staff on new developments related to the National Core Standards. Preparing health care facilities for audits that will be conducted by the National Department of Health. Carry out inspections/audits and re-inspections. Assisting with the development of policies, standard operational procedures and protocols. Assisting hospitals and clinics with the development and implementation of quality improvement plans. Continuous monitoring and evaluation of the implementation of Quality Improvement plans. Complete inspection reports and recommendation.
- ENQUIRIES** : Ms B. Peloagae Tel No: (011) 878 8500
- APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand delivery to 40 Catlin Street Germiston 1400.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Applicants who previously applied are advised to re-apply as their previous applicants will not be considered. No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 02 October 2020

PROVINCIAL TREASURY

It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.



APPLICATIONS : should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107. To access the SMS pre-entry certificate course and for further details, please click on the following link:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za

CLOSING DATE : 05 October 2020

NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all required qualification/s as per the advertisement and ID document (no copies of certified copies allowed Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POST

POST 22/230 : **AUDITOR: COMPUTER AUDIT REF NO: 09/2020 (X4 POSTS)**
Directorate: Gauteng Audit Services

SALARY : R316 791 per annum (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : A 3 year tertiary qualification National Diploma (NQF level 6 as recognised by SAQA) in Computer Science/Business Information system/IT Auditing/Internal Auditing. 1-2 years' experience in IT Auditing.

DUTIES : Audit Project Planning, Audit Project execution, Audit Project Reporting, People and staff utilisation.

ENQUIRIES : Ms. Linda Ninzi Tel No: (011) 227-9000

APPLICATIONS : Please email your Z83 form, CV, certified copies of your ID and Qualifications to jobs.gpt@gauteng.gov.za

DEPARTMENT OF SOCIAL DEVELOPMENT

It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Mr Hayden Pillay. All applicants are also encouraged to number the pages of their CV and the attached certified documents. Applicants must take note that due to COVID-19 pandemic; the Gauteng Department of Social Development will conduct interviews virtually in order to comply with Health and Safety Regulations.

NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not

being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

OTHER POSTS

- POST 22/231** : **DEPUTY DIRECTOR: SPECIAL PROJECTS REF NO: SD/2020/09/05**
- SALARY** : R733 257 per annum (all-inclusive package)
CENTRE : Johannesburg Head Office
REQUIREMENTS : Three-year tertiary qualification in Community Development or relevant and equivalent qualification with 4- 5 years' experience in Sustainable Livelihoods/Economic Empowerment Programme planning, implementation and monitoring. Additional qualification in Business Development or Economics will be added advantage. A valid driver's license. Knowledge and understanding legislative and policy frameworks, procedures and processes regulating Sustainable Livelihoods/Economic Empowerment programmes in the Public Service. Knowledge and understanding of Departmental Special Projects priorities, commitments, systems and processes Skills and Competencies: Good planning and coordinating, Analytical, report writing, communication, team working, monitoring and evaluation, computer and interpersonal relations skills. Honest and innovation individual.
- DUTIES** : Provision of support to Cooperatives. Manage skills development programme for funded cooperatives. Manage the partnership with stakeholders on cooperatives development and support. Management of Job Placement Programmes. Manage skills development programme targeted for job placement of vulnerable individuals. Manage the partnership with stakeholders on job placement programme. Management of Special Projects Manage dignity packages projects. Manage welfare to work transitional projects. Enterprise Development Programme. Manage the skills development programme based on Enterprise Development Programme. Manage the linkages of products and services to markets. Supervision of staff and interns.
- ENQUIRIES** : Ms IN Netshiungani Tel No: (011) 227 0105
APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg
- FOR ATTENTION** : Mr O Mkhabela, Tel No: (011) 355 7937 or posted to- Private Bag X35, Johannesburg, 2000.
- NOTE** : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy procedures.
- CLOSING DATE** : 02 October 2020
- POST 22/232** : **SOCIAL WORK SUPERVISOR (X14 POSTS)**
Directorates: Probation and Canalization, Intake Field and NPO Partnership and Finance.
- SALARY** : R384 228 – R714 795 per annum (within the OSD framework)
CENTRE : Regions Tshwane Region Ref No: SD/2020/07/17 (X8 Posts)
West Rand Region Ref No: SD/2020/07/18 (X6 Posts)
REQUIREMENTS : A Bachelor's degree in Social Worker with 7 years appropriate/ recognizable experience in Social Work after registration as a Social Worker with the South African Council for Social Services (SACSSP). Submission of valid proof of registration with the council. A valid driver's licence. Knowledge of and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being. The ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and efficiently. Knowledge of applicable and relevant legislations and policies in this field of work and the ability to compile complex reports. Good conflict resolution and people management, Computer literate, excellent verbal and written communication skills.
- DUTIES** : Ensure that a Social Work service with regard to the care, support, protection and development of vulnerable individuals, group, families and communities through the relevant programmes is rendered. Attend to any other matters that

could result in, or stem from, social instability in any form. Supervise and advise Social Workers, Social Auxiliary Workers and volunteers to ensure an effective Social Work Services. Keep up to date with new developments in the social work field. Supervise all the administrative functions required in the unit and undertake the higher-level administrative functions.

- ENQUIRIES** : West Rand Region-Mr SM Makgorogo Tel No: (011) 950 7803/ (011) 950 7700, Tshwane Region Mr A Kotsedi Tel No: (012) 359 3314
- CLOSING DATE** : 02 October 2020
- APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development:
West Rand Region, Human Street, Krugersdorp 950 770016 or Private Bag x 2068, Krugersdorp 1740.
Tshwane Region, South Tower, Fedsure Building, 268 Cnr Lillian Ngoyi & Pretorius Street, Pretoria Private Bag X266, Pretoria, 0001.
- FOR ATTENTION** : Mr SM Makgorogo Tel No: (011) 950 7803/ (011)
Mr A Kotsedi Tel No: (012) 359 3314 or
- NOTE** : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 22/233** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: GS 45/20**
Component: Haematology
- SALARY** : R1 728 807 per annum (All- inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted overtime which is based on Departmental operational needs. Employee must sign the commuted overtime contract form annually.
- CENTRE REQUIREMENTS** : Greys Hospital Pietermaritzburg
: MBCHB Or Equivalent Plus: Registered HPCSA qualification as a Medical Specialist in Internal medicine(Specialist Physician), PLUS Certificate in Haematology (SA) or equivalent qualification (if not trained in South Africa)Current Registration with the Health Professions Council of South Africa as a Clinical Haematologist Three years of experience as a Medical Specialist
Recommendation: Experience in managing a Haematology unit Knowledge, Skills, Training and Competency Required: Sound clinical Haematology and patient management skills A working knowledge of human resource management; information management; quality assurance programs; current health and public service legislation, regulations and policy; medical ethics; financial management. Teaching and research experience.
- DUTIES** : Clinical Responsibilities: Participation in Tertiary Haematology Services (both In-patient and Out-patient) in the Pietermaritzburg Metropolitan Area including Outreach Programs and development of Haematology services in Area 2 Clinical responsibility in the discipline of Haematology and Internal Medicine with after hours participation (based on departmental operational need) Performance of clinical procedures related to haematological conditions Management Responsibilities: Development and support of Specialist Haematology Services in the Tertiary Drainage area of Greys Hospital. Oversight and management of clinical and allied staff in the Haematology Unit Oversight and management of infrastructure, equipment and consumables in the Haematology Unit Liaison with Institutional Management in hospitals in PMB Metro, the uMgungundlovu District and the Tertiary Drainage area. Liaison with the Head Clinical Department in Internal Medicine in Pietermaritzburg and Head of Haematology at the University of KwaZulu-Natal. Participation in and support of administrative and clinical governance activities in the PMB Departments of Haematology and Medicine Training and Research Responsibilities Support of Staff Training including subspecialty Haematology training in the PMB Metropolitan area under the auspices of the Department of Haematology at the University of KwaZulu-Natal Participation in and support of the Medical Undergraduate and Postgraduate Training Programs in the PMB Departments of Haematology and Internal Medicine Participation in and support of clinical research and quality control activities in the PMB Departments of Haematology and Medicine
- ENQUIRIES APPLICATIONS** : Dr K. Rasmussen Tel No: (033) 897 3289
: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
- FOR ATTENTION NOTE** : Mrs. M. Chandulal
: Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 45/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and

- previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.
- CLOSING DATE** : 02 October 2020
- POST 22/234** : **MEDICAL SPECIALIST REF NO: MEDSPECPLAST/1/2020 (X1 POST)**
Department: Plastics and Reconstructive Surgery
- SALARY** : Grade1: R1 106 040 per annum (all-inclusive salary package) excluding Commuted Overtime.
Grade 2: R1 264 623 per annum (all-inclusive salary package) excluding commuted overtime.
Grade 3: R1 467 651 per annum (all-inclusive salary package) excluding commuted overtime)
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
: Applicants must be registered as a Specialist Plastic & Reconstructive Surgeon with the Health Professions Council of South Africa with prior surgical experience **Grade 1:** No experience required. **Grade 2** Five (5) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Plastic & Reconstructive Surgeon). **Grade 3:** Ten (10) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Plastic & Reconstructive Surgeon). Knowledge, Skills, Training and Competencies: The following will serve as an advantage: Clinical knowledge and experience of treating plastic surgery patients. Knowledge of current health and public service legislation, regulations and policy. Good communication, decision making and clinical skills. In addition, you should have one of the following Advanced Trauma Life Support (ATLS) Advanced Cardiac Life Support (ACLS) Advanced Paediatric Life Support (APLS).
- DUTIES** : The appointee will be required to perform plastic & reconstructive surgery operations expected of a junior specialist, attend to administration matters, outpatient duty and "on call duties when he/she will field urgent referrals and be required to take the appropriate action regarding these. He/she would also do ward rounds and teaching of undergraduate and postgraduate Medical Students.
- ENQUIRIES APPLICATIONS** : Prof A Madaree Tel No: (031) 2401171
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
- CLOSING DATE** : 09 October 2020
- POST 22/235** : **MEDICAL SPECIALIST GRADE 1, 2 & 3 REF NO: UTHUK /03/2020 (X1 POST)**
- SALARY** : **Grade 1:** R1 106 040 per annum, all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

Grade 2: R1 264 623 per annum all-inclusive, package consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

Grade 3: R1 467 651 per annum package of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

**CENTRE
REQUIREMENTS**

: Uthukela District Office (Forensic Pathology Service)
: A tertiary qualification (MBCHB) or equivalent and specialist qualification in appropriate field. Must be registered as a Specialist Pathology (Forensic) with the Health Professional Council of South Africa or have completed training as Specialist Pathology and in the process of registering as a Specialist. Current registration with HPCSA as Medical Specialist (2020 Receipt). Experience: Medical Specialist **Grade 1** - Not applicable; Registration with the HPCSA as a Medical Specialist in Pathology (Forensic). Medical Specialist **Grade 2:** 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Pathology (Forensic). Medical Specialist **Grade 3** 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Pathology (Forensic). Recommendation: Computer literacy (proof must be attached). Valid Driver's license. The ideal candidate must have: Commuted overtime is required and is payable in accordance with applicable policies. Communication and Co-operation between the Department of Health, Justice, the Director Of Public Prosecutor and South African Police Service in respect of Inquests and Criminal proceeding following Medical-Legal death investigations. Community service in its diverse forms. Supervision of Support Staff. Maintenance of the chain of custody of specimens and documents retained. Death Scene examinations.

DUTIES

: Key Performance Areas: To perform a medico- legal post- mortem examination including Scene of Death visits when required. Teach postgraduate student in the various facilities to develop their skills, using a Medico-Legal patient centered approach. To examine and put through tissues samples for histological analysis. Participate in health research. Consultation with Medical Practitioner and bereavement counselling of next of kin.

**ENQUIRIES
APPLICATIONS**

: Dr S Ntsele Tel No: (033) 940 2405
: All applications should be forwarded to: The Human Resources Manager Uthukela Health District office, Private Bag X 9958 Ladysmith 3370, OR Hand Delivered to HR Officer (Room 20) 32 Lyell Streets, Ladysmith 3370.

**FOR ATTENTION
NOTE**

: Mrs. C.G.K Hadebe
: Applications must be submitted on the prescribed Application for employment form (Z83) which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A). Persons with disabilities should feel free to apply for the post. NB: Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. Non-RSA Citizens/ Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

CLOSING DATE

: 02 October 2020

POST 22/236 : **CHIEF EXECUTIVE OFFICER REF NO: G172/2020**
Cluster: Hospital Management Services

SALARY : R869 007 per annum (Level 12) (An all Inclusive MMS Salary Package)
CENTRE : MCCORD Hospital
REQUIREMENTS : A degree/advanced diploma in a health related field, registration with relevant professional council. A degree/diploma in health management or a degree/advanced in a management field. At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's license (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Competencies: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, programme and project management, financial management, change management people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES : Job Purpose: 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: Maximise 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 mobilisation, 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 utilisation 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 a 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.

ENQUIRIES : Ms RT Ngcobo Tel No: (033) 940 2499
APPLICATIONS : The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 or Hand Deliver to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower.
Miss N.S Buthelezi

FOR ATTENTION :
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational

Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

- CLOSING DATE** : 02 October 2020
- POST 22/237** : **MEDICAL OFFICER PAEDIATRIC SURGERY REF NO: MO PAEDSURG/12020 (X1 POST)**
Station: Department of Paediatric Surgery
- SALARY** : Grade 1: R821 205 per annum (All-inclusive Salary Package) excluding Commuted Overtime.
Grade 2: R938 964 per annum (All-inclusive Salary Package) excluding Commuted overtime
Grade 3: R1 089 693 per annum (All-inclusive Salary Package) excluding commuted Overtime
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
: MBCHB Degree. Current unrestricted registration with the Health Professions Council of South Africa as a Medical Practitioner. FCS Part I (primary exam) will be an advantage. At least 6 months post community service will be an advantage. Experience: **Grade 1:** No experience required after completion of Community Service however 6 months experience in surgery at MO level or above will be preferable. Appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Five years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner of which at least 6 months must be in surgery at MO level or above. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner of which at least 6 months must be in surgery at MO level or above. The appointment to Grade 3 requires a minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Skills, Knowledge, Training and Competency Required: Knowledge and skills in Surgery, Paediatric Surgery or Paediatrics. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.
- DUTIES** : Assist with the provision and development of tertiary level Paediatric surgical care services as determined by the Head of Paediatric surgery at Inkosi Albert Luthuli Central Hospital. Participate in the delivery of Paediatric surgical services in Durban. Provision of outpatient services at Inkosi Albert Luthuli Central Hospital. Management of ward patients Inkosi Albert Luthuli Central Hospital. Provide initial resuscitative, peri-operative surgical care, operative surgical care and post-operative care of patients in the department of Paediatric Surgery. Ensure that the scientific principles of Paediatric Surgical care are maintained. Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes and research. To assist in outreach and teaching when required. Perform after hour work as required.
- ENQUIRIES APPLICATIONS** : Dr MH Sheik Gafoor Tel No: (+27)31-240 1579
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website

www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 09 October 2020
- POST 22/238** : **MEDICAL OFFICER REF NO: MOCRITCARE/2/2020 (X1 POST)**
Department: Critical Care
- SALARY** : Grade 1: R821 205 per annum (All Inclusive Salary Package) excluding commuted overtime
Grade 2: R938 964 per annum (All-inclusive Salary Package) excluding commuted overtime
Grade 3: R1 089 693 per annum (All-inclusive Salary Package) excluding commuted overtime.
- CENTRE REQUIREMENTS** : IALCH
: MBCHB Degree, Registration with HPCSA as a Medical Officer. Current unrestricted registration with the Health Professions Council of South Africa as an Independent Medical Practitioner. Recommendation: At least 1year experience in Medicine, Surgery or Anaesthesia or Emergency Medicine. Experience in an Intensive Care. Completion of community service. Experience: **Grade 1:** No Experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Five (5) years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. 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:** Requires ten (10) years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. 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. Knowledge, Skills and Competencies Required: Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Knowledge and skills in Critical Care. Demonstrate the ability to work as part of a multidisciplinary team.
- DUTIES** : Assist with the provision of critical care services as determined by the Head of Critical Care at IALCH. Participate in the delivery of critical care services in Durban Provide initial resuscitative, and peri-operative surgical care or medical care of patients. Ensure that the scientific principles of critical care are maintained. Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes as and when requested. To assist in outreach and teaching when required. Mandatory participation in Commuted Overtime.
- ENQUIRIES APPLICATIONS** : Dr S Pershad Tel No: (031) 2401821
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website

