



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 23 OF 2024

DATE ISSUED 28 JUNE 2024

### 1. Introduction

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

### 2. Directions to candidates

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

### 3. Directions to departments

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

### 4 SMS pre-entry certificate

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

### AMENDMENTS

: **DEPARTMENT OF CORRECTIONAL SERVICES:** Kindly note the following amendments were made in the Public Service Vacancy Circular 22 dated 21 June 2024: (1) the act of appointment for the post of Chief Psychologist Grade 1 with Ref No: HO 2024/06/01, National Head Office, Pretoria has been amended as follows: Appointment is under the Public Service Act.

**PROVINCIAL ADMINISTRATION: GAUTENG: DEPARTMENT OF HEALTH (CHARLOTTE MAXEKE JOHANNESBURG ACADEMIC HOSPITAL):** Kindly note the following posts were advertised in Public Service Vacancy Circular 22 dated 21 June 2024, with a closing date of 05 June 2024. The post of (PN1/2 Professional Nurse Specialty Stream) was published without a reference number. The Ref No is: PNS01/CMJAH/2024 (Applicants who have previously applied are encouraged to re-apply) and the posts of (1) Medical Specialist Internal Medicine with Ref No: REFS/020757. (2)

Medical Specialist Session Anaesthesia with Ref No: REFS/020743 (3) PNB1/2 Professional Nurse Specialty Stream, the closing date has been extended to 05 July 2024.

**INDEX  
NATIONAL DEPARTMENTS**

| <b>NATIONAL DEPARTMENTS</b> | <b>ANNEXURE</b> | <b>PAGES</b>   |
|-----------------------------|-----------------|----------------|
| <b>HEALTH</b>               | <b>A</b>        | <b>04 - 12</b> |

**PROVINCIAL ADMINISTRATIONS**

| <b>PROVINCIAL ADMINISTRATION</b> | <b>ANNEXURE</b> | <b>PAGES</b>   |
|----------------------------------|-----------------|----------------|
| <b>EASTERN CAPE</b>              | <b>B</b>        | <b>13 - 26</b> |
| <b>GAUTENG</b>                   | <b>C</b>        | <b>27 - 31</b> |
| <b>KWAZULU NATAL</b>             | <b>D</b>        | <b>32 - 34</b> |
| <b>LIMPOPO</b>                   | <b>E</b>        | <b>35 - 47</b> |
| <b>NORTH WEST</b>                | <b>F</b>        | <b>48 - 49</b> |
| <b>WESTERN CAPE</b>              | <b>G</b>        | <b>50 - 65</b> |

## DEPARTMENT OF HEALTH

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

|                             |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>APPLICATIONS</u></b>  | : | The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to <a href="mailto:recruitment@health.gov.za">recruitment@health.gov.za</a> quoting the reference number on the subject e-mail.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CLOSING DATE</u></b>  | : | 15 July 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>FOR ATTENTION</u></b> | : | Ms M Shitiba                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>NOTE</u></b>          | : | All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise for SMS posts, 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 batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. |

## MANAGEMENT ECHELON

|                                   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>POST 23/01</u></b>          | : | <b><u>CHIEF DIRECTOR: NON-COMMUNICABLE DISEASES REF NO: NDOH 34/2024</u></b><br>Chief Directorate: Non-Communicable Diseases                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY</u></b>              | : | R1 436 022 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% of the total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion) The flexible portion of the package can be structured according to Senior Management Service Guidelines                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Pretoria<br>A Bachelor's degree/equivalent NQF Level 7 qualification in Health Sciences as recognized by SAQA. Postgraduate qualification (NQF 8) in Health Science or Public Health will be an advantage. At least (5) years' experience at Senior Management level in health environment. Experience in health policy development, the implementation of non-communicable policies and strategies, monitoring mechanisms to facilitate target achievement, human resources management, and financial management. Knowledge of monitoring and evaluation system, research and information management, management and administration, project planning and management. Knowledge of the World Health Organisation country strategies for combating NCDs. Knowledge and understanding of the Public Service Act, Public Service Regulations, Public Finance Management Act and National Health Act. Good communication (verbal and written), liaison, strategic capability and leadership, |