www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 09 October 2020
- POST 22/239** : **MEDICAL OFFICER REF NO: SAH 04/2020 (X1 POST)**
- SALARY** : Grade 1: R821 205 per annum (All inclusive package)
Grade 2: R938 964 per annum (All inclusive package)
Grade 3: R1 089 693 per annum (All inclusive package)
- CENTRE** : ST Andrews Hospital
- REQUIREMENTS** : **Grade 1:** Senior Certificate Plus Appropriate qualification in Health Science-MBCHB Plus Current registration with HPCSA as a Medical Practitioner or 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Senior Certificate Plus Appropriate qualification in Health Science-MBCHB PLUS Current registration with HPCSA as a Medical Practitioner plus 5 years' experience after registration with the HPCSA as a Medical Practitioner Or 6 years' experience after registration as a Medical Practitioner with a 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:** Senior Certificate Plus Appropriate qualification in Health Science-MBCHB PLUS Current registration with HPCSA as a Medical Practitioner plus 10 years' experience after registration with the HPCSA as a Medical Practitioner Or 11 years' experience after registration as a Medical Practitioner with a 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
Skills: Ability to diagnose and manage common medical and surgical problems including emergencies in the major clinical disciplines. Surgical and Anesthetic skills. Sound knowledge and experience in the respective medical discipline. Sound knowledge of Human Resource Management, Information Management and Quality Assurance Programme. Knowledge of current health and public service legislation, regulations and policies. Sound Medical ethics and emphasis on budget control, epidemiology and statistics. Sound teaching and supervisory skills. Good communication and interpersonal skills.
- DUTIES** : Providing a holistic patient care, inclusive of preventive measures, treatment and rehabilitation. Assist with human resource development for medical staff. Conduct orientation and induction for new staff. Conduct continuous professional development by organizing information seminars. Ensuring correct patient management through the implementation of quality standards and practice and treatment protocols. Ensuring the development, maintenance and updating of clinical procedures. Ensuring effective utilization of all resources in the clinical field within the sphere of functioning. Provide Medical Services at the department appointed to. Clinical responsibilities including examine, investigate, diagnose and oversee that treatment of patients in the relevant department. Provide guidance, training, evaluation and mentorship of junior medical staff. Participate in community health programmes. Monitor the cost effectiveness of medical examinations with due regard of effective patient care, and ethical decision making. Assist the evaluation of existing standards and effectiveness of health care. Assist with application of sound labour relations policy in accordance with relevant legislation and guidelines
- ENQUIRIES** : Dr SK Lumeya Tel No: (039) 4331955 EXT 214

APPLICATIONS : Should Be Forwarded: The Chief Executive Officer St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.

FOR ATTENTION : Human Resource Manager

NOTE : African Male and People with Disability May Feel Free To Apply

CLOSING DATE : 02 October 2020

POST 22/240 : **MEDICAL OFFICER GRADE 1/2/3 REF NO: GAM CHC 05/2020**

SALARY : Grade 1: R821 205 per annum
Grade 2: R938 964 per annum
Grade 3: R1089 693 per annum
Other Benefits: Commuted Overtime Depending On Needs Institution at Date of Appointment (Conditions Apply)

CENTRE : Gamalakhe CHC

REQUIREMENTS : **Grade 1:** MBCHB degree or equivalent qualification plus Current registration with Health Professions Council of SA as a Medical Practitioner (2020) Registration certificate with HPCSA as a Medical Practitioner **Grade 2:** MBCHB degree or equivalent qualification plus Registration certificate with HPCSA as a Medical Practitioner Current registration with HPCSA (2020 RECEIPT) 5 years' experience after registration with HPCSA as a Medical Practitioner 6 years' experience after registration with HPCSA as a Medical Practitioner if Foreign qualified and not required to perform community service N.B. (Proof of experience and / or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience and grading). **Grade 3:** MBCHB degree or equivalent qualification plus Current registration with Health Professions Council of SA as a Medical Practitioner (2020) Registration certificate with HPCSA as a Medical Practitioner 10 years' experience after registration with HPCSA as a Medical Practitioner 11 years' experience after registration with HPCSA as a Medical Practitioner if Foreign qualified and not required to perform community service N.B. (Proof of experience and / or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience and grading). Knowledge, Skills, Training and Competencies required:-Ability to diagnose and manage common medical and surgical conditions, including emergencies at a CHC. General skills as a Medical Officer are required. Ability to work in multidisciplinary team setting. Excellent communication skills and ability to teach and train staff within team. Ability to work and maintain meaningful relationship within a diverse community Ability to make a difference and improve the health of the community – application of preventative and curative medicine. Information management Knowledge of Health and Public Service legislation, Regulations and Policies. Medical ethics, epidemiology and statistics. Supervision skills Ability to function as part of a team and rotate through different departments of the hospital as required.

DUTIES : Provide medical services at the department appointed to. Have clinical skills in general OPD, Paediatrics, medicine, management of HIV/AIDS/TB, O&G, and Surgery at CHC level. Assist, facilitate and participate in quality of care, assisting team members with quality assurance, quality improvement projects, morbidity and mortality reviews, monthly audits, development of clinical guidelines and policies as per speciality and disease profile. Ensure patient satisfaction and undertake patient satisfaction surveys and reducing waiting time's surveys. Active participation in training interns, community service doctors and junior staff. Maintain and continuously improve professional and ethical standards and instil confidence in public service and also in medical profession through exemplary behaviour. Clinical responsibilities including examinations, investigating, diagnosing and overseeing the treatment of patients in the relevant department and participation in after hour work is essential. Conduct orientation and induction programs for interns, community service doctors and junior colleagues. Maintain and teach junior colleagues about appropriate and accurate health records in accordance with legal / ethical and continuity of the patient care.

ENQUIRIES : Dr FP Shongwe Tel No: (039) 318 1113

APPLICATIONS : The CHC Manager, Gamalakhe Community Health Centre, Private Bag X709, Gamalakhe, 4249.

FOR ATTENTION : Human Resource Manager

CLOSING DATE : 02 October 2020

POST 22/241 : **MEDICAL OFFICER GRADE 1, 2 & 3 REF NO: UTHUK /02/2020 (X1 POST)**

SALARY : Grade 1: R821 205 per annum
Grade 2: R938 964 per annum
Grade 3: R1 089 693 per annum
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, plus commuted overtime which is subject to the needs of the department (Incumbent will have to sign the relevant contract formal annually)

CENTRE REQUIREMENTS : Uthukela District Office (Forensic Pathology Service)
: MBCHB Degree. Current registration with the HPCSA as a Medical Practitioner (2020 Receipt). Registration certificate with the HPCSA as Medical Practitioner. **Grade 1:** Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as an independent Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as an independent Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. **Grade 3:** Experience: 10 years' experience after registration with the HPCSA as an independent Medical Practitioner. Foreign qualified candidates require 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 performing community service as required in South Africa. Recommendation: Computer literacy (proof must be attached). Valid Driver's license. The ideal candidate must have: Knowledge of Computer. Knowledge of mortuary and its operation. Knowledge of Access to Information Act. High level of integrity. Knowledge of Occupational Health and Safety Act. Knowledge of Post-mortem procedures. Knowledge of Criminal Justice System. Knowledge of Court etiquette and rules of trial. Report writing skills. Excellent communication skills.

DUTIES : To perform a medico-legal post-mortem examination. Crime scene attendance. Bereavement counselling of next of kin. Consultation with Medical Practitioners.

ENQUIRIES APPLICATIONS : Dr S Ntsele Tel No: (033) 940 2405
: All applications should be forwarded to: The Human Resources Manager Uthukela Health District office, Private Bag X 9958 Ladysmith 3370, OR Hand Delivered to HR Officer (Room 20) 32 Lyell Streets, Ladysmith 3370.

FOR ATTENTION NOTE : Mrs. C.G.K Hadebe
: Applications must be submitted on the prescribed Application for employment form (Z83) which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A). Persons with disabilities should feel free to apply for the post. NB: Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting), credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. Non-RSA Citizens/ Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

CLOSING DATE : 02 October 2020

POST 22/242 : **DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: G167/2020**
Cluster: Financial Management

SALARY CENTRE REQUIREMENTS : R733 257 per annum (Level 11) (An all Inclusive MMS Salary Package)
: Head Office: Pietermaritzburg
: A relevant tertiary qualification at NQF level 7. At least 3 year related financial/asset management experience at junior management level (ASD) Plus Unendorsed driver's license. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills Training and Competencies Required: The incumbent of this post will report to the Director: Asset Management and will be responsible to manage the sub-directorate, develop, review and implement physical asset management framework and policies. Ensure the monitoring of assets through verification (physical condition, functionality, utilisation and financial performance) evaluation and reporting.

DUTIES : Manage the Sub Directorate: Physical Asset Management:-Design and develop asset management systems, policies, perform strategic and annual physical asset management planning, establish the asset management capability of the department. Monitor and review the capturing of all physical (moveable and immoveable) assets in the physical asset management registers. Monitor and review the allocation of assets to asset holders. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Inform guide and advice departmental employees on asset management matters to promote correct implementation of sound asset management practices:- Manage the Sub Directorate: Physical Asset Management:- Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub – directorate and report on progress as required. Develop, implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management for the sub directorate. Planning and allocate work. Quality control of work delivered by employees. Functional technical advice and guidance.

ENQUIRIES APPLICATIONS : Mr T Ndlovu Tel No: (033) 815 8331
: All applications should be forwarded to: The Chief Director: Department of Health, Private Bag X9051, Pietermaritzburg, 3200 or hand deliver to – 330 Langalibalele Street, Natalia Building, Registry – Minus 1: North Tower.

FOR ATTENTION NOTE : Mr A Memela
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB**: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

CLOSING DATE : 02 October 2020

POST 22/243 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: HRM 53/2020 (X1 POST)**
Re-Advert

SALARY : R733 257 per annum (all-inclusive remuneration package)
CENTRE : Edendale Hospital
REQUIREMENTS : Senior Certificate, National Diploma/Degree in Human Resource Management/Public Management and Administration/Human Sciences with majors in Human Resource Management, Plus five(5) years managerial experience in Human Resource Management, Proof of current and previous experience in a HR environment endorsed by the HR Department or relevant employer. Recommendations: Certificates: MS Office Software Applications i.e. Ms Word, Excel, PowerPoint and Outlook Valid Driver's Licence (Code B).

DUTIES : Overall Management of Human Resource Management Service in the Hospital, Management of Human Resource practices which includes service conditions, establishment control, recruitment and selection, Management of human resource development and planning, Management of employer Employee Relations, Management of Occupational Health Service, Development, implementation, monitoring and evaluation of HR Plans, wellness Plans, Workplace Skills Plan, Employee Wellness Plans, Generate mandatory reports, Oversee the functionality of all HR related committees, Maintain a sound labour peace, Ensure adherence to HR policies and all relevant regulations, Participate in strategic meetings, Identification and mitigate risk, Adherence to quality improvement initiatives and compliance to applicable set standards, Eradication of negative audit finding thought observation and compliance to all departmental policies, Perform other duties as assigned by the Supervisor and/or other senior official. Strategic and operational Planning Skills. Broad knowledge of HR Practitioner, HR Development and Planning. Employee Relations and Employee Health and Wellness Service. Excellent managerial. Facilitation. Communication and interpersonal skills. Expert knowledge of legislative and policy framework informing the areas of operation. Ability to work in a multidisciplinary team at a senior managerial level. Ability to prioritize the issues and other work related in matters in order to comply with tight deadlines. Extensive knowledge of computerized personnel and salary system (PERSAL) and Microsoft packages. Problem solving skills, good communication and interpersonal skills.

ENQUIRIES : Mrs. N.T. Nxaba Tel No: (033) 395-4567
APPLICATIONS : All applications to be posted to: The Chief Executive Officer, Edendale Hospital, Private Bag X 509, Plessislaer, 3216.
FOR ATTENTION : Mr. T.C. Manyoni
NOTE : Employment Equity: Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender, African Male, Coloured Male.

CLOSING DATE : 02 October 2020

POST 22/244 : **OPERATIONAL MANAGER NURSING (PHC) REF NO: GAM CHC 04/2020**

SALARY : R562 800 – R633 432 per annum. Other Benefit(s) 13th Cheque Medical Aid (Optional) GEHS (employee must meet prescribed requirements) 12% rural allowance
CENTRE : Gamalakhe CHC- Bhomela Clinic
REQUIREMENTS :

Senior Certificate / Matric Degree/ Diploma in General Nursing and Midwifery that allows registration with SANC as a Professional Nurse. A post basic qualification with a duration of at least one (01) year accredited with SANC in Clinical Nurse Science, Assessment, Diagnosis, Treatment and Care. Proof of current registration with SANC (2020 receipt) Experience A minimum of 09 years appropriate/ recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Proof of previous and current work experience endorsed and stamped by Human Resource Department (certificate of service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Skills: Knowledge of SANC Rules and Regulations Knowledge of Legislative Framework and Departmental prescripts Leadership, organizational, Decision making, problem solving and interpersonal skills Basic financial management skills Knowledge of Human

- Resource Management Personal Attitude, Responsive, Professionalism, Supportive, Assertive and Team player role. Communication skills and decision making skills. Leadership and supervisory skills.
- DUTIES** : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how tis impacts on service delivery. Ensure clinical nursing practice by nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of Human Resource and Financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at unit level to ensure good nursing care by nursing team. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the facility. Display concern for patients, advocating and facilitating proper treatment and care and ensuring that the facility adheres to the principle of Batho Pele Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate an understanding of Human Resource and Financial Management Policies and procedures. Monitor and evaluate the care and management of all patients through clinical audits and drawing quality improvement plans for the facility and ability to supervise Medical and Surgical emergencies and refer appropriately. Monitor implementation and performance on indicators on daily, weekly and monthly basis; provide feedback to management, analyse data and draw up quality improvement plan and implementation plan. Ensure quality data collection, validation and verification is done as per guidelines. Exercising control of discipline and any other Labour Related issues in terms of laid down procedures. Ensure complaints management and work towards reducing them. Ensure functionality of the Clinic committee programme so that community involvement and participation is achieved.
- ENQUIRIES** : Mrs. N.O Ndwendwe Tel No: (039) 318 1113
- APPLICATIONS** : Should Be Forwarded To: The CHC Manager, Gamalakhe Community Health Centre Private Bag X 709, Gamalakhe, 4249.
- FOR ATTENTION** : Human Resource Department
- CLOSING DATE** : 02 October 2020
- POST 22/245** : **OPERATIONAL MANAGER NURSING GRADE1 (SPECIALTY) REF NO: SMKH09/2020 (X1 POST)**
- SALARY** : R562 800 – R633 432 per annum, basic salary,8% inhospitable allowance of basic salary,13th cheque, Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements).
- CENTRE** : St Mary’s Kwa-Magwaza District Hospital (Monitoring and Evaluation)
- REQUIREMENTS** : Grade 12/ Senior Certificate, Basic R425 qualification (i.e Diploma / Degree in General Nursing and Midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse. Post basic qualification with a duration of at least one (1) year in Curative Skills in Primary Health Care accredited with the SANC. Current registration (2020) with the SANC as Professional Nurse. A minimum of nine (08) years appropriate/recognisable experience after registration as Professional Nurse with the SANC in General Nursing. At least (3) years of the period referred to above must be appropriate /recognisable experience at Management level. Proof of current and previous experience endorsed by Human Resource Department (not certificate of service). Knowledge of Public Service Policies Act and Regulations. Knowledge of SANC Rules and Regulations .Good communication leadership interpersonal and problem solving skill. Knowledge of Code of Conduct and Labour Relations. Ability to function well within the team. Conflict management and negotiation skills. Decision making and problem solving skill. Skill in organizing planning and supervising. Knowledge of Batho Pele and Patient’s Right.
- DUTIES** : implement the M&E framework at facility level. Plan and co-ordinate implementation and monitoring of data quality and quality assurance in service

delivery. Ensure the development, review and maintenance of institutional policies and protocols. Consult within the multi-disciplinary health teams, organizations and special interest groups when dealing with the community health issues and needs. Disseminate information on epidemics nutrition disease, maternal and infant morbidity and mortality and other common disease. Participate in peer review and update of patient care standards, policies and procedures. Advocate the rights of patients and improvement of health care. Develop and implement quality improvement plan. Implement the nursing act and regulations, code of ethics and professional practice of the South African Nursing Council. Analyse staffing needs and develop a plan to meet the needs. Allocate nursing personnel in different units. Monitor the implementation of EPMDS. Compile and control duty roster, leave schedules and attendance register. Participate in the development of the business and plan and promote or identify ways of containing health care costs without compromising standards. Motivate for relevant material resources. Manage and control assets. Develop the business plan in line with strategic plan.

- ENQUIRIES** : Mrs P.D.Buthezezi Tel No: (035) 450 8256
- APPLICATIONS** : All applications should be posted to: The Chief Executive Officer: St Mary's KwaMagwaza Hospital, Private Bag X808, Melmoth, 3835.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department the contents of this Circular Minute must be brought to the notice of all eligible Officers and employees on your establishment of all institutions. Institutions must notify candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Directions to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website www.kznhealth.gov.za.The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and identity document-not copies of certified copies .The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. SMKX 01/2019. NB: failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance ,credit records, qualification, citizenship and previous experience employment verification).Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledge .However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview. NB: Preference will be given to African Male and people with disabilities.
- CLOSING DATE** : 02 October 2020
- POST 22/246** : **CHIEF PHYSIOTHERAPIST REF NO: G133/2020**
- SALARY** : Grade 1: R466 119 – R517 326 per annum Other Benefits: 13th Cheque/service bonus, medical aid: optional home owners allowance subject to meeting prescribed requirements.
- CENTRE** : Phoenix Assessment and Therapy Centre
- REQUIREMENTS** : Appropriate qualification as a Physiotherapist, registration with the Health Professional Council of South Africa (HPCSA) as a Physiotherapist. Three (3) years' experience as a Physiotherapist. Knowledge, Skills, Training And Competencies Required:-Sound knowledge of Physiotherapy diagnostic & therapeutic procedures, Use and care of equipment, Scope of practice, ethical codes & relevant legislation, Sound knowledge in the management of human resources, financial resources and equipment resources, Clinical reasoning and decision making skills, Ability to work within a multidisciplinary team, Organization, time management, Communication and interpersonal relations, Supervisory and management skills, Skills in management of patients with cerebral palsy/ neurological conditions would be an advantage.

- DUTIES** : Comprehensive assessment of all patients using correct diagnostic and therapeutic techniques, Development of appropriate treatment programmes for patients, Co-ordinate suitable treatment programmes for individuals or groups, Provision of appropriate mobility and seating devices to patients, Recording of clinical findings and discussions in patient files, Practice holistic management of patients by referring to appropriate disciplines, Maintain statistics for clinical and non-clinical tasks, Serve as representative on committees such as IPC, OHS, resuscitation etc. as allocated by supervisor, Participate in Quality Improvement programmes of the physiotherapy department and institution as requested. Involvement in monitoring and evaluation programmes of the physiotherapy department such as clinical and documentation audits, leave and attendance audits, NCS, Ideal Hospital assessments etc, Participate in regular performance management assessments, Participate in staff development activities e.g. CPD, in-service training, case presentations etc, Ensure safety and security of equipment and consumable resources of the department, Co-ordinate the utilisation of human resources in the physiotherapy service, adhere to prescripts of labour relations, develop procurement plans for the equipment, assistive devices and consumable needs, Ensure effective and appropriate use of resources within the physiotherapy service.
- ENQUIRIES** : Mr D Simbeye Tel No: (033) 3952927
Mrs. A Chetty (OT) Tel No: (033) 8973781
Mrs. MR. Khan (SLTA) Tel No: (033) 3273500
Mrs. J. Pather (PT) Tel No: (031) 5021719 EXT. 2070/72
- APPLICATIONS** : All applications should be forwarded to: The Head of Department: KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 OR Hand Delivered to: 330 Langalibalele Street, Natalia Building, Pietermaritzburg. Registry, Minus 1: North Tower.
- FOR ATTENTION NOTE** : Mr A Memela Tel No: (033) 395 2055
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will Not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
- CLOSING DATE** : 02 October 2020
- POST 22/247** : **CHIEF DIETITIAN GRADE 1 REF NO: EMP27/2020 (X1 POST)**
Component: Professionals Aligned To Medical Services (PAMS)
- SALARY** : Grade 1: R466 119 – R517 326 per annum. Other Benefits: 12% In-Hospitable Allowance, 13TH Cheque, home owners (Employee must meet prescribed requirement), medical aid (optional)
- CENTRE REQUIREMENTS** : Empangeni
: Bachelor of Science Degree in Dietetics or equivalent PLUS: Post graduate diploma in Dietetics or have completed a 4 year integrated Degree in Dietetic Plus: Current Registration with Health Profession of South Africa (HPCSA) as a Dietitian. Plus: Completed Community Service year Plus Unendorsed valid Code B drivers Licence (code 8) Plus: Minimum of 3 year's appropriate experience as a Dietitian after registration with the HPCSA. Plus: Three (3) years' experience as a Dietitian. Proof of experience should be attached to the application. (Certificates of service or official letters of service from previous/current employers – stamped and endorsed by Human Resources) Knowledge, Skills, Attributes and Abilities: Sound Clinical Knowledge of human nutrition and appropriate therapeutic nutrition interventions. Broad Understanding and knowledge of a range of therapeutic/nutrition conditions in both adults and paediatric patients, including neurological conditions and

disability. To identify/treat/follow-up and provide education for home care. Sound knowledge of dietetics procedures, practices and equipment. Skills on nutrition assessment and classification, counselling and support of patients with disabilities. Ability to coordinate and implement dietetics services. Demonstrate an understanding of the code of ethics and scope of practice for dietetics. Good interpersonal skills. Demonstrate sound management and reporting skill.

DUTIES

: Manage Nutrition Services to ensure provision of nutrition services to both in and outpatients, and staff in cost effective and appropriate manner within a multidisciplinary team, including patients with disabilities. Develop and monitor implementation of dietetics business plan in line with the organization's priorities. Develop and disseminate evidence based standard operating procedures for the nutrition care and management of patients with disabilities. Provide nutrition technical support to food services in the facilities. Coordinate and conduct training of staff to support implementation of quality nutrition services. Facilitate and conduct nutrition education and promotion activities. Conduct visits to PHC feeder clinics/home visits for identified patients and support institutions in the area to develop appropriate nutrition support services for patients with disabilities. Maintain health information statistics in line with department of health guidelines and policies and provide regular reports. Plan and Manage resources (financial, inventory and human) in line with budget allocations for nutrition services. Ensure that nutrition care records of assessment, treatment and progress are maintained in accordance with HPCSA requirements. Monitor and evaluate the effects of nutrition care interventions on individuals or groups of patients Improve professional competence by regular self-evaluation and application of current research information and methods to nutrition practice in order to optimize nutrition care. Participate and contribute to clinical working groups. Implement quality improvement/assurance measures to maintain high standards of nutrition services. Maintain CPD accreditation as stipulated by HPCSA.

ENQUIRIES

: Dr M Samjowan Tel No: (035) 907 7008

APPLICATIONS

: All applications must be forwarded to: Human Resources Offices at Queen Nandi Regional Hospital Private Bag X20005, Empangeni, 3880. Physical Address: 21 Union Street, Empangeni, 3880.

FOR ATTENTION

: Deputy Director Human Resources Mr SM Ndabandaba Tel No: (035) 9077011

NOTE

: All Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. The Z83 form must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on Z83. A recent, comprehensive CV, specifying all qualifications and experience, with respective date and certified copies of qualifications and ID must be attached. General information: Short-listed candidates must available for interviews at a date and time determine by the KZN Department of Health. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). People with disabilities should feel free to apply. Males are encouraged to apply for this post. Applicants are respectfully informed that, if no notification is received within 3 months after the closing date, they must consider their applications unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T, Resettlement & relocation claims will not be processed.

CLOSING DATE

: 02 October 2020

POST 22/248 : **CLINICAL PROGRAMME CO-ORDINATOR- (MNCW &H) GRADE 1) REF NO: ILE 07/2020 (X1 POST)**
Component: ILE: DIV: MCWH & PMTCT

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

CENTRE : ILembe Health District Office

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

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

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

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

FOR ATTENTION : Human Resource Department

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

promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post 02 October 2020

CLOSING DATE : 02 October 2020

POST 22/249 : **CLINICAL PROGRAMME COORDINATOR GR 1 (QUALITY ASSURANCE) REF NO: MS/14/2020 (X1 POST)**

SALARY : R444 276 per annum. Other benefits plus 13th cheque (Medical Aid (Optional) Home Owner Allowance (Employee must meet prescribed requirements) &12% Rural Allowance

CENTRE REQUIREMENTS : Mseleni Hospital
 : Grade 12 Certificate Diploma/degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse A minimum of seven (7) years appropriate /recognizable experience in Nursing after registration as Professional nurse with the SANC in General Nursing. Current registration with SANC as a Professional Nurse NB Proof of previous and current work experience (Certificate of Service/s) endorsed and stamped by HR must be attached. Knowledge, Skills and Competencies: Demonstrate an in depth understanding of Nursing Legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards. Promote quality of Nursing Care as directed by the professional scope of practice and standards determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices Strong interpersonal communication and presentation skills Knowledge of total quality management (TQM) Knowledge of national quality Provincial Quality Initiatives (Human Right, Batho Pele principles and patients charter).

DUTIES : Work as Multidisciplinary team to ensure good nursing care by the Nursing Team. Perform quality improvement audits and survey monthly and report to senior Management. Monitor and evaluate delivery of quality care at the Hospital and Clinics Ensure implantation of national and provincial initiatives (Patients' Rights Charter, Batho Pele programmes Coordinate quality improvement initiatives at institution. Monitor and evaluate compliance to the national and provincial quality programmes EG norms and standards for the PHC and district hospital package of care Provide advice on various aspects of quality care to the institution Conduct survey to all priority programme e.g CCMT.HCT ECT within the hospital and satellite Clinic. Manage the accreditation programme for Hospital Identify, facilitate and co-Ordinate all QIP's

ENQUIRIES APPLICATIONS NOTE : Ms B.P Mhlongo Tel No: (035) 574 1004
 : should be forwarded to: The Assistant Director HRMP.O Sibhayi 3967
 : Directions To The Candidates: The following documents must be submitted: Application for employment form (Z.83) which is obtainable from any government Department OR from website- www.kznhealth.gov.za Certified copy of highest educational qualifications – not copies of certified copies Curriculum Vitae Certified ID copy The reference number must be indicated in the column provided on the form Z.83 e.g. reference number MS/01/2018 NB: Failure to comply with above instructions with disqualify applicants The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications) Please note that due to the large number of applications anticipated, applicants will not be acknowledge , however , they will be advised of the outcome of their applicants , in due course If notification of an interview is not received within three (3) months after the closing date, candidates my regards their application an unsuccessful. The Department will not be liable where applicants use incorrect /no reference Number (s) on their applications. (This department of an interview is an equal opportunity, affirmative action employer, whose, aim is to promote representatively in all levels of all occupational categories in the Department).

CLOSING DATE : 02 October 2020

POST 22/250 : **CLINICAL NURSE PRACTITIONER (PHC STREAM) REF NO: KDC 04/2020**
 Component: Kwadukuza Clinic

SALARY : Grade 1: R383 226 per annum Plus 8% rural allowance
 Grade 2: R471 333 per annum Plus 8% rural allowance

CENTRE REQUIREMENTS

Benefits 13th Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed conditions)
ILembe Health District Office

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

DUTIES

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

ENQUIRIES

Mrs. R Bhagwandin (Operational Manager: PHC Supervisor) Tel No: (032) 4373600

APPLICATIONS

To be forwarded to: The District Director Human Resources Department, ILembe Health District Office, Private Bag X 10620, KwaDukuza 4450, for attention: Human Resource Section.

NOTE

Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided

on the form Z83 e.g. ILE/01/2019.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post 02 October 2020

CLOSING DATE

POST 22/251

PROFESSIONAL NURSE: SPECIALTY NURSING STREAM –MATERNITY REF NO: PN (SPEC NURS) NEONATAL AND LABOUR WARD /1/2020 (X1 POST)

SALARY

Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other Benefits: 13th cheque, Housing Allowance: employee to meet prescribed requirements. Medical Aid: optional

CENTRE REQUIREMENTS

Inkosi Albert Luthuli Central Hospital
Degree/Diploma in General nursing and 1 year post basic qualification Midwifery and Neonatal Nursing speciality (R212). Registration with SANC as Professional Nurse and Midwife & Neonatal Nursing. Current registration with SANC as General Nurse and Midwife and Neonatal Nursing. A minimum of 4 years appropriate/recognisable post registration experience as a General Nurse. **Grade1:** Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing is required. **Grade 2:** Experience: A minimum of 14 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General nursing is required. At least 10 years of the period referred to above must be appropriate/recognisable experience in the Midwifery and Neonatal Nursing Speciality after obtaining the 1 year post basic qualification in the relevant speciality. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Ability to plan and organise own work and that of support personnel to ensure proper nursing care.

DUTIES

Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by IALCH and relevant prescripts. Implementation of programs that promote maternal and neonatal positive health outcomes. Internal rotation of staff within the relevant speciality will be exercised according to patients need. Night duty will be implemented. Acts as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area.

ENQUIRIES APPLICATIONS

Mrs NO Mkhize Tel No: (031) 240 1063
All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

NOTE

An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the

requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 09 October 2020
- POST 22/252** : **PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY/ADVANCED MIDWIFERY) REF NO: PMMH/PN/OG/02/20 (X2 POSTS)**
- SALARY** : Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
Other Benefits: Home Owner Allowance (conditions apply) 13th Cheque (conditions apply) Medical Aid (Optional) in- hospital Area Allowance (8% of basic salary)
- CENTRE** : Prince Mshiyeni Memorial Hospital
- REQUIREMENTS** : Professional Nurse **Grade 1:** Minimum Appointment Requirements: Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Advanced Midwifery and Neonatal Nursing Science, with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2020) Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Requirements: Professional Nurse **Grade 2:** Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Advanced Midwifery and Neonatal Nursing Science', with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2020) Experience: A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty (i.e. Maternity) after obtaining the 1- year post-basic qualification in the relevant specialty. NB: For experience above the experience set for appointment- one notch for every completed 2 years as at 31 March of the year preceding the date of appointment; minus 1 year for candidates appointed from outside the public service. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit.
- DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.
- ENQUIRIES** : Ms SS Buthelezi Tel No: (031) 9078323

APPLICATIONS : should be posted to The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060.

FOR ATTENTION NOTE : Mrs J Murugan
: NB: Please note that due to financial constraints, there will be no payment of S&T Claims.

CLOSING DATE : 02 October 2020

POST 22/253 : **CLINICAL NURSE PRACTITIONER (GRADE1-2) REF NO: SMKH 10/2020 (X2 POSTS)**

SALARY : Grade1: R383 226 – R444 276.per annum
: Grade2: R471 333 – R579 696 per annum
: Basic, 8% inhospitable allowance of basic salary, 13th cheque, Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements).