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                   | people management and empowerment, programme and project management, financial management, problem solving, analytical, planning, organization and computer skills (MS Office package). Ability to work independently and in a team. SMS pre-entry Certificate is required for appointment finalization.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>DUTIES</u></b>              | : Provides strategic leadership on the early detection, treatment and control of non-communicable diseases, disabilities and rehabilitation, older persons, eye health and palliative care. Improve standards and enhance access to health services. Provide policy and strategic direction in all areas pertaining to non-communicable diseases. Coordinate and lead problem identification (through research, monitoring and evaluation interventions). Oversee the management of mental health and substance abuse. Implement screening for mental health problem. Represent the Non-Communicable Diseases Clusters as required at local, regional and international levels as well as intradepartmental and interdepartmental level. Ensure stewardship and support to Provinces. Support provincial bids for financial resources to improve NCD interventions. Develop and implement risk mitigation strategies and manage human resources to ensure achievement of programme targets. Ensure that projects specifications are developed and that services are procured in line with the statutory prescriptions.                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES</u></b>           | : Ms JR Hunter Tel No: (012) 395 9657                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>POST 23/02</u></b>          | : <b><u>DIRECTOR: HEALTH FACILITIES PLANNING REF NO: NDOH 32/2024</u></b><br>Cluster: Health Information Research Monitoring and Evaluation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>              | : R1 216 824 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Senior Management Service guidelines.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>CENTRE REQUIREMENTS</u></b> | : Pretoria<br>: A Bachelor's degree/equivalent (NQF 7) qualification in Built Environment or Project Management as recognised by SAQA. Postgraduate (NQF 8) in the qualification will be an advantage. At least five (5) years' experience at a middle/senior managerial level in Health infrastructure and/or Built Environment. Experience should include Financial Management and Project Management. Experience in Health Facility planning will be an added advantage. Knowledge of National Health Act and other relevant legislation and prescripts. Proven knowledge of IDMS, FIDPM, CIDB Act and PFMA. Knowledge and understanding of project management principles and processes. Finance policies, DORA and Treasury Regulations. Knowledge and experience in policy development and analysis. Good problem solving and leadership, interpersonal, conflict, risk, project management, communication (written and verbal), strong strategic and analytical, facilitation and negotiation, and computer (MS Office package) skills. Ability to work independently and with a team. A valid driver's licence as well as willingness to travel frequently as required. SMS pre-entry Certificate is required for appointment finalization.                                                                                                                                                                                                                                                                                 |
| <b><u>DUTIES</u></b>              | : Initiate and develop systems to support provinces to improve health infrastructure planning and maintenance. Review norms and standards for health facilities projects and propose amendments where required. Development of systems to manage and enable provinces to align health facilities with applicable industry norms. Development and approval of designs for NHI facilities. Manage and oversee planning and construction of NHI facilities. Conduct regular inspection of healthcare facilities to assess the maintenance needs. Manage the implementation of maintenance and the associated budget at National Department of Health. Align all resources allocated to the directorate in relation to both construction and maintenance of existing health infrastructure. Development of a system to monitor implementation agents appointed to carry out construction and maintenance activities on behalf of the department. Manage and develop human resources, budget and financial controls within the directorate. Develop APP for the directorate and report on all activities affecting the directorate. Draw and/or draft all operational plans for the directorate. Monitoring and oversight of business cases, clinical briefs and technical briefs for all health infrastructure projects (NHI included). Assist the provinces in developing project briefs and give support to brief consulting team. Monitoring of the budget and expenditure patterns on all projects falling within the directorate. |

|                                   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>ENQUIRIES</u></b>           | : | Mr Christie Engelbrecht Tel No: (012) 395 8416                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>POST 23/03</u></b>          | : | <b><u>DIRECTOR: WOMEN'S HEALTH AND GENETICS REF NO: NDOH 36/2024</u></b><br>Directorate: Women's Health                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY</u></b>              | : | R1 216 824 per annum, (an all-inclusive remuneration package), consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion). The flexible portion of the package can be structured according to Senior Management Service Guidelines.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Pretoria<br>A qualification in Health Science or Social Science at NQF 7 as recognized by SAQA. An Honours/Masters Degree within Health Science or Social Science will be an advantage. Registration with appropriate Profession Council. At least five (5) years' experience at middle/senior managerial level in health associated environment, with specific emphasis on women's health programmes. Experience with national and international liaison, policy drafting and implementation, strategic and operational planning. Knowledge and experience in monitoring and evaluation of programmes that impact on family health, particularly HIV and AIDS, VTP and Nutrition. Specialised knowledge in family health, with particular emphasis on family planning and contraception, Termination of Pregnancy (TOP), control of reproductive cancers, sexual assault care, and HIV. Knowledge of international conventions such as CEDAW, IPID, the World Summit Goals, Sustainable Development Goals, as well as national women's and reproductive health policies and guidelines. Knowledge of the Public Finance Management Act, Treasury Regulations and human resource legislative framework. Knowledge of and commitment to the Constitution of the Republic of South Africa. Working knowledge of the health sector and government strategies and processes, strategic management and project management. Good communication (verbal and written), programme and project management, financial management, research and analytical, interpersonal, planning, organizing and computer skills (MS Office package). Willing/prepared to travel locally and overseas. Ability to work both independently and in a team. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization. |
| <b><u>DUTIES</u></b>              | : | Manage women's health and reproductive health programmes. Monitor and support improved sexual and reproductive health services provision including contraceptives, fertility services and sexuality services. Improve access to genetics services through monitoring and enhancing implementation of national policies and guidelines at district level. Provide support with implementation and monitoring of the cervical and breast cancer policy, including dissemination to and training of health care providers. Monitor, evaluate and report on annual performance plan indicators. Develop national and international reports on SRHR services in the country. Manage risk, audit queries within the area of work. Conduct risk assessment and respond to audit queries.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES</u></b>           | : | Mr R Morewane Tel No: (012) 395 8758                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>NOTE</u></b>                | : | Please note that preference will be given to applicants from the Coloured, Indian and White communities as well as persons with disabilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

#### **OTHER POSTS**

|                                   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>POST 23/04</u></b>          | : | <b><u>SPECIALIST ANALYST: KNOWLEDGE MANAGEMENT REF NO: NDOH 24/2024</u></b><br>Chief Directorate: Health System Digital Information                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>              | : | R849 702 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Pretoria<br>Bachelor of Science Degree (NQF 7) as recognised by SAQA. Post graduate qualification (NQF 8) in Health Economics or Public Health will be an advantage. At least five (5) years' experience at an ASD level or equivalent level in public health research and analytics. A passion for knowledge management and establishing communities of best practices as well as strong strategic thinker, to identify high value cases studies or bodies of evidence to disseminate. Good strong quantitative analytics aptitude and working |