CENTRE REQUIREMENTS : St Mary's Kwa-Magwaza District Hospital (Yanguye Clinic)
: **Grade1**, Grade 12/ Senior Certificate. Basic R425 qualification (i.e. Diploma / Degree in General Nursing and Midwifery). Registration certificate with SANC as a Professional Nurse in General Nursing and Midwifery. 1 Year Post Basic Diploma in Clinical Nursing Science, Health assessment, Treatment and Care (PHC). Current registration certificate with SANC in General Nursing and Primary Health Care. Proof of current registration 2019. A minimum of four (4) years appropriate experience after registration as Professional Nurse with the SANC in General Nursing. **Grade2**, A minimum of fourteen (14) years actual service and or appropriate/recognizable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period must be appropriate/recognizable experience in PHC after obtaining the relevant 1 year post basic required for relevant specialty. Proof of previous and current experience endorsed by Human Resource Department (not certificate of service) knowledge and experience of Public Service Policies, Acts and Regulations. Sound management, negotiation, inter-personal and problem solving skills. Good verbal and written communication skills. Knowledge of Labour Relations and disciplinary procedures. Clinical competencies. Knowledge of nursing care delivery approaches .Analytical thinking, decision-making and conflict management skills.

DUTIES : Ensure the provision of nursing care through adequate supervision. Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Deal with grievances and labour relations issues in the terms of laid down policies/procedures. Ensure the supervision and provision of basic patient needs. Promote preventive and promotive health for clients through outreach and OSS. Evaluate and follow up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patient's clinical condition. Attend and participate in doctors' visits. Co-ordinate between hospital and community. Health education of patients, staff and public. Assessing in-service training needs, planning and implementing programs. Assist patients and families to develop a sense of care.

ENQUIRIES APPLICATIONS : Mrs E.T. Sithole Tel No: (035) 450 8203
: All applications should be posted to: The Chief Executive Officer: St Mary's KwaMagwaza Hospital, Private Bag X808, Melmoth, 3835.
: Human Resource Manager

FOR ATTENTION NOTE : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department the contents of this Circular Minute must be brought to the notice of all eligible Officers and employees on your establishment of all institutions. Institutions must notify candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Directions to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website www.kznhealth.gov.za.The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and identity document-not copies of certified copies .The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. SMKH 01/2019. NB: failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance ,credit records, qualification, citizenship and previous experience employment verification).Applicants in possession of a foreign qualification must attach an

evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledge .However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview. NB: Preference will be given to African Male and people with disabilities.

- CLOSING DATE** : 02 October 2020
- POST 22/254** : **CLINICAL NURSE PRACTITIONER (GRADE1-2) REF NO: SMKH 11/2020**
- SALARY** : Grade1 R383 226 – R444 276 per annum
Grade2: R471 333 – R579 696 per annum
Basic, 8% inhospitable allowance of basic salary, 13th cheque, Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements).
St Mary's Kwa-Magwaza District Hospital (Gateway Clinic)
- CENTRE REQUIREMENTS** : Grade1, Grade 12/ Senior Certificate. Basic R425 qualification (i.e. Diploma / Degree in General Nursing and Midwifery). Registration certificate with SANC as a Professional Nurse in General Nursing and Midwifery. 1 Year Post Basic Diploma in Clinical Nursing Science, Health assessment, Treatment and Care (PHC). Current registration certificate with SANC in General Nursing and Primary Health Care. Proof of current registration 2019. A minimum of four (4) years appropriate experience after registration as Professional Nurse with the SANC in General Nursing. Grade2, A minimum of fourteen (14) years actual service and or appropriate/recognizable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period must be appropriate/recognizable experience in PHC after obtaining the relevant 1 year post basic required for relevant specialty. Proof of previous and current experience endorsed by Human Resource Department (not certificate of service) knowledge and experience of Public Service Policies, Acts and Regulations. Sound management, negotiation, inter-personal and problem solving skills. Good verbal and written communication skills. Knowledge of Labour Relations and disciplinary procedures. Clinical competencies. Knowledge of nursing care delivery approaches .Analytical thinking, decision-making and conflict management skills.
- DUTIES** : Ensure the provision of nursing care through adequate supervision. Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Deal with grievances and labour relations issues in the terms of laid down policies/procedures. Ensure the supervision and provision of basic patient needs. Promote preventive and promotive health for clients through outreach and OSS. Evaluate and follow up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patient's clinical condition. Attend and participate in doctors' visits.Co-ordinate between hospital and community. Health education of patients, staff and public. Assessing in-service training needs, planning and implementing programs. Assist patients and families to develop a sense of care.
- ENQUIRIES APPLICATIONS** : Mrs E.T. Sithole Tel No: (035) 450 8203
- FOR ATTENTION NOTE** : All applications should be posted to: The Chief Executive Officer: St Mary's KwaMagwaza Hospital, Private Bag X808, Melmoth, 3835.
Human Resource Manager
This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department the contents of this Circular Minute must be brought to the notice of all eligible Officers and employees on your establishment of all institutions. Institutions must notify candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Directions to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website www.kznhealth.gov.za.The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and identity document-not copies of certified copies .The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. SMKH 01/2019. NB: failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive

outcome obtained from the NIA the following checks (security clearance ,credit records, qualification, citizenship and previous experience employment verification).Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledge .However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview. NB: Preference will be given to African Male and people with disabilities.

- CLOSING DATE** : 02 October 2020
- POST 22/255** : **PROFESSIONAL NURSE SPECIALTY: ADVANCED MIDWIFERY REF NO: SAH 05/2020 (X2 POSTS)**
- SALARY** : Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other Benefits: 13th Cheque, 12% Rural Allowance, Home Owners Allowance (Employee Must Meet Prescribed Requirements), Medical Aid (Optional)
- CENTRE** : ST Andrews Hospital: Maternity Ward
- REQUIREMENTS** : **Grade 1:** Diploma/ Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. Current registration with SANC as a General Nurse and Advanced Midwifery and Neonatal Nursing Science **Grade 2:** Diploma/ Degree in General Nursing and Midwifery Plus 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. At least 10 years of the period mentioned above must be recognizable experience in the relevant specialty. Current registration with SANC as a General Nurse, Midwifery and Advanced Midwifery and Neonatal Nursing Science skills: Knowledge of nursing care and processes and procedures. Knowledge of Public service regulations. Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building and cross cultural awareness. Knowledge of SANC rules and regulations. Knowledge of Batho Pele Principles and patients' rights charter.
- DUTIES** : Must be able to handle obstetric and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients' rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDS as well as student progress reports. Maintain a plan to improve the quality of Nursing and health care in operating theatre. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment.
- ENQUIRIES** : Mrs MR Singh Phone Tel No: (039) 433 1955 EXT 211
- APPLICATIONS** : Should Be Forwarded: The Chief Executice Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : People with disabilities and African Males are encouraged to apply
- CLOSING DATE** : 02 October 2020
- POST 22/256** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: AD/SCM/2020**
- SALARY** : R376 596 per annum

- CENTRE REQUIREMENTS** :
- Addington Hospital: KwaZulu-Natal
- Degree/National Diploma in one of the following: - Public Management, Supply Chain Management, or Financial Management .Three (3) to five (5) years supervisory experience in Supply Chain Management Environment. Computer Literacy. Ms Office Software Application. Endorsed valid Code B (Code 08) driver's license. Proof of current and previous work experience endorsed and stamped by Human Resource (Certificate of Service must be attached). Knowledge, Skills Training and Competencies Required: Knowledge of Public Service, Acts, Policies and Regulation. Sound knowledge and understanding of Policies, procedures governing supply chain management in the public service sector. Expert knowledge of the legislation and policy imperatives informing the area of operation. Strong Interpersonal, communication and presentation skills. Ability to make independent decisions. Very high levels of accuracy and extensive analytical skill. Good planning and organization ability. Effective Communication, Negotiation and Influencing skills. Coaching and Developing people skills-Ensure that staffs are trained.
- DUTIES** :
- Effectively supervise and control all activities of SCM services within the hospital in order to ensure compliance with the policies and regulations. The SCM department comprises of 4 sections, i.e. Demand, Acquisition, Logistic and Asset and Disposal. Ensure that acquisition of goods, services, quotations, tenders and adjudication activities are in accordance with the Hospital Annual Procurement Plan. Prepare and analyze monthly reports related to Supply Chain Management. Develop and update SCM policies and procedure. Ensure effective and efficient utilization of resources allocated to the unit as well as staff development. Implement control measure of stock that are leaving/entering the SCM. The Assistant Director: SCM is responsible for drawing up the Procurement Plan in conjunction with the Finance Manager. Identify SCM risks and implement appropriate mitigation mechanism within the Institution. Provide advices in respect of SCM aspects. Manage all Assets and Disposals within the Hospital.
- ENQUIRIES APPLICATIONS** :
- Dr M Ndlangisa Tel No: (031) 327 2970
- All applications should be forwarded to: Attention: The Human Resource Department, Addington Hospital, P O Box 977, Durban, 4000 OR dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban.
- NOTE** :
- Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will **Not** be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S &T and settlement claims will be considered for payment to candidates that are invited for the interview.
- CLOSING DATE** :
- 02 October 2020
- POST 22/257** :
- DIAGNOSTIC RADIOGRAPHER (GRADE1, 2, 3) REF NO: SMKX 12/2020 (X1 POST)**
- SALARY** :
- Grade1: R317 976 – R361 872 per annum
Grade2: R372 810 – R426 291 per annum
Grade3: R439 164 – R532 959 per annum
Basic salary, 8% inhospitable allowance of basic salary, 13th cheque, Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements).
- CENTRE REQUIREMENTS** :
- St Mary's Kwa-Magwaza District Hospital (Radiology)
- Grade 12/ Senior Certificate. National Diploma/Degree in Diagnostic Radiography. Certified copy of original registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Certified copy

of current registration with HPCSA as Diagnostic Radiographer (Independent Practice). Proof of previous and current experience endorsed by Human Resource Department (not certificate of service). **Grade1:** No experience needed after registration with the HPCSA in relevant profession in respect of qualified employees who performed community service, as required in South Africa. One experience after registration with HPOCSA in relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade2:** A minimum of 10 years' experience after registration with the HPCSA in the relevant profession in respect of RSA qualified employees who performed community service as required in RSA. A minimum of 11 years' experience after registration with HPCSA in relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service as required in RSA. **Grade 3:** A minimum of 20 years' experience after registration with the HPCSA in the relevant profession in respect of RSA qualified employees who performed community service as required in RSA. A minimum of 21 years' experience after registration with HPCSA in relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service as required in RSA. Knowledge, Skills and experience. Sound knowledge of diagnostic radiography procedures and equipment including CT and PACS /RIS applications. Good communication, interpersonal relations and problem solving skills. Knowledge of radiation control regulations and safety measures. Ability to perform and record quality assurance tests as stipulated by the Radiation Control Directorate .Computer Literacy.

DUTIES

: Provision of high quality diagnostic radiography services observing safe radiation protection standards. Execute all clinical procedures completely to prevent complications. Provide a 24 hours diagnostic radiography service. Promote good health practices and ensure optimal patient care. Participate in Quality Assurance and Quality Improvement programs, in service training and National Core Standards. Promote Batho Pele principles in the execution of duties for effective service delivery. Perform reception and clerical duties when necessary. Participate in departmental policies and procedure development. Participate in monthly departmental meetings. Submit NSI'S for all necessary equipment. Supervision of junior radiography staff and community service radiographers. Perform EPMDS of junior staff. Conduct continuing professional development. Maintain a professional development. Maintain a professional attitude towards patients, colleagues and the Radiography profession. Inspect and utilise equipment professionally to ensure that it complies with safety standards and ensure health and safety rules and regulations are adhered to.

ENQUIRIES

: Dr O.I. Ogunwale Tel No: (035) 450 8291

APPLICATIONS

: All applications should be posted to: The Chief Executive Officer: St Mary's KwaMagwaza Hospital, Private Bag X808, Melmoth, 3835.

FOR ATTENTION

: Human Resource Manager

NOTE

: This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department the contents of this Circular Minute must be brought to the notice of all eligible Officers and employees on your establishment of all institutions. Institutions must notify candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Directions to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website www.kznhealth.gov.za.The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and identity document-not copies of certified copies .The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. SMKH 01/2019. NB: failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance ,credit records, qualification, citizenship and previous experience employment verification).Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledge .However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims

will be considered for payment to the candidates that are invited for an interview. NB: Preference will be given to African Male and people with disabilities.

- CLOSING DATE** : 02 October 2020
- POST 22/258** : **PHYSIOTHERAPY TECHNICIANS REF NO: G134/2020**
- SALARY** : Grade 1: R210 567 – R240 762 per annum
Grade 2: R248 034 – R301 005 per annum
Other Benefits: 13th Cheque/service bonus, medical aid: optional home owners allowance subject to meeting prescribed requirements.
- CENTRE REQUIREMENTS** : Queen Nandi Regional Hospital
: **Grade 1:** No experience required. **Grade 2** A minimum of 10 years relevant experience. Appropriate qualification as a Physiotherapy Technician, registration with the Health Professional Council of South Africa (HPCSA) as a Physiotherapy Technician. Knowledge & Skills, Training And Competencies Required:-Basic knowledge of Physiotherapy diagnostic & therapeutic procedures, Good knowledge on use and care of equipment, Knowledge on scope of practice, ethical codes & relevant legislation, Ability to work within a multidisciplinary team, Good organisation and time management skills, Excellent communication and interpersonal skills. Good teaching and training skills, Skills in management of patients with cerebral palsy /neurological conditions would be an advantage.
- DUTIES** : Conduct basic assessments and carry out treatment in consultation with registered physiotherapists and per scope of practice, Assist physiotherapists with patient treatment sessions, Follow clinical/treatment protocols in a professional manner, Train and educate patients on use of assistive devices, Inform physiotherapist about patient progress, To document treatment carried out. Participate in health promotion activities through education of individuals and the community. Assist with the relevant clinics. Prepare treatment areas and physiotherapy equipment. Compile daily and monthly statistics. Attend monthly staff meetings. Serve as representative on committees such as IPC, OHS, resuscitation etc. as allocated by supervisor. Participate in quality assurance audits. Attend and present topics for continued education sessions. Participate in staff development activities. Participate in CPD activities.
- ENQUIRIES** : Mr D Simbeye Tel No: (033) – 3952927
Mrs. A Chetty (OT) Tel No: 033 – 8973781
Mrs. MR. Khan (SLTA) Tel No: (033) 3273500
Mrs. J. Pather (PT) Tel No: (031) 5021719 EXT. 2070/72
- APPLICATIONS** : All applications should be forwarded to: The Head of Department: KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 OR Hand Delivered to: 330 Langalibalele Street, Natalia Building, Pietermaritzburg. Registry, Minus 1: North Tower.
- FOR ATTENTION NOTE** : Mr A Memela Tel No: (033) 395 2055
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
- CLOSING DATE** : 02 October 2020
- POST 22/259** : **OCCUPATIONAL THERAPY TECHNICIANS REF NO: G135/2020**
- SALARY** : Grade 1: R210 567 – R240 762 per annum
Grade 2: R248 034 – R301 005 per annum

- Other Benefits: 13th Cheque/service bonus, medical aid: optional home owners allowance subject to meeting prescribed requirements.
- CENTRE REQUIREMENTS** : KZN Children Assessment Centre
- : **Grade 1** No experience required **Grade 2:** A minimum of 10 years relevant experience Appropriate qualification as an Occupational Therapy Technician, registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapy Technician. Knowledge & Skills, Training and Competencies Required: Sound knowledge and skill in treatment protocols, including paediatrics. Skill and knowledge in the use of OT equipment and assistive devices. Knowledge of departmental administrative tasks, Knowledge of ethical code and scope of practice. Ability to problem solve, and apply analytical processes to patient care, Supervisory skill for junior staff. Good interpersonal skills and ability to work with a multidisciplinary team.
- DUTIES** : To provide effective occupational therapy services as defined within the scope. To follow prepared protocols and make adaptations as needed, Receive and implement referrals/ treatment plans from OT. To manufacture, and issue assistive devices including seating, Provide caregiver training with assistive devices and management of patient, Provide outreach services – screening and treatment of patients, Conduct community visits as referred by the OT. Conduct groups and other related initiatives as directed by OT, Provide input and guidance to OT on protocols, guidelines, etc, Effective administrative work related to patient care: report back, statistics, screenings, copying, filing, referrals, meetings, case studies, etc, Ensure continued professional development in line with mandate of facility, Participate in all quality improvement initiatives (audits, projects, etc.), Monitor, service and safe guard OT equipment. Ensure good interpersonal relations with patients, MDT and other stakeholders, To support supervisor in all clinical and administrative tasks within the service, To participate in all planned activities within the department.
- ENQUIRIES** : Mr D Simbeye Tel No: (033) 3952927
Mrs. A Chetty (OT) Tel No: (033) 8973781
Mrs. MR. Khan (SLTA) Tel No: (033) 3273500
Mrs. J. Pather (PT) Tel No: (031) 5021719 EXT. 2070/72
- APPLICATIONS** : All applications should be forwarded to: The Head of Department: KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 OR Hand Delivered to: 330 Langalibalele Street, Natalia Building, Pietermaritzburg. Registry, Minus 1: North Tower.
- FOR ATTENTION NOTE** : Mr A Memela Tel No: (033) 395 2055
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
- CLOSING DATE** : 02 October 2020

DEPARTMENT OF TRANSPORT

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

- APPLICATIONS** : Forward your application, quoting the relevant reference number to: Recruitment & Selection Section, Human Resource Practices Directorate, Private Bag X 9043, Pietermaritzburg, 3200 or e-mail to Applications.DOT@Kzntransport.gov.za (quoting the relevant reference and name of position in the subject line) Applications may alternatively be hand-delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg.
- FOR ATTENTION** : Mr C McDougall

CLOSING DATE : 02 October 2020 (at 16h00). Applications received after the closing date and time will not be considered.