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            |   | knowledge of qualitative analysis, problem solving, excellent communication (written and verbal) with all stakeholders, time management, resilience, assertiveness, ethical behaviour with self-driven and self-management skills. Ability to work independently and within a diverse multidisciplinary team. A valid driver's licence.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>DUTIES</u></b>       | : | Interrogate analytical outputs from the NHI-digital platform to identify best practices and lessons learnt to be shared. Facilitate a learning platform to disseminate information that will influence the allocation of key resources to the NHI related community of practices. Prepare annual performance reports for NHI Digital Platform. Facilitate and organise sessions to support data driven decision making to improve NHI contracting performance measures. Manage the monitoring and evaluation and research activities of the fund. Develop models and collect data to inform the economic costing of projects. Develop and implement a conceptual knowledge management model that is integrated in the decision-making framework and ensuring an embedded knowledge-intensive environment for the digital health unit. Respond to the knowledge needs of policymakers within the digital health environment while managing information by assessing trends and comparing performance and identifying best practice in knowledge management in health systems and programmes. Promote a "demand driven" research environment. Facilitate networks of expertise in Digital Health knowledge management.                                                                                                                                                                                                                     |
| <b><u>ENQUIRIES</u></b>    | : | Ms M Wolmarans Tel No: (012) 395 8138                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>POST 23/05</u></b>   | : | <b><u>DEPUTY DIRECTOR: PROJECT MANAGEMENT REF NO: NDOH 25/2024 (X3 POSTS)</u></b><br>Chief-Directorate: Health System Digital Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>       | : | R849 702 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE</u></b>       | : | Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>REQUIREMENTS</u></b> | : | An Advanced Diploma/Bachelor's degree (NQF 7) in Project Management. Postgraduate (NQF 8) qualification in IT field or Public Health will be an advantage. Certification in agile Project Management, Project Management, Institute or Prince2 (e.g. CAPM, PMP, Prince 2-Practitioner) will be an added advantage. At least five (5) years' experience managing projects in the Health Sector on Assistant Director or equivalent level. Knowledge and understanding of NHI Digital Health Context and its various aspects, from strategy through to implementation. Digital Health Identity Management, Project Management methodologies, ICT standards, policies and procedures, PFMA, public service act and public service regulations. Digital Health Systems with reference to User and Provider Identity and business process management as well as ICT Systems Development processes. Good communication (verbal and written), conflict resolution, planning, team management, analytical, risk and issue management, financial management, quality management, contract management, project integration management, multi-tasking, organizational, facilitation, change management and time management skills. Ability to work independently and as part of a team and also to work in a structured and unstructured environment where initiatives are pioneering with no previous roadmap to access. A valid driver's license. |
| <b><u>DUTIES</u></b>       | : | Develop projects scope and projects plans. Oversee and ensure that projects are delivered on time, in budget and to the required quality standard as per project schedules. Manage, monitor and evaluate the cross functional team assigned to the project. Create and maintain comprehensive project documentation. Perform risk management to minimize project risks.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>ENQUIRIES</u></b>    | : | Ms M Wolmarans Tel No: (012) 395 8138                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>POST 23/06</u></b>   | : | <b><u>DEPUTY DIRECTOR: MULTILATERAL RELATIONS REF NO: NDOH 26/2024</u></b><br>Directorate: South Relations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>       | : | R849 702 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE</u></b>       | : | Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>REQUIREMENTS</u></b> | : | A Degree (NQF 7) qualification in International Relations/Political or Health Sciences. At least three (3) years' experience in international relations,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            | stakeholder management, office management and liaison functions at the level of Assistant Director or equivalent levels. Knowledge and understanding of the South African foreign policy. Public Finance Management Act, Public Service Regulation and Public Service Act. Broad knowledge and understanding of global health development and support. Good communication (verbal and written), monitoring and evaluation, planning and organization, budgeting, conflict management and stakeholder engagement will be essential. A valid driver's license.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>DUTIES</u></b>       | : Management of global health collaboration with bilateral countries and multilateral organizations. Coordinate, facilitate and implement international bilateral relation meetings outcomes. Support with promotion and facilitation of the department's optimal participation and interaction with the international health communities and promote the department's presence and leadership in global strategic matters. Liaise with DIRCO, Embassies and the South African missions abroad and other international bodies. Facilitate the implementation of international agreements, decisions, resolutions, on obligations, protocol and treaties. The successful candidate will amongst other functions work with the following organizations: World Health Organization, United Nations and other International Organizations. Manage subordinates and guide on planning and organization of these functions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES</u></b>    | : Mr Khaya Sishuba Tel No: (012) 395 8910                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>NOTE</u></b>         | : Coloured and Indian communities as well as persons with disabilities are encouraged to apply                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 23/07</u></b>   | : <b><u>DEPUTY DIRECTOR: CONDITIONAL GRANTS REF NO: NDOH 27/2024</u></b><br>Cluster: Provincial Support and Conditional Grants                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY</u></b>       | : R849 702 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>CENTRE</u></b>       | : Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : A Bachelor's Degree / equivalent (NQF 7) qualification in Economics / Auditing / Statistics / Financial Management as recognised by SAQA. NQF 8 qualification in the above mentioned as well as Public Health Management will be an advantage. At least five (5) years' experience at Assistant Director or equivalent level in financial management environment. Knowledge and experience in Public / Private Sector budgeting, planning, forecasting, reporting and auditing. Ability to gather and analyse information or data for public finance policy development and management. Understanding of DoRA, PFMA, Treasury Regulation, SCM Policies and other Treasury prescripts. Good report writing, project management, interpersonal, people management, research and communication skills. Ability to work independently and function as part of a broader team. A valid driver's licence as well as willingness to work irregular hours and travel frequently as required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>DUTIES</u></b>       | : Manage expenditure monitoring and reporting processes in line with conditional grants business plans. Analyse and advice on monthly, quarterly, and annual expenditure trends. Identify measures to strengthen optimal grants budgetary spending and efficiency gains. Ensure compliance with the DORA, PFMA, Financial management policies and other prescripts. Coordinate and support the budgeting processes in line with the Medium-Term Expenditure (MTEF) and associated Frameworks to ensure credibility. Coordinate and analyse the inputs for drafting of the Division of Revenue Bill in support of health services delivery. Analysis of conditional grants reports and explore potential budget challenges and remedial actions with the programme managers. Conduct analysis on financial and non-financial Quarterly Performance Reports (QPR) and provide advice to the Senior Management. Analyse variances and explore potential budget challenges and remedial actions and report to management. Provide technical support on grants budget implementation and reforms to Provincial Department of Health. Coordinate and report on site visits undertaken to inform provincial budget management and other policy decisions. Provide technical support on the compilation and finalization of the department's quarterly and annual financial statements with respect to conditional grants reporting. Consult internal and external stakeholders in the enhancement of the grants audit outcomes. Coordinate the compilation of the conditional grants MTEF estimates. Manage human resource, risk and audit queries. Management of staff, respond to audit |



|                                   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                   |   | queries, and develop and implement risk management plan and conduct risk assessment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>ENQUIRIES</u></b>           | : | Mr Hadley Nevhutalo Tel No: (012) 395-9682                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 23/08</u></b>          | : | <b><u>DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: NDOH 28/2024</u></b><br>Cluster: Health Information Epidemiology Research Monitoring and Evaluation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>              | : | R849 702 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Pretoria<br>An NQF 7 qualification in Health Sciences as recognised by SAQA. A relevant post-graduate qualification in Monitoring and Evaluation, Public Health or Epidemiology will be an added advantage. At least three (3) years' experience at ASD level or equivalent level in the health environment, with experience in at least one of the following domains: Monitoring and Evaluation, Health Management Information Systems, Health Research, Epidemiology, and Health Policy. Knowledge of monitoring and evaluation of health programmes, data analysis and interpretation as well as report writing. Good project management, excellent planning, coordination, managerial, organisational, problem solving, presentation and communication (written and verbal) and computer (MS package) skills. Ability to analyse and interpret data using statistical software (SPSS, STATA). A valid driver's licence as well as willingness to travel frequently as required.                                                                                                                                                                                                        |
| <b><u>DUTIES</u></b>              | : | Develop and implement the Monitoring and Evaluation Strategy and coordinate M&E activities. Monitor and coordinate quarterly performance reporting of the Department. Coordinate the preparation of various reports and ensure final documents are approved for submission to the NDoH Executive Authority and various oversight structures. Support production of the following strategic health sector progress reports (Annual Performance Plan, Medium Term Strategic Framework, Presidential Health Compact, and Sustainable Development Goals). Support provision of information for the drafting of various ad-hoc progress reporting documents. Provide monitoring and evaluation technical support to internal NDoH programmes and Provinces. Coordinate the review of the National Indicators Data Set (NIDS), its capacity building and roll out. Strengthen collaboration with other National Departments and external partners on monitoring and evaluation issues. Manage and respond to audit queries in relation to performance of the NDoH. Review the implementation of the Directorate's Operational Plan and monitor performance of personnel under their supervision. |
| <b><u>ENQUIRIES NOTE</u></b>      | : | Mrs Dorothy Maine Tel No: (012) 395-8121<br>Coloured / Indian / White and PWD's are encouraged to apply                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>POST 23/09</u></b>          | : | <b><u>DEPUTY DIRECTOR: HOSPITAL FINANCIAL MANAGEMENT REF NO: NDOH 33/2024</u></b><br>Cluster: Health Facilities Infrastructure Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>SALARY</u></b>              | : | R849 702 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Pretoria<br>A Bachelor's Degree qualification (NQF 7) in Financial Management / relevant Finance qualification at (NQF 7). At least three (3) years' experience at a middle management (ASD level) in financial management environment. A project management experience will be an advantage, demonstrated experience of having successfully rolled out a change process in a complex organisational environment. Knowledge of financial management processes, familiar with project management concepts, understanding of budget management and processes as well as understanding of PFMA and Treasury Regulations. Good financial, project, change management, problem solving, interpersonal including customer orientation and negotiation, communication, planning, organisational and computer (Microsoft Office Package) skills. Ability to work independently and function as part of a broader team. A valid driver's licence as well as willingness to travel frequently as required.                                                                                                                                                                                           |