NOTE : Applications must be submitted on the prescribed application form Z83 obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za (which must be originally signed and dated) and must be accompanied by a detailed CV and copies of required educational qualifications (including Senior Certificate where the requirement is a tertiary qualification) (including academic record / statement of results) set out in the advertisement (certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the graduation, will be accepted), copies of identity document as well as valid driver's licence (where a driver's licence is a requirement). Kindly note that certified documents are not required with your application. Shortlisted candidates will however be required to provide certified copies of required documents on the date of the interviews. Applicants must provide proof of supervisory or management experience (where it is a requirement) and certified copies of acting appointment letters for occupying acting positions. Curriculum Vitae (CV) dates of starting and leaving employment must be given as DD/MM/YY. Applications lacking evidence of relevant experience will not be considered. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the documentation must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof of such evaluation to their application. Under no circumstances will faxed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications and should you not receive an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill this post(s). NB: It is the intention of this Department to consider equity targets when filling this position. The Successful candidate will be required to enter into a Performance Agreement. Shortlisted candidates may be required to undergo a competency test.

OTHER POST

POST 22/260 : **DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT SERVICES (PUBLIC & FREIGHT TRANSPORT REF NO: P 04/2020)**

SALARY : R733 257 per annum (all inclusive remuneration package)
CENTRE : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
REQUIREMENTS : An appropriate recognized Bachelor's Degree/National Diploma in Public Management (NQF level 6); plus A minimum of 3 years' junior management in public sector; plus Possession of a valid driver's licence (minimum Code B)
Knowledge, Skills, Training and Competencies Required: Knowledge of Public Service Act and Public Service Regulations Knowledge of Service Delivery Framework Knowledge of Project Management Principles Knowledge of Skills Development Act Knowledge of Higher Education and Training Act and Further

Education and Training Act Knowledge of National Skills Development Strategy Knowledge of National and Provincial Practice Notes Knowledge of National Development Plan Knowledge of Labour Relations Act Knowledge of Provincial Growth and Development Plan Knowledge of Occupational Health and Safety Act Knowledge of Intergovernmental Matters Knowledge of Promotion of Equity and Prevention of Unfair Discrimination Knowledge of Legislative Mandates Knowledge of Management of Information Systems Strategic planning and organizational skills Report writing, analytical and computer skills Problem solving, decision making and risk management skills Driving and communication (written and verbal) skills People management and leadership skills Ability to work under pressure Time management, language and listening skills Presentation and interpersonal relations skills The ideal candidate should be proactive, have commitment, honesty and integrity He/she should also be innovative, reliable, be receptive to ideas and suggestions, be punctual and professional. Knowledge and/or experience in public transport will serve as an added advantage to the requirements of this post.

DUTIES

: Provide support with the preparation and consolidation of the chief directorate business plans, operational plan, procurement plan, etc Administer general personnel and financial administration matters Administer, prepare and control the budget of the chief directorate Manage stakeholders and the office of the Deputy Director-General Develop policies and strategies aimed at improving service delivery Manage resources of the Sub-directorate.

ENQUIRIES

: Mr S Thwala Tel No: (033) 355 8853

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF TRANSPORT AND COMMUNITY SAFETY**

The Department of Transport and Community Safety is an equal opportunity, affirmative action employer with clear employment equity targets. Women and people with disabilities are encouraged to apply.

- APPLICATIONS** : quoting the relevant reference, should be forwarded as follows: to The Head of Department, Department of Transport and Community Safety, Private Bag X 9491, Polokwane, 0700 OR Handed in at Phamoko Building, Second 2nd Floor, Office No. 45 at 40 Church Street, Polokwane, 0699. Applications which are faxed or e-mailed will not be considered.
- CLOSING DATE** : 02 October 2020 at 16h00
- NOTE** : Applications should be submitted on the prescribed Form Z83 (Obtainable from any Public Service Department or on the Internet at www.gov.za/documents), which must be completed in full, originally signed, with reference number indicated and dated by the applicant. Application should be accompanied by a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates) as well as certified copies of all qualifications, ID document and where it is a requirement, a certified copy of the driver's license must be attached. Please note: All copies attached must be certified a true copy of the original and not older than six months. The employer reserves the right not to fill the posts. Failure to submit the requested documents will result in your application not being considered. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. Full details may be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application, contact the Helpline: 0861 370 202. The DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and minimum requirement for appointment at SMS level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicant should therefore have a proof that they have registered for the Pre-entry certificate and have completed the course before the interview. The cost of the pre-entry certificate is for the candidate's expense. To access the pre-certificate course, please visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> All shortlisted candidates for SMS posts will be subjected to Technical exercise that intends to test relevant technical element of the Job and all recommended candidate will attend a competency assessment that intend to test generic managerial skills. The successful candidates must be willing to sign an oath of secrecy with the Department and also be expected to sign performance agreement. Suitable candidates will be subjected to a personnel suitability check (i.e. verification of educational qualifications, previous work experience, citizenship, reference checks, criminal record check, verification of financial/assets record check and security vetting). Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make any appointment(s) to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. Applications received after the closing date whether posted or hand-submitted will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage. 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 seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA) No.3 of 2000.

MANAGEMENT ECHELON

- POST 22/261** : **CHIEF FINANCIAL OFFICER REF NO: LDTCS 002 /2020**
Re-advert and those who have applied previously are encourage to apply.
- SALARY** : R1 251 183 per annum (Level 14) (All-inclusive remuneration package). The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion in terms of applicable rules. (Kindly take note that this is a re-advertisement and those who have applied previously are encourage to apply).
- CENTRE REQUIREMENTS** : Head Office (Polokwane)
: Qualifications: An undergraduate qualification (NQF level 7) or equivalent as recognised by SAQA. An undergraduate qualification in finance and accounting will be an added advantage. 5 years of experience at a senior managerial level. Valid driver's licence (attach copy). Competencies: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation, Policy formulation and Analytic thinking.
- DUTIES** : Establish and maintain appropriate systems (analytical tools, information systems and models or projections of cost behaviour and policies) to ensure effective and efficient management of resources. Oversee effective integrated financial services and supply chain management systems within the Department in accordance with the PFMA. Provide strategic support and guidance to the Accounting Officer and Programme Managers. Oversee and lead the provision of logistics and facilities in ensuring the optimal utilization of fixed and movable assets. Facilitate the implementation of national norms and standards where applicable. Liaise with the relevant role – players in the financial environment regarding transversal financial matters. Ensure effective and efficient financial management/administration by collaborating in the development of training programmes by providing direct training in financial matters to officials of the Department.
- ENQUIRIES** : Ms. N F Mpe Tel No: (015) 294 8401 or Ms RJ Phihlela Tel No: (015) 295 1166 or Ms. Y Amika Tel No: 015 295 1209
- POST 22/262** : **DIRECTOR: FINANCIAL ACCOUNTING REF NO: LDTCS 003 /2020**
- SALARY** : R1 057 326 per annum (Level 13) (All-inclusive remuneration package). The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.
- CENTRE REQUIREMENTS** : Head Office (Polokwane)
: Qualifications: An undergraduate qualification NQF level 7 OR equivalent Qualifications as recognized by SAQA. An undergraduate qualification in Financial Accounting will be an added advantage. 5 - 10 years of experience at a Deputy Director (Financial Management). Valid driver's license (attach copy) Competencies: Strategic Capability and Leadership. People Management and Empowerment. Project Management. Financial Management. Change Management. Computer Literacy. Knowledge Management. Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Public Service Knowledge. Negotiation. Knowledge of relevant Acts. Policies and Prescripts. Thorough knowledge of PFMA and Treasury regulations. Thorough knowledge of Public Service. Policies, Procedures, and Analytic thinking.
- DUTIES** : Provide leadership and strategic direction in the Directorate. Manage departmental revenue and Debt. Manage administration of salaries. Manage accounts. Manage the component's resources against its strategic objectives.
- ENQUIRIES** : Ms. N F Mpe Tel No: (015) 294 8401 or Ms RJ Phihlela Tel No: (015) 295 1166 or Ms. Y Amika Tel No: 015 295 1209
- POST 22/263** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: LDTCS 004 /2020**
- SALARY** : R1 057 326 per annum (Level 13) (All-inclusive remuneration package). The inclusive remuneration package consists of a basic salary, the State's

**CENTRE
REQUIREMENTS**

contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.

: Head Office (Polokwane)
: An undergraduate qualification NQF level 7 OR equivalent Qualifications as recognized by SAQA. An undergraduate qualification in Supply Chain Management will be an added advantage. 5 - 10 years of experience at a Deputy Director (Financial Management/Supply Chain Management). Valid driver's license (attach copy). Competencies: Strategic Capability and Leadership. People Management and Empowerment. Project Management. Financial Management. Change Management. Computer Literacy. Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. Public Service Knowledge. Negotiation. Knowledge of relevant Acts, Policies and Prescripts. Thorough knowledge of PFMA and Treasury regulations. Thorough knowledge of Public Service Policies. Understanding supply chain management principles. Procedures and Analytic skills.

DUTIES

: Provide leadership and strategic direction in the Directorate. Manage demand and acquisition services. Manage stores, purchases and vendor performance. Coordinate management of contracts. Manage the component's resources against its strategic objectives.

ENQUIRIES

: Ms. N F Mpe Tel No: (015) 294 8401 or Ms RJ Phihlela Tel No: (015) 295 1166 or Ms. Y Amika Tel No: (015) 295 1209

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

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

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

OTHER POSTS

POST 22/264 : **DEPUTY DIRECTOR: FINANCIAL MANAGER**
Groote Schuur Hospital

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

CENTRE : Groote Schuur Hospital

REQUIREMENTS : Minimum educational qualification: A 3-year National Diploma/Degree in Information Management or Public Administration/management NQF level 6/7. Experience: Extensive experience in Information Management, Patient Fees and Admin with extensive experience in a supervisory capacity. Inherent requirements of the job: Valid driver's license (Code B/EB) and willingness to travel. Competencies (knowledge/skills): Problem solving, lateral thinking and data analytic skills. Good communication, training, presentation, interpersonal relationships, exceptional leadership and conflict resolution skills. Advanced computer proficiency with extensive knowledge of cost centre management and source systems such as AR BILLING, CLINICOM, BAS, SYSPRO, JAC, HECTIS etc. Extensive knowledge and understanding of the healthcare environment and the relevant legislation and regulations within Information Management, Patient Fees and Admin.

DUTIES : (key result areas/outputs): Effectively and efficiently provide leadership and manage in the Information Management, Patient Fees and Admin sections in the Finance Directorate, to achieve its goals, objectives and targets by providing interpretation, application and ensure compliance to all policies, regulations, prescripts and instructions. Utilize available technology to meet the requirements of every changing healthcare environment. Monitor that the patient administration and billing systems are utilized correctly and implement strategies to reach collections targets and to ensure audit compliance. Liaise with auditors (external and internal) and deal with audit queries. Must adhere to the requirements of the different levels of reporting i.e. Provincial and National levels. Manage the performance, training and development of staff in the Information Management, Patient Fees and admin department. Manage the production of relevant, timeous and accurate operational reports.

ENQUIRIES : Ms A Bezuidenhout Tel No: (021) 404-3248

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

NOTE : A competency test may form part of the selection process. No payment of any kind is required when applying for this post.

CLOSING DATE : 02 October 2020

POST 22/265 : **FACILITY MANAGER (PRIMARY HEALTH CARE)**
Chief Directorate: Metro Health Services

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

CENTRE : District Six Community Day Centre

REQUIREMENTS : Minimum educational qualification: Appropriate Health Degree or Health Related National Diploma. Experience: Appropriate experience in a managerial position in an NGO, Private Organisation or the state sector. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer Literacy. Prove leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation.

DUTIES : General and operational management of a Community Health Centre and related services in the drainage area and implementation of the prescribed package of services. Strategic, operational planning, implementation of operational plans and quality assurance programmes. Sound Financial, Supply Chain and People Management. Plan and co-ordinate the provision of support service systems that will enhance the quality of care. Ensure a high level of client satisfaction through the effective planning and implementation of local centre operations and good communications with clients and communities served. Information and data management. Community engagement.

ENQUIRIES : Ms L Appolis Tel No: (021) 202-0933/885

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

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

CLOSING DATE : 02 October 2020

POST 22/266 : **ASSISTANT MANAGER NURSING (SPECIALTY UNIT: OPERATING THEATRE)**

SALARY : R614 991 (PNB4) per annum

CENTRE : Groote Schuur 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 Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Registration with SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. In-depth knowledge and understanding of nursing legislation, related legal and ethical practices and guidelines, relevant public sector legislation, People Management and Finance policies and procedures. Excellent problem solving, conflict resolution and leadership skills. Ability to work independently and under pressure.

DUTIES : Provide innovative leadership in the allocated area (Operating Theatre and Recovery Room) to realise the strategic goals and objectives of the Nursing Division. Coordinate the provision of person-centered care by setting standards, as well as involvement in policy and guideline development. Monitor the standard of nursing care, as well as guidance and participation in improvement projects with regards to quality of care. Effective management of human and financial resources. Coordinate the provision of effective training and research to ensure professional growth and adhere to ethical standards.

ENQUIRIES : Mr A Mohamed Tel No: (021) 404-2071

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

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidate may be expected to undergo a practical computer test.

CLOSING DATE : 02 October 2020

POST 22/267 : **OPERATIONAL MANAGER NURSING (SPECIALTY UNIT: OBSTETRICS)**
Rural Health Services

SALARY : R562 800 per annum

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the South African Nursing Council (SANC) in Advanced Midwifery and Neonatology nursing science. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Proof of annual registration with SANC.

Experience: A minimum of 9 years appropriate/recognizable experience after registration with the SANC as Professional Nurse in General Nursing. At least 5 years of the above-mentioned period must be appropriate and recognizable experience after obtaining the post basic qualification. Inherent requirement of the job: Ability to work shifts, weekends and public holidays and overtime when required by supervisor. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Ability to manage own work and that of the units reporting to the post with good auditing skills. Demonstrate in-depth knowledge of nursing and public service legislation and human resource and financial policies. Computer literacy (Microsoft Office). Proficiency in at least two of the three official languages of the Western Cape.

DUTIES : Supervise and ensure the provision of effective and efficient patient care through the identification of nursing care needs, the planning & implementation of nursing care and the guidance of nursing & other personnel. Manage human, material and physical resources efficiently and effectively. Maintain professional growth/ethical standards and development of self and others. Display of core values of the Department of Health WCG in the execution of duties.