| <b><u>DUTIES</u></b>              | : | Ensure in-kind grant financial compliance, complaint to Modified Cash Standards (MCS) and PFMA. Facilitate the capturing of invoices to Bas though                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            |   | monthly financial reconciliations between information received from various implementing agents and NdoH financial system (BAS). Prepare and submit Infrastructure Procurement Plan (IPP) and associated SCM compliance documentation. Development and effective monitoring of the IPP. Conduct In-Kind Grant meetings with the relevant stakeholders (COEGA and DBSA). Arrangements of In-Kind Grant meetings and handle logistics around the meetings. Manage directorate's financial planning, budgeting, and reporting. Maintenance of financial discipline in projects. Management of risk and audit-queries. Receive Request for Information (RFI) from both internal and external auditors. Receive Communication of Audit Finding (COMAF) and distribute them to the relevant officials.                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>ENQUIRIES</u></b>    | : | Mr Christie Engelbrecht Tel No: (012) 395-8416                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>POST 23/10</u></b>   | : | <b><u>GISC PROFESSIONAL REF NO: NDOH 29/2024</u></b><br>Chief-Directorate: Health System Digital Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>       | : | Grade A: R687 879 – R739 509 per annum, (as per OSD)<br>Grade B: R783 693 – R834 993 per annum, (as per OSD)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>CENTRE</u></b>       | : | Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b> | : | <b>Grade A:</b> A four-year Bachelor's degree in GISc and compulsory registration with South African Geomatics Council (SAGC) as a GISc professional. <b>Grade B:</b> A four-year Bachelor's degree in GISc and compulsory registration with South African Geomatics Council (SAGC) as a GISc professional plus at least fourteen (14) years appropriate experience as and GISc professional after registration with SAGC. Knowledge of GIS implementation, Geo database design and repository management, Geo statistical analysis, relational databases and Programming, legal and operational compliance; Geo-Database design and analysis, research and development; Geospatial mapping; Web-based services; Metadata and data quality; technical report writing, GIS Applications, High level spatial design and modelling. Good communication (verbal and written), project management; problem solving, decision making, planning, organizing, conflict management; negotiation; change management; interpersonal relations; time management and computer skills (MS Office package). Ability to work independently and as part of a team. A valid driver's license. |
| <b><u>DUTIES</u></b>       | : | Plan, develop, coordinate and execute GISc project activities in the Digital Health space at national health level. Develop new methods/technologies for solving spatial data problems and incorporate into the Business Intelligence solutions for the NHI Fund. Identify and explore opportunities to improve efficiency and improve services through GISc tools and technologies. Develop and maintain a digital library of geo-databases based on unit needs and specifications, including the development and maintenance of metadata. Design and produce mapping for analysis of spatial data to discover patterns and trends using the most relevant mapping and data visualisations. Develop training manuals for end-users to navigate the GISc space. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Perform quality assurance of all data and information products related to GIS. Be involved with cost-benefit analysis of GIS projects and products.                                                                       |
| <b><u>ENQUIRIES</u></b>    | : | Ms M Wolmarans Tel No: (012) 395 8138                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>POST 23/11</u></b>   | : | <b><u>ASSISTANT DIRECTOR: ICT PROJECTS REF NO: NDOH 30/2024</u></b><br>Directorate: Information Communication Technology                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>       | : | R444 036 per annum, (plus competitive benefits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma (NQF6) in Information Technology/ Information Systems/ Project Management. Bachelor's degree will be an advantage. At least two (2) years' experience in IT environment and project management. Knowledge of a process-based approach project management practice and systems development life cycle and knowledge of Public Service Regulation and legislation. Good communication (verbal and written), policy analysis and development, planning and organising, time management and group dynamics, facilitation and coordination, negotiation and people management, interpersonal, technical, analytical, problem-solving, and computer skills (MS Office package).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>DUTIES</u></b>       | : | Planning, scoping, and scheduling of ICT Projects in the NDOH. Ensure that project activities are implemented as planned and on time. Support and coordinate the establishment of the project management office processes and ensuring efficient implementation of ICT Project. Integrate all ICT Projects/ initiatives through developing a project plan for each initiative. Provide effective communication amongst project stakeholders. Determine the communication needs of all project stakeholders. negotiate and work with multi-disciplinary project stakeholders in delivering on project and deliverables. Work with technical people both from within the department as well as from third-party providers to ensure that the solution is delivered. Manage IT project risks and audit queries. Identify and document issues/factors uncertainties that would make the project not to succeed.                                                                                                                                                                                                       |