ENQUIRIES : Ms D Williams / Ms J Ehlers Tel No: (044) 802-4537
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : Shortlisted candidates may be subjected to a practical and/or competency test. No payment of any kind is required when applying for this post.

CLOSING DATE : 02 October 2020

POST 22/268 : **OPERATIONAL MANAGER NURSING: PRIMARY HEALTH CARE (X2 POSTS)**
 Chief Directorate: Metro Health Services

SALARY : R562 800 (PN-B3) per annum
CENTRE : Goodwood CDC (X1 Post)
 Ravensmead CDC (X1 Post)

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 Professional Nurse and Midwife. 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 (48). Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the specific speciality. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Ability to function independently in a multidisciplinary team and the ability to direct the team to ensure good nursing care. Computer literacy (MS Office). Good interpersonal and leadership skills. In-depth knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Human Resources and Financial guidelines and protocols. Strong sense of responsibility.

DUTIES : Community Participation. Control over infrastructure, maintenance and security. Effective communication on all levels of service delivery. Effective integrated execution and management of all clinical programmes (i.e. Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI). Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, Human Resources (supervision of staff, development and performance management), Finance and Supply Chain Management to ensure effective budgeting and control. Liaise with relevant stakeholders including Facility Committees.

ENQUIRIES : Mr AE Patientia Tel No: (021) 815-8894
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 02 October 2020

POST 22/269 : **ASSISTANT DIRECTOR: CLINICAL TECHNOLOGY: GRADE 1 (PERFUSION)**

SALARY : Grade 1: R517 326 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council (HPCSA) as a Clinical Technologist: Cardiovascular Perfusionist (Independent Practice). Registration with a professional council: Registration with the Health Professions Council of South Africa as a Clinical Technologist: Cardiovascular Perfusionist (Independent Practice). Experience: A minimum of 3 years appropriate experience after registration with the HPCSA as a Clinical Technologist: Cardiovascular Perfusionist (Independent Practice). Inherent requirement of the job: After- hours service is compulsory. Competencies (knowledge/skills): Knowledge in all aspects of Cardiothoracic procedures. Skilled in all aspects of Cardiothoracic perfusion. Knowledge of Supply Chain and Financial regulations in the acquisition of equipment and consumables. Skills to purchase new equipment and consumables. Good computer skills in MS Word and Excel. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work without supervision and work within a group with all levels of staff. Must be able to lead and manage the cardiovascular perfusion team. Must be able to work under pressure. Understanding of procurement process. Capable of maintaining confidentiality. Training. Paediatric cardiopulmonary bypass.

DUTIES : Optimal patient care. Operation of heart/lung machine during cardiac surgery in adult and paediatric patients. Equipment Resource Management. Human Resource Management. Troubleshooting of equipment. Maintenance of equipment. Training. Research.

ENQUIRIES : Dr K Maart Tel No: (021) 938-4141

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

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

CLOSING DATE : 02 October 2020

POST 22/270 : **CHIEF CLINICAL TECHNOLOGIST: GRADE 1 (PERFUSION)**

SALARY : Grade 1: R466 119 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council (HPCSA) as a Clinical Technologist: Cardiovascular Perfusionist (Independent Practice). Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist: Cardiovascular Perfusionist (Independent Practice). Experience: A minimum of 3 years appropriate experience after registration with the HPCSA in the relevant profession. Inherent requirement of the job: After- hour's service is compulsory. Competencies (knowledge/skills): Knowledge in all aspects of cardiothoracic procedures. Skilled in all aspects of cardiothoracic perfusion. Knowledge of Supply Chain and Financial regulations in the acquisition of equipment and consumables. Skills to purchase new equipment and consumables. Good computer skills in MS Word and Excel. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work with and without supervision and work within a group with all levels of staff. Must be able to manage the cardiovascular perfusion. Must be able to work under pressure. Understanding of procurement process. Capable of maintaining confidentiality. Training. Paediatric cardiopulmonary bypass.

DUTIES : Training of students. Optimal patient care. Equipment Resource Management. Human Resource Management. Troubleshooting of equipment. Maintenance of equipment. Training. Research. Adult and Paediatric cardiopulmonary bypass.

ENQUIRIES : Dr K Maart Tel No: (021) 938-4141

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

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

CLOSING DATE : 02 October 2020

<u>POST 22/271</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R444 276 per annum
<u>CENTRE</u>	:	Cape Town Reproductive 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 a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy. Prove leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation. Health sector experience. Exposure to managerial functions in Primary Health Care Facilities and use of clinical equipment. In-depth knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Human Resources; Financial guidelines, protocols and control of budget levels. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Office).
<u>DUTIES</u>	:	Operational management of a CDC (Leadership, internal and external governance). Integrated services delivery in rendering comprehensive health. Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, People Management (supervision of staff, development and performance management), Finance and Supply Chain Management. Quality management. Infrastructure, maintenance and facilities management.
<u>ENQUIRIES</u>	:	Ms LM Appolis Tel No: (021) 202-0933/885
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	02 October 2020
<u>POST 22/272</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R444 276 per annum
<u>CENTRE</u>	:	Metro TB Hospital Complex
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (diploma/degree) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the South African Nursing Council (SANC) as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours and weekend cover for nursing. Deputising for the Assistant Manager, Nursing. Work night-duty on a planned schedule to relieve Night Nursing Manager. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of labour relations and disciplinary code and procedures. Knowledge and insight of relevant legislation and policy related to nursing within the Public Service. Knowledge of the Public Finance Management Act & departmental policies. Knowledge of the Nursing information Management Systems (NIMS). Basic computer literacy.
<u>DUTIES</u>	:	Coordinate, implement and monitor the strategic objectives of the Nursing department, facility and Department of Health. Supervise, plan and coordinate the provision of an effective and holistic nursing care service within the legal and professional framework. Ensure effective People Management and People Development within the Department including staff performance and disciplinary processes. Ensure effective management and utilisation of human, financial and physical resources to ensure optimal functioning in the unit, in accordance to all relevant directives and legislation. Initiate and participate in training, development and research within the nursing department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations within the department. Deliver an

effective support service to the Nursing Management and the Institution. Promote infection, prevention and control, quality assurance and occupational health & safety.

ENQUIRIES : Ms LT Beukes Tel No: (021) 508-7406
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 02 October 2020

POST 22/273 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
Prince-Albert Clinic and Klaarstroom Mobile

SALARY : Grade 1: R383 226 (PN-B1) per annum
Grade 2: R471 333 (PN-B2) per annum
(Plus a non-pensionable rural allowance of 12% of basic annual salary)

CENTRE : Central Karoo District
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (48). Registration with a professional council: Registration with SANC as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: A valid driver's license (Code B/EB) and willing to drive Mobile Clinic. Willingness to work overtime when necessary. Competencies (knowledge/skills): Communication skills in at least two of the three official languages of the Western Cape. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook.

DUTIES : Collect, verify and submit accurate statistics timeously. Manage and provide clinical comprehensive PHC service. Support the school health nurse with logistical arrangements. Assist with Wellness programmes in the district and ad-hoc at PHC facilities. Plan and implement Health Promotion and Prevention activities. Link with the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding farming communities. Manage human resources.

ENQUIRIES : Mr WJ Erasmus Tel No: (023) 414-8200
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 02 October 2020

POST 22/274 : **ASSISTANT DIRECTOR: HEALTH SUPPORT (EMS INSPECTORATE)**
Directorate: Inspectorate (Professional Support Services)

SALARY : R376 596 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate three-year Health-Related National Diploma/Degree that is registrable with the Health Professions Council of South Africa (HPCSA). Experience: Appropriate experience in an emergency medical service environment and appropriate exposure to the management of an emergency medical service. Inherent requirements of the job A valid (Code B/EB) driver's license. Willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Insight into Ambulance Service and Health Care legislation. An understanding of clinical activities, needs, norms and standards across all types of ambulance/emergency medical services. Excellent people, technical, conceptual and decision-making skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental institutions. Working knowledge of legislation and guidelines relevant to ambulance services and infrastructure design i.e. Ambulance Act 3 of 2010,

PN 180, Emergency Services Regulations, Office of Health Standards of Compliance. Demonstrable computer literacy (Microsoft Word, Excel, PowerPoint, Outlook etc.), excellent report writing and presentation skills. Ability to think critically and analytically, function independently and within a team context, possess strong leadership qualities as well as being confident, self-motivated and shows initiative. Sound interpersonal, supervisory, communication and conflict management skills. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of budgeting processes, financial management, the levying and collection of fees in terms of applicable legislation.

DUTIES : Conduct ambulance service inspections and formulate resultant decisions in line with Western Cape (Municipal, Provincial – Ambulance Act 3 of 2010, PN 180) and National legislation. Effective and efficient communication with all stakeholders and advise ambulance services on technical, clinical and operational aspects relating to corrective steps where services do not conform to governing legislation. Offer support to the licensing process of Ambulance Services in the Province, under the direction of the Deputy Director: Licensing and Inspectorate. Supervise support staff and assist with the management duties of the division.

ENQUIRIES : Ms K Jacobs Tel No: (021) 483-3303
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

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

CLOSING DATE : 02 October 2020

POST 22/275 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT**

SALARY : R376 596 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Supply Chain Management or Public Administration/management NQF level 6/7. Experience: Appropriate experience in asset management and in a supervisory capacity. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Ability to work under pressure. Computer literacy, with superior knowledge of Asset Management computer system Syspro as well as MS Excel, word, power point and pivot tables. Superior knowledge and understanding of relevant Assets Management legislation and regulations.

DUTIES : Effectively and efficiently provide leadership and manage the Asset Management Section in the SCM Department to achieve its goals, objectives and targets by providing interpretation, application and ensure compliance of Asset Management policies, regulations, prescripts and instructions. Manage the Assets (major and minor) and related processes of the hospital in respect of: Annual asset planning and asset count, monthly assets and financial statement reconciliations, variance analysis and implementing corrective action and liaise with various role-players and stakeholders on different levels to ensure effective Asset Management. Real time capturing of acquisitions, transfers, re-evaluations, disposals, bar-coding, movements, reports and update of Asset Register. Liaise with auditors (external and internal) and deal with audit queries. Manage the performance, training and development of staff in the Asset Management Unit.

ENQUIRIES : Ms A Bezuidenhout Tel No: (021) 404-3248
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

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

CLOSING DATE : 02 October 2020

POST 22/276 : **DIAGNOSIS RELATED GROUPS COSTING SPECIALIST**
 Emergency and Clinical Support Services

SALARY : R316 791 per annum
CENTRE : Directorate: Clinical and Coding
REQUIREMENTS : Minimum educational qualification: A health related three-year National Diploma or Degree registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Experience: Appropriate organisational knowledge and experience level of clinical coding, DRGs, UPFS and/or Activity Based Costing in South Africa. Inherent

requirement of the job: Valid unendorsed (Code B/EB) driver's licence. Willingness to travel on a regular basis away from work place to visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Ability to interpret and apply financial policies, procedures and prescriptions, ability to work independently and within a team and able to liaise at a high level. Advanced computer literacy in Microsoft Office applications (MS Word, Excel, Access, PowerPoint and Outlook). Excellent people, technical and conceptual skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental Institutions. Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape.

- DUTIES** : Accurate record keeping and general office and ad-hoc duties. Perform assessment and analysis of related clinical and financial information in order to perform accurate and comprehensive DRG coding and costing. Professional communication both telephonically and in writing with all role players. Support sub-projects added to Diagnostic Coding, eCCR and DRG Implementation. To ensure all audited data are allocated to a DRG utilising the DRG encoder. To manage service utilization by care coordination in order to meet the comprehensive Health needs of the individual client and to ensure quality and cost-effective outcomes. To perform assessment and costing of audited data through utilisation of clinical records, accounts and invoices and capture data utilising the DRG costing tool.
- ENQUIRIES** : Ms P Fourie Tel No: (021) 826-5745
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 02 October 2020

POST 22/277 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (PROCUREMENT AND BID ADMINISTRATION)**
Red Cross War Memorial Children's Hospital

SALARY : R316 791 per annum

CENTRE : Red Cross War Memorial Children's Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate supervisory experience in a Supply Chain Management environment. Appropriate supervisory experience in the procurement of goods and services, Bids & Contract management. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Extensive knowledge of and practical experience in Logis and or Syspro and the Integrated Procurement Solutions (IPS). Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy in MS Word, MS Excel, Outlook. Good organisational skills. Excellent managerial and leadership skills. Extensive knowledge and experience of the Bids and contract management process. Knowledge of Asset and Inventory (warehouse) Management procedures. Knowledge of PFMA, Finance instructions, Provincial and Treasury regulations. Knowledge of the Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA). Ability to apply the Disciplinary code. Knowledge of Accounting officer system and 16B.

DUTIES : Effective and efficient management of the Procurement in a Logis and Integrated Procurement Solutions (IPS) environment. Perform the duties as an Approver on IPS. Manage an effective and efficient Demand and acquisition process. Management of supplier non-performance. Manage an effective and efficient Bid/quotation process and provide support to the QC and CBAC. Ensure efficient and effective Contract management. Ensure fully effective Procurement processes. Accurate and timeous reporting of information to Head Office and other stakeholders. Assist with the compilation of the Annual and Interim Financial statements. Develop, implement and adhere to internal control measures to ensure compliance. Liaise with end users, service providers and other Governmental departments regarding Supply Chain matters. Developing and training staff in Supply Chain Management. Effectively perform administrative tasks expected of a supervisor/manager. Performance and development of own staff. Perform all relevant Human Resource management functions including discipline, Grievances and SPMS.

ENQUIRIES : Mr S Ntsonkotha Tel No: (021) 658-5892

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 02 October 2020

POST 22/278 : **COMMUNITY LIAISON OFFICER**

SALARY : R316 791 per annum
CENTRE : Cape Winelands District Office, Worcester
REQUIREMENTS : Minimum educational qualification: An appropriate three-year National Diploma or Degree. Experience: Appropriate experience with community development, project management or NPO sector. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Good coordination skills, project management skills, training skills and computer literacy. Ability to work both as part of a team and independently. Good communication and presentation skills.

DUTIES : Overall co-ordination and monitoring of the on-going activities within communities and community structures within the Cape Winelands district. Engaging with all relevant stakeholders to ensure the realisation of Western Cape Government Health's Vision and Mission regarding community involvement and participation. Facilitate community dialogues. Consolidate and prepare reports. Support and assist with establishing and implementation of clinic committees.

ENQUIRIES : Ms H Liebenberg Tel No: (023) 348-8118
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 02 October 2020

POST 22/279 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (CLINICAL SOURCING)**
Directorate: Supply Chain Management (Clinical Sourcing)

SALARY : R316 791 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Procurement or Health-related. Experience: Appropriate experience and understanding of clinical consumables, services and equipment within a healthcare environment. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Report-writing. Rigorous expenditure analysis and reporting. Ability to assimilate and interpret detailed information. Ability to work under pressure and meet deadlines. Attention to detail. Extensive knowledge of Bid and Contract Management. Good organisational skills. Computer literacy (Word, Excel and PowerPoint). Excellent written and verbal communication in at least two of the three official languages of the Western Cape. Knowledge of the PFMA, National Treasury Regulations and Preferential Procurement Regulations.

DUTIES : End-to-end management of the sourcing process: integrated demand, acquisition and contract management service of clinical goods and services commodities. Commodity-based lifecycle costing: conduct market research within commodity range, research new developments and best practice, identify opportunities to reduce cost base through efficient procurement. Supplier relationship and performance management. Internal and external stakeholder management. Delivery of optimal commercial benefits to the Department.

ENQUIRIES : Ms R Philander Tel No: (021) 483-8266
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 02 October 2020

POST 22/280 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (PROCUREMENT)**

SALARY : R316 791 per annum

- CENTRE REQUIREMENTS** : Tygerberg Hospital, Parow Valley
 : Minimum educational qualification: Appropriate 3-year National Degree/Diploma. Experience: Appropriate experience in Bids and Contract Management, Goods and Services procurement processes. Competencies (knowledge/skills): Appropriate knowledge and experience in Supply Chain Management, bid administration, tendering processes and provisioning of Goods and Services (inventory, consumables, etc.). Extensive knowledge of the LOGIS/SYSPRO or a similar Procurement Management System. Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and the Accounting Officers System of the Department of Health, including delegations, IPS (Integrated Procurement Solution) system. Ability to interpret and apply financial policies, procedures and prescripts. Knowledge of demand, acquisition, provision, contract and bid management policies, prescripts and procedures. Computer literacy. All-round operational experience in Supply Chain Management.
- DUTIES** : Assist and support the Assistant Director and other senior management in achieving the Supply Chain strategic and operational objectives of the institution. Effective reporting to management. Assist and guide with the compilation of a Procurement Plan and relieve in higher supervisor post when required. Provide internal support and advice on SCM Policies and procedures to management and end-users. Perform service contracts (formal and informal), manage the Bid administration process and provide up-to-date training and guidance to staff in all aspects of bid and procurement processes. Ensure completeness and accuracy of requisitioning, awarding and ordering. Ensure prompt processing of bid documentation and full compliance to all legislative regulations for all contracts for the institution. Includes renewals and amendment of contracts and dealing with audit queries. Serve as active member of Quotation Committee, provide advice, statistical information and adjudication of quotations.
- ENQUIRIES APPLICATIONS** : Mr N Martin Tel No: (021) 938-5607
 : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.
 : 02 October 2020
- POST 22/281** : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES (HEALTH INSPECTORATE)**
 Directorate: Inspectorate (Professional Support Services)
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum
 : Head Office, Cape Town
 : Minimum educational qualification: Matric with higher certificate NQF 5 in a business management and/or administration field. Experience: Appropriate experience in general office administration. Appropriate experience to a business management environment. Inherent requirement of the job: A valid (Code B/EB) driver's license and willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Excellent interpersonal, communication and organisation skills. Excellent writing and grammatical skills, such as editing and formulating of documents. Ability to function independently and with confidence. Good team building skills within and outside the Licensing and Inspectorate Component and Directorate Professional Support Services. Client and task orientated. A sound knowledge of the functions and duties of Provincial Government Western Cape. Ability to efficiently operate computer programmes such as Microsoft Word, Excel, PowerPoint and E-mail. Ability to communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : Assist in the office with regard to ambulance services licensing and inspections, planning and assisting in the execution of such inspections and handle the correspondence relating to ambulance services inspections. Respond to enquiries and obtain the relevant administrative records to attend to the enquiries. Comprehensive administrative support to the Office of the Deputy-Director with the appropriate documentation and administration before, during and after meetings. Perform office support service effectively and professionally. Human Resource Management as it relates to the supervision of sub-categories of staff and assist with the management of the duties of the division. Execute the correct procedure in levying and collecting of inspection fees from ambulance services in terms of applicable health legislation.

ENQUIRIES : Mr M Memani Tel No: (021) 483-8669
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 02 October 2020

POST 22/282 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
Central Karoo District

SALARY : R257 508 per annum
CENTRE : Murraysburg Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Willingness to work overtime when required. Competencies (knowledge/skills): Ability to communicate (written and verbal) in at least two of the three official languages of the Western Cape. Ability to maintain confidentiality. Ability to supervise the relevant components. Computer literacy (MS Word, Excel, PowerPoint). Good communication, interpersonal, organisational and leadership skills. Sound knowledge or working experience of BAS, LOGIS, CLINICOM, PERSAL.

DUTIES : Effective and efficient Human Resource Management functions as a satellite of Beaufort West Hospital. Effective and efficient Supply Chain Management, Financial Administration, Revenue and Assets. Implement and monitor policies, circulars, finance instructions and other relevant legislative prescripts. Implement measures to address shortcomings identified through audits. Management functions as a satellite of Beaufort West Hospital. Prepare and submit Human Resource related reports and statistics. Supervision and administrative duties relating to Support Service sections, including Food Service Unit, Laundry, Workshop/Maintenance functions, registration, general workers, mortuary and Transport.

ENQUIRIES : Ms F Fass Tel No: (049) 844-0142
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 02 October 2020

POST 22/283 : **ARTISAN PRODUCTION: GRADE A TO C (CARPENTRY)**

SALARY : Grade A: R190 653 per annum
Grade B: R224 574 per annum,
Grade C: R262 176 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: A valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Conversant with the requirement of the Machinery and Occupational Health and Safety Act. Ability to manage a workshop. Project Management Skills.

DUTIES : Carry out routine inspection, maintenance and repairs including alteration and installation of building/carpentry/furniture, fittings and in the manufacturing of assistive devices. Assist Artisan Foreman with administration, planning and schedules. Complete and return repair requisitions and assist in ordering and controlling the workshop, materials and tools. Do quality assurance on all maintenance and repair work performed and keep register of all work done. Liaise with all relevant personnel in ensuring Groote Schuur Hospital is within regulations regarding carpentry department. Liaise with service providers and agents to negotiate quotations and maintenance. Supervise and training of staff.

ENQUIRIES : Mr AK Mgcodo / Mr E Orgill Tel No: (021) 404-6251 / 6208
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 02 October 2020

<u>POST 22/284</u>	:	<u>ARTISAN PRODUCTION: GRADE A TO C (MILLWRIGHT/PLUMBING)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade A: R190 653 per annum Grade B: R224 574 per annum Grade C: R262 176 per annum
<u>CENTRE</u>	:	Brewelskloof Hospital, Breede Valley Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Test Certificate in Millwright or Plumbing. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid (Code B/EB) driver's license and willing to travel. Willingness to work irregular hours (e.g. overtime, after hours, standby duties and weekends) and attend to emergencies when required. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Ability to do welding work.
<u>DUTIES</u>	:	Perform standby duties. Perform necessary administrative functions. Control over tools and materials and train and supervision of subordinates. Assist with the execution of engineering projects/repairs at the hospital and health institutions within the Breede Valley Sub District. Maintain and repairs of installations and equipment at the hospital and health institutions within the Breede Valley Sub District. Assist Artisan Foremen/Chief Artisan with their duties.
<u>ENQUIRIES</u>	:	Mr G Scanlen Tel No: (023) 348 1347
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	02 October 2020
<u>POST 22/285</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R173 703 per annum
<u>CENTRE</u>	:	Wesfleur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Patient Administration / Admissions in a Hospital Environment. Inherent requirement of the job: Prepared to work 12-hour shifts (which include night duty, weekends and Public holidays) and work overtime on short notice. Competencies (knowledge/skills): Ability to accept accountability and responsibility and to work independently and unsupervised. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy. Good interpersonal and communication skills.
<u>DUTIES</u>	:	Assessing of patients according to the means test (income). Cash Management. Recordkeeping, filing, retrieving, tracing of folders, destruction and opening folders. Registration and capturing of patient information on Clinicom. Switchboard and patient enquiries.
<u>ENQUIRIES</u>	:	Mr TI Sebezela Tel No: (021) 571-8053
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	02 October 2020
<u>POST 22/286</u>	:	<u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT</u> Cape Winelands Health District
<u>SALARY</u>	:	R173 703 per annum
<u>CENTRE</u>	:	Groendal Community Day Clinic, Franschoek
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in the Health Information Systems of the Department e.g. PHCIS, eTIER.net and Sinjani. Inherent requirements of the job: Willingness to work overtime when required. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Language proficiency in at least two of the three official languages of the Western Cape. Good interpersonal and

		communication skills. Computer literacy (MS Word, Excel and Outlook). Basic routine Health Information System for Data Capturers (HISDC Project).
<u>DUTIES</u>	:	Provide supportive administration functions e.g. preparation of folders for the next day, completion of registers etc. Register patients on the Patient Administration System (PHCIS). Responsible for folder management i.e. filing, retrieving, archiving and disposal of folders. Maintain patient appointment system. Responsible for effective management of communication (telephonic enquiries). Responsible for data management and capturing.
<u>ENQUIRIES</u>	:	Ms MM Muller Tel No: (021) 808-6109
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	02 October 2020
<u>POST 22/287</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (INFRASTRUCTURE SOURCING)</u> Directorate: Supply Chain Sourcing Sub-Directorate: Infrastructure Sourcing
<u>SALARY</u>	:	R173 703 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focus on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience performing administration and possess Supply Chain Management experience. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy in MS Office (Word, Excel, PowerPoint and Outlook). Good communication (verbal and written), planning and organisational skills. Ability to work under pressure, pay attention to detail and meet deadlines. Ability to communicate in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Perform general office administration. Provide administration for Infrastructure Sourcing People Management matters. Render an effective Supply Chain Management administrative support service. Perform an administrative function for complaints raised via and experienced by Infrastructure Sourcing. Provide an overall support role to the Manager of the Infrastructure Sourcing component.
<u>ENQUIRIES</u>	:	Ms S van Breda Tel No: (021) 483-7810
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	02 October 2020
<u>POST 22/288</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (WARDS)</u> West Coast District
<u>SALARY</u>	:	R173 703 per annum
<u>CENTRE</u>	:	Vredenburg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in office administration, financial and procurement administration. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays and perform overtime when and as required. Competencies (knowledge/skills): Good verbal, written and interpersonal communication skills in at least two of the three official languages of the Western Cape. Practical experience in computer skills (MS Word and Excel). Maintain and exercise confidentiality of patient's information at all times. Good interpersonal relations, organisational skills and customer care. Knowledge of the information systems i.e. Clinicom. Knowledge of LOGIS, Staff information system e.g. NIMS and the Mental Health Act; 17 of 2007.
<u>DUTIES</u>	:	Effective and efficient patient administration through liaison with clients, record keeping, documentation, faxing, filing, correspondence and telephone enquiries; keeping notice boards tidy. Effective and efficient patient administration including checking that all patients are admitted, discharged and transferred on Clinicom/information system and that prescription charts are sent to pharmacy. Ensure that all fees and administrative related documents are signed, ensuring availability of folders and necessary documents for

admission. Management of material resources, assets and ordering ward stock via LOGIS/procurement system. Information management – data collection, capturing thereof and ensure timeous submission of statistics. Support to supervisor and colleagues with administration tasks which includes typing, filing, faxing and correspondence, deal with telephone enquiries, keep notice board tidy and act as secretariat in various meetings.

ENQUIRIES : Ms CH Oosthuizen Tel No: (022) 709-5099
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 02 October 2020

POST 22/289 : **ADMINISTRATION CLERK: SUPPORT**
 West Coast District

SALARY : R173 703 per annum
CENTRE : Vredenburg Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience. Competencies (knowledge/skills): Excellent filing and recordkeeping skills. Good verbal and written communication skills and ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy in MS Word and MS Excel and data capturing skills. The ability to accept accountability and responsibility and to work independently and in a multi-disciplinary team.

DUTIES : Act as first contact point for the Nursing Manager’s office and managing the reception point. Manage telephonic and client communication and responsible to make appointments. Keep relevant records, file and retrieve folders, trace old folders, compile new folders and destruct folders. File folders, documents on a daily basis and handle all general administration duties. Maintain appointments and schedule appointments for people who want to talk to the manager. Assist with initiating procurement activities. Maintain link with the People Management office. Act responsible with regards to service ethics, norms and standards.

ENQUIRIES : Ms CH Oosthuizen Tel No: (022) 709-7214
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 02 October 2020

POST 22/290 : **STERILISATION OPERATOR PRODUCTION**
 (Chief Directorate: Rural Health Services)

SALARY : R122 595 per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience and appropriate knowledge of CSSD. Inherent requirements of the job: Willingness to work shifts (day and night), as well as public holidays. Willingness to work overtime when needed. Competencies (knowledge/skills): Knowledge of the sterilisation processes. Good interpersonal and numerical skills. The ability to work in a team environment and independently. Effective cleaning and packing abilities of heavy equipment. Good communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Deliver/collect soiled equipment to and from the theatres and various other departments with a heavy-duty trolley, including related duties in the operating theatres. Decontaminate, package, control and sterilise of instruments, test instrument washing machines, autoclaves and other equipment, check linen and supplies as well as assisting with stock taking in the department. Operate autoclaves and instrument washing machines and ETO (gas sterilisation). Issue sterile stock according to departmental needs. Order, monitor, control and maintain stock levels. Handling and management of loan sets and report and assist with investigation of lost instruments/equipment. Fold and sterile linen packs, as well as condemning of linen.

ENQUIRIES : Ms S Nieuwoudt Tel No: (023) 348-6455
APPLICATIONS : The Chief Executive Officer: Worcester Regional Hospital, Private Bag X3058, Worcester, 6850.
FOR ATTENTION : Ms H Swart

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 02 October 2020

POST 22/291 : **STERILISATION OPERATOR PRODUCTION**

SALARY : R122 595 per annum
CENTRE : Red Cross War Memorial Children's Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC) Grade 9(std. 7). Experience: Appropriate experience working in a decontamination and sterilisation unit within a hospital. Inherent requirement of the job: Willingness to work shifts including weekends, public holidays and night duty. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Good interpersonal relations skills and ability to work in a co-operative way within a team context. Foundation courses in sterilisation and decontamination recommended. Basic understanding of disinfection, decontamination and sterilisation.

DUTIES : Effective application of sterilisation processes and techniques and promote/adhere to infection control as well as health and safety regulations. Decontaminate, pack and sterilise instruments and supplies. Assist with folding of surgical gowns, folding and packing surgical linen. Assist with cleaning and testing of sterilisation equipment, washing machine and autoclaves. Assist with lifting up and pushing heavy equipment. Assist with processing of respiratory equipment. Maintain equipment in an optimum working condition and utilisation of resources. Use autoclaves, washing machines and equipment/consumables in a cost-effective manner. Monitor, control and maintain adequate stock levels. Report and assist with investigation of lost instruments/equipment.

ENQUIRIES : Ms B Ludick Tel No: (021) 658-5763
APPLICATIONS : The Chief Executive Officer: Red Cross War Memorial Children`s Hospital, Rondebosch, 7700.

FOR ATTENTION : Ms T Nqola
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 02 October 2020

POST 22/292 : **FOOD SERVICES AID**
West Coast District

SALARY : R102 534 per annum
CENTRE : Vredenburg Hospital, Saldanha Bay Sub-district
REQUIREMENTS : Minimum requirement: Basic reading, writing and numerical skills. Experience: Appropriate experience in a large scale food service environment. Appropriate experience of therapeutic diets, food groups, preparation and cooking methods, quality portion control of food according to standardised recipes. Inherent requirements of the job: Incumbent must be prepared to work shifts and overtime which include weekends and public holidays. Incumbent must be healthy, strong enough to lift heavy objects and be on their feet the entire day and willing to enter and work in hospital wards and in a high stress environment. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of hygiene, occupational health, hazard analysis and critical control points (HACCP) and safety principles. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Ability to maintain good interpersonal skills.

DUTIES : Pre-prepare, weigh, produce, dish and distribute all normal and therapeutic diets for patients and assist with stock control. Maintain food hygiene, other hygiene and reduce risk within the department. Assist in in-house training and follow and adhere to Occupational Health and Safety prescripts. Render Support to supervisor and colleagues ensuring an quality assurance and a patient centered experience by high quality of work performance.

ENQUIRIES : Ms F Janse van Rensburg Tel No: (022) 814-0032
APPLICATIONS : Please submit your application: To the Manager: Medical Services, Vredenburg Hospital, Private Bag X3, Vredenburg, 7380.