| <b><u>ENQUIRIES</u></b>    | : | Mr Aubrey Mabuza Tel No: (012) 395 8647                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>NOTE</u></b>         | : | Please note that preference will be given to applicants from the coloured and Indian communities as well as persons with disabilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>POST 23/12</u></b>   | : | <b><u>ASSISTANT DIRECTOR: RESEARCH COORDINATION REF NO: NDOH 31/2024</u></b><br>Directorate: Health Research                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | R444 036 per annum, (plus competitive benefits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>CENTRE</u></b>       | : | Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>REQUIREMENTS</u></b> | : | A Bachelor's degree qualification (NQF 7) in Social Sciences / Health Sciences as recognised by SAQA. NQF 8 qualification in the above-mentioned field will be an advantage. At least two (2) years' experience in research and coordination. Knowledge and understanding of PFMA, PSA, PSR and Treasury Regulations. Knowledge of research methodology, ethics and statistics on the strategic operational plan. Good coordination, database, research interpretation, report writing project and financial management, communication (written and verbal) and computer (MS package) skills. Ability to work independently and function as part of a broader team. A valid driver's licence as well as willingness to work irregular hours and travel frequently as required.                                                                                                                                                                                                                                                                                                                                    |
| <b><u>DUTIES</u></b>       | : | Manage the South African clinical trial register (SANCTR). Review SANCTR applications. Assign unique DOH number as identifier for the approved clinical trials. Correspond with applicants regarding the data that is in the online applications. Manage the health research database. Review and analyse Research Ethics Committees (RECs) annual reports in the National Health Research Ethics Council (NHREC) database. Review and analyse projects registered on the National Health Research Database. Coordinate research activities within the department and in the country. Manage commissioned research projects and provide technical support when coordinating health research conferences, seminars, workshops, and strengthen stakeholder relations. Coordinate submission of Health Research Directorate staff individual monthly activity reports. Manage risk and audit queries. Context texting, identify and analyse risks as well as contribute and support effective financial and resource management to ensure that there are no financial risks or audit queries within the directorate. |
| <b><u>ENQUIRIES</u></b>    | : | Dr L Malinga Tel No: (012) 395-8113                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>POST 23/13</u></b>   | : | <b><u>MEDICAL BIOLOGICAL SCIENTIST GRADE 1 REF NO: NDOH 35/2024 (X2 POSTS)</u></b><br>Chief Directorate: Violence Trauma and EMS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>SALARY</u></b>       | : | R376 524 – R430 512 per annum, as per OSD, (plus competitive benefits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE</u></b>       | : | Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>REQUIREMENTS</u></b> | : | A National Diploma or a Degree in Microbiology/Biomedical Science. A Postgraduate qualification in the above-mentioned field will be an advantage. Knowledge of human pathogens (microbiology/biology) as it relates to the form, structure, reproductive processes, genetics, taxonomy, and their role as pathogenic and/or immunizing agents. Knowledge of Good Laboratories Practices. Knowledge of Biosafety in relation to working with pathogens. Knowledge of inspections of Microbiological Laboratories. Good communication (verbal and written), interpersonal, analytical, intrapersonal, attention to details and Microsoft computer skills. A valid driver's license.                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>DUTIES</u></b>       | : | Coordinate, together with the team the import and export permit programme. Screen and review all import and export applications for compliance in relation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