FOR ATTENTION : Mr MZ Emandien
NOTE : Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post.
CLOSING DATE : 02 October 2020

POST 22/293 : **HOUSEHOLD AID (X3 POSTS)**
Groote Schuur Hospital

SALARY : R102 534 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum requirement: Basic reading and writing skills. Experience appropriate experience as a cleaner within a Hospital environment and experience in Waste management. Inherent requirements of the job: The ability to do physical tasks and operate heavy duty cleaning and household equipment. Excellent health status- be able to work with cleaning materials and lifting of equipment. Render a shift service on weekends and public holidays, on day and night duty when required. Rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Extensive knowledge of routine cleaning processes, Terminal Cleaning and handling cleaning equipment. Good communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Responsible for cleaning duties i.e. sweeping, dusting, mopping, scrubbing and polishing, deep cleaning of toilets, refuse handling and maintenance of general neatness and hygiene in the area. Effectively execute terminal cleaning in isolated areas, ICU, etc. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care and control of linen, serving of meals to patients and Waste Management. Ensure that cleaning equipment is clean after usage and securely stored. Effectively use cleaning agents and stock as well as elementary stock control. Attend in-service training appropriate to service delivery.

ENQUIRIES : Mr E Cassiem Tel No: (021) 404-3237
APPLICATIONS : Please submit your application to the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

FOR ATTENTION : Mr MS Benjamin
NOTE : A competency test will form part of the interview process. No payment of any kind is required when applying for this post.

CLOSING DATE : 02 October 2020

POST 22/294 : **MESSENGER (MEDICAL RECORDS)**
Groote Schuur Hospital

SALARY : R102 534 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in the duties of this post in a medical records registry at any state hospital. Inherent requirements of the job: Must be physically fit and able to be on your feet for long periods. Must have the ability to lift heavy loads. Competencies (knowledge/skills): Knowledge of folder management procedures. Ability to safely operate a tow tractor / tow tug. Good knowledge of Groote Schuur Hospital locations. Good communication skills in at least two of the three official languages of the Western Cape. Basic Computer literacy.

DUTIES : (key result areas/outputs: Collect folders, x-rays and other case notes or items from various clinical and admin areas. Deliver folders, x-rays and other case notes or items to various clinical and admin areas. Fix broken folders and x-ray packets. Operate tow tractor / tow tug.

ENQUIRIES : Mr WR Weeder Tel No: (021) 404-4056
APPLICATIONS : Please submit your application to the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

FOR ATTENTION : Mr MS Benjamin
NOTE : Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post.

CLOSING DATE : 02 October 2020

POST 22/295 : **PORTER**
Red Cross War Memorial Children's Hospital

SALARY : R102 534 per annum
CENTRE : Red Cross War Memorial Children's Hospital
REQUIREMENTS : Minimum requirement: Basic reading, writing and numerical abilities. Experience Appropriate porter duty experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts including

nightshifts, weekends and public holiday. Willingness to handle bodies (corpses). Ability to handle heavy objects. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.

- DUTIES** : Accompany walking patients and transport sitting/non-walking patients per wheelchair/trolley from reception to the wards or from the wards to the treatment centers. Direct or accompany visitors to various destinations. Assist with the loading of patients in/out of ambulances/vehicles and transfer of patients to beds/trolleys and vice versa. Carry medical and other documentation (patient files, reports, etc.) to wards/treatment areas. Assist with shifting of medical equipment to and from rooms. Responsible for the cleanliness and reporting of defects of trolleys and wheelchairs. Assist with the transportation of corpses from wards. Transport of Blood and Specimen.
- ENQUIRIES** : Mr J Van Rooi Tel No: (021) 658-5457
- APPLICATIONS** : Please submit your application to the Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.
- FOR ATTENTION** : Ms T Nqola
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 02 October 2020

POST 22/296 : **HOUSEHOLD AID**
(Garden Route District)

SALARY : R102 534 per annum

CENTRE : Riversdale Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Inherent requirements of the job: Willingness to work weekends, overtime, public holidays and night duty. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Basic knowledge of cleaning and the use of cleaning of equipment. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Responsible for cleaning duties (i.e. dust, wash, scrub, polish, waste handling) and maintenance of general neatness and hygiene of the wards daily. Responsible for general cleanliness of wards and adherence to OHS and IPC policies. Perform food service duties according to HACCP principles and food service unit policies. Render assistance to the supervisor with regards to general housekeeping duties such as control of cleaning and household equipment and upkeep of linen. Support to Nursing staff with regards to control of cleaning and household equipment, and upkeep and management of linen in the hospital environment.

ENQUIRIES : Mr P Moolman Tel No: (028) 713-8643

APPLICATION : The Manager: Garden Route District Office, Private Bag X6592, George, 6530.

FOR ATTENTION : Ms S Pienaar

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

CLOSING DATE : 02 October 2020

POST 22/297 : **HOUSEHOLD AID**
(Chief Directorate: Metro Health Services)

SALARY : R102 534 per annum

CENTRE : Valkenberg Hospital

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in cleaning, linen, stock and food related services in a hospital/health environment. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Incumbent must be prepared to work shifts, weekends and public holidays. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Knowledge of basic food preparation. Appropriate knowledge with the use of the cleaning equipment, cleaning materials and cleaning detergents.

DUTIES : Deliver an effective cleaning service such as dusting, sweeping, polishing, scrubbing and mopping of floors, clean furniture and other equipment and empty dustbins. Effective use of cleaning agents, equipment and provide a hygienic environment to prevent the spread of infection and ensure that the cleaning equipment is cleaned after usage and securely stored. Safekeeping and stock control of linen, stock, consumables and equipment. Serve meals to patients and when required prepare basic snacks. Responsible for general

hygienic and safe environment in terms of standards and procedures. Optimal support to supervisor and colleagues.

ENQUIRIES : Mr M Photo Tel No: (021) 8265 801

APPLICATIONS : The Chief Executive Officer: Valkenberg Hospital, Private Bag X1, Observatory, 7935.

FOR ATTENTION : Ms A Stephens

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

CLOSING DATE : 02 October 2020

POST 22/298 : **DRIVER (LIGHT DUTY VEHICLE)**
(Chief Directorate: Metro Health Services)

SALARY : R102 534 per annum

CENTRE : Alexandra Hospital

REQUIREMENTS : Minimum requirement: Basic reading and writing skills. Experience: Appropriate experience as a driver. Inherent requirements of the job: Valid Public Drivers Permit (PDP). Code (B/EB/C1) driver's licence. Good physical health. Work overtime as per needs requirement, shifts and perform standby duties afterhours, including weekends and public holidays. Competencies (knowledge/skills): Knowledge of Transport Circular U2 of 2000. Good knowledge of road networks in the Peninsula. Ability to accept accountability and responsibility and to work independently and unsupervised. Good interpersonal and safe driving skills. Ability to work among psychiatric patients. Communication in at least two of the three official languages of the Western Cape.

DUTIES : Transport patients, goods, services and personnel from one point to another. Deliver and collect all daily post to the relevant institution on a daily basis. Ensure accurate completion of logbooks. Conduct routine maintenance, inspecting on vehicles and timely reporting of defects. Adhere to departmental codes and procedures. Ensure that all vehicles are kept clean and tidy.

ENQUIRIES : Mr MS Ariefdien Tel No: (021) 503-5000

APPLICATIONS : The Human Resource Department, Alexandra Hospital, Private Bag X1, Maitland, 7405.

FOR ATTENTION : Mr F Leukes

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

CLOSING DATE : 02 October 2020

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

APPLICATIONS : Applications must be submitted by using the following URL <https://wcedonline.westerncape.gov.za/home/>, via Google Chrome or Mozilla Firefox. The applicants are advised to read the foreword available on the WCED website before applying for the post/s. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 22/299 : **CHIEF DIRECTOR: PEOPLE MANAGEMENT PRACTICES REF NO: 190**
Branch: People Management Practices

SALARY : R1 189 338 per annum plus benefits (Level 14). An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE : Cape Town

- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years' experience at senior managerial level. Successful completion of the Certificate for entry into the Senior Management Service (SMS). Additional Requirements: A post graduate qualification in Human Resources, Personnel Management, Public Administration and Management or Business Administration. A valid code EB driver's license.
- DUTIES** : Render people planning and empowerment services. Participation, interpretation and implementation of National specific human resource policies. Develop and interpret the implementation of departmental specific human resource policy as well as input to provincial policy. Develop and maintain human resource information and knowledge management system. Provide human resource research and product development. Develop and maintain human resource plan (including EE). Coordinate organisational development interventions, job evaluation and change management. Monitor, evaluate and report on HR matters. Manage employee Health and Wellness and HR special programmes (Human Rights, SDIP, HIV/Aids, Youth, Gender equity, Disability, EE, EAP, OHSA). Management of performance management systems (PS & Educators). Recruit people and administer the organisational establishment. Administration of recruitment, selection and placement. Render a PERSAL control service. Maintain staff establishments. Render people service benefits and registry service. Implementation and maintenance of systems, procedures and processes to administer people management functions. Administration of service conditions. Render an exit management service. Render personnel registry service. Provide human resource information (inclusive of statutory reporting). Provide inputs in National Committees / Sub Committee to ensure effective and efficient human resource administration. Promote sound employee relations. Manage interaction with organised labour. Ensure behaviour normalisation. Deal with labour disputes. Implement strategies to prevent labour unrest. Manage training w.r.t labour relations issues.
- ENQUIRIES** : Mr LJ Ely Tel No: 021 - 467 2537
- CLOSING DATE** : 02 October 2020
- POST 22/300** : **DIRECTOR: DISTRICT DIRECTOR REF NO: 188**
Branch: Education District Office Metro East
- SALARY** : R1 057 326 per annum (Level 13). plus benefits An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
- CENTRE** : Kuilsriver
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years' experience at a middle/senior managerial level within an educational environment. Successful completion of the Certificate for entry into the Senior Management Service (SMS). Additional Requirements: Proven relevant management experience in an education environment. Valid drivers' licence. Advanced knowledge of the South African Schools Act. Knowledge of all legislation as related to the Key Performance Areas applicable to districts. Proven excellence in management of district support and/or school management. Recommendation: A successful track record as a Principal of a well-performing school will be a recommendation.
- DUTIES** : Lead and manage the following sub-components within the district office: Corporate services: Financial Management, Compliance Management and People Management., Circuit Managers, Management and governance, Curriculum: FET, Senior and Intermediate and Foundation Phases. Learner Support: Psychological support services, Social Work and Therapists. Develop, implement and maintain a plan of district improvement. Champion the improvement of quality educational delivery in all schools in the district. Champion quality assurance using Whole School Evaluation and other performance management systems (IQMS/SPMDS). Manage operational interfaces with Head Office components and external agencies. Ensure compliance at educational institutions with specific focus on: Curriculum delivery, Learning and teaching support materials, Learner transport, compliant Financial administration and management and Infrastructure management. Travel extensively within the district to visit schools.
- ENQUIRIES** : Mr HA Lewis Tel No: (021) 467 2105
- CLOSING DATE** : 02 October 2020

OTHER POSTS

- POST 22/301** : **DEPUTY DIRECTOR: SALARIES REF NO: 186**
Branch: Financial Accounting
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum plus benefits (Level 11)
: Cape Town
: A B. Degree or equivalent qualification in Financial Accounting with at least 5 years' experience in a Financial Accounting environment, inclusive of a minimum 3 years management/supervisor experience. A valid driver's license (Code B/EB). Proven Knowledge of Accounting standards, Sound knowledge of financial management and accounting processes; Sound knowledge of modern systems of governance and administration; knowledge of Risk Management and Auditing; Sound Knowledge of financial information systems; Sound knowledge of Supply chain management; Financial Delegations; Cash flow. Project Management and organisational skills; Report writing; MS Office applications; Ability to interpret regulations; Problem resolution experience requiring strong analytical skills, sound judgement.
- DUTIES** : Monitor compliance with all applicable prescripts and regulations. Develop and implement policies and procedures dictating salary administration processes. Provide inputs to the quarterly and annual financial statements (IFS and AFS) and related audit and review processes. Ensure that all outstanding inter-departmental salary receivables are followed up, cleared and reconciled. Provide effective and efficient salary support to the WCED. Ensure PERSAL exceptions are followed up and cleared. Management and control of the investigation of balances in relevant ledger accounts and ensure that these balances are cleared monthly. Prepare and submit monthly, bi-annual and annual tax reconciliation to SARS timeously including management of SARS payments. Management of IRP5 administration including balancing manual IRP5 totals with amounts paid to SARS and capture manual IRP5's on SARS software. Manage the administration of salary deductions and claim process. Manage service termination procedures. Handle the payment of and overpayment of salaries and allowances including salary recalls. Ensure effective and efficient payroll/salary administration and pay sheet control. Manage monthly reconciliation on pay sheets distributed and ensure that pay sheets are certified as required by Treasury Regulation. Render an effective and efficient financial registry and mailing service. Manage the relevant sub-directorate in line with the strategic objectives of the Department. Identify staff capacity needs and ensure training interventions and provide financial training of all relevant personnel.
- ENQUIRES CLOSING DATE** : Mr Z Mpisi, Tel No: (021) 467 2511
: 02 October 2020
- POST 22/302** : **ASSISTANT DIRECTOR: SCHOOL MANAGEMENT AND GOVERNANCE REF NO: 171**
Branch: Education District Office Cape Winelands
- SALARY CENTRE REQUIREMENTS** : R376 596 (Level 09)
: Worcester
: National Diploma (NQF 6) or degree plus 3 years administrative experience. A valid driver's licence. Knowledge of the Education departmental policies and procedures. Knowledge of Western Cape Policy for the Management of Admission. Knowledge of SCM processes and procedures. Knowledge of finance (business planning). Knowledge of project planning. Knowledge of School administrative processes and procedures. Knowledge of Information Management Systems (DMIS, CEMIS, SAMI, EIS, IMS). Written and verbal communication in 2 official languages of the Western Cape. Computer literacy. Project Planning and Organising skills. Presentation and facilitation. Report writing skills (specifications and submissions). Interpretation, Interpersonal, Problem solving and financial skills.
- DUTIES** : Manage and coordinate support to Public Schools (including hostels) with the implementation of new/existing financial-, records- and school governance and management policies, guidelines and instruments. Coordinate and monitor all financial-, records-, governance and management training interventions. Manage learner admission at district level. Supervision of staff.
- ENQUIRIES CLOSING DATE** : Mr J Benjamin Tel No: (023) 348 4600
: 02 October 2020

POST 22/303 : **ASSISTANT DIRECTOR: PROPERTY MANAGEMENT REF NO: 174**
Branch: Physical Resource Planning & Property Management

SALARY : R376 596 (Level 09)
CENTRE : Cape Town
REQUIREMENTS : National Diploma (NQF Level 6) or Degree in Real Estate or related Property Management fields plus relevant experience. 3 years of experience post qualification, valid driver's licence and computer literacy.

DUTIES : Implement land affairs matters. Update Immovable Asset Register. Administer leases. Administer Municipal Accounts. Administer use of utilities.

ENQUIRIES : Mr G Coetzee, Tel: 021 - 467 9337
CLOSING DATE : 02 October 2020

POST 22/304 : **OFFICE MANAGER: OFFICE OF THE DDG: EDUCATION PLANNING REF NO: 177**
Branch: Education Planning

SALARY : R376 596 (Level 09)
CENTRE : Cape Town
REQUIREMENTS : National Diploma (NQF Level 6) or Degree qualification with 3 years proven office management experience; Recommendation: Experience in an education environment; Valid driver's licence; Advanced knowledge of the South African Schools Act; Knowledge of all legislation related to the key performance areas as they affect districts; Proven excellence in management of district support and/or school management.

DUTIES : Render secretariat support to the DDG in specific meetings/forums/committees of the Department and external forums where applicable e.g. secretary of highly confidential and sensitive meetings. Manage all administrative support functions, including documents of a very sensitive nature, in the Office of the DDG, ensuring the proper flow of information and correspondence to and from the DDG. Execute research, analyse information and compile complex documents/submissions of strategic nature for the DDG, EXCO and members of Top Management including drafting of presentations to the HoD, as instructed by the DDG. Draft replies/memoranda of strategic nature on behalf of the DDG specifically with respect to stakeholders. Manage parliamentary questions and enquiries. Operational planning and work organisation of the Branch. Develop and maintain systems, procedures and protocols. Manage the resources, including office budgets, of the Branch. Manage, co-ordinate and provide technical support.

ENQUIRIES : Mr S Abrahams, Tel No: (021) 467 2076
CLOSING DATE : 02 October 2020