to Regulations. Inspect and register microbiology laboratories as per the regulations. Monitor the microbiology labs for biosafety and biosecurity. Respond to queries from applicants. Draft responses to the questions for consideration by supervisor. Enhance the quality of operation of Stem Cell Banks. Identify and conduct inspections for Stem Cell Banks, Tissue Banks and Gamete Banks and Fertility Clinics.

**ENQUIRIES**

:

Dr R Ncha Tel No: (012) 395 8257

## PROVINCIAL ADMINISTRATION: EASTERN CAPE

## DEPARTMENT OF COOPERATIVE GOVERNANCE &amp; TRADITIONAL AFFAIRS

*The Department of Cooperative Governance & Traditional Affairs is an equal opportunity, affirmative action employer. Military Veterans, persons from previously disadvantaged (designated) groups including people with disabilities are encouraged to apply. Employment Equity targets of the Department will be considered in the selection process.*

- APPLICATIONS** : Must be submitted using one of the following options below: via the e-Recruitment system which is accessible at <https://erecruitment.ecotp.gov.za/>. The Provincial e-recruitment system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for any assistance regarding the system, and/or for activation of your profile, Password issues, email Address issues, etc, send an email with your ID Number, your profile email address, details of your issue to: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za). Do not send your CV to this email, should you do so, it will be regarded as a lost and will be not considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri).  
Post to: Direct application to The Head of Department: Cooperative Governance & Traditional Affairs; Private Bag X0035, Bhisho, 5605. 3. Hand deliver: at Foyer of Tyamzashe Building, Phalo Avenue in Bhisho.
- CLOSING DATE** : 12 July 2024. Applications received after closing date will not be considered. No Faxed / No emailed/ applications will be accepted.
- NOTE** : Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce a pre-entry Certificate (Nyukela) prior to appointment as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. (SMS pre-entry certificate is not requirement for

shortlisting is submitted prior to appointment). Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Enquiries: Ms N. Mabusela at (0716896162) e-Recruitment Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

#### OTHER POST

- POST 23/14** : **INTERNAL AUDITORS: INTERNAL AUDIT REF NO: COGTA 34/05/2024 (X2 POSTS)**  
(Re-Advert – applicants who previously applied need not re-apply but consider the change made in the duties)
- SALARY** : R308 154 - R362 994 per annum (Level 07)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : National Senior Certificate plus an undergraduate qualification bachelor's degree (NQF level 6) in Internal Auditing. One (1) to two (2) years working experience. Professional Registration with IIA. Computer literacy programmes must possess the following skills (Knowledge of MS Word, Excel, PowerPoint, Teammate Audit Software and Internet). Valid driver's license. Knowledge of CIA, IAT, PIA and CCSA is an added advantage. Competencies: Good communication skills, analytical, problem-solving persuasive skills, and people management skills. Microsoft Office Suite (especially Excel, Word, and PowerPoint) Teammate.
- DUTIES** : Assisting in planning and conduct preliminary for Audit projects. Prepare working papers and execute approved audit programs. Prepare an exception report and assist in preparation of draft report. Prepare and reference Audit files. Conduct regular follow-up audits.
- ENQUIRES** : Ms N. Mabusela at 071 689 6162  
e-Recruitment Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

#### OFFICE OF THE PREMIER

- APPLICATIONS** : Must be submitted using only the e-Recruitment system which is accessible at <https://erecruitment.ecotp.gov.za/> The Provincial e-recruitment system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for any assistance regarding the system, and/or for activation of your profile, Password issues, email Address issues, etc, send an email with your ID Number, your profile email address, details of your issue to: [HODrecruitment@ecotp.gov.za](mailto:HODrecruitment@ecotp.gov.za) Do not send your CV to this email, should you do so, it will be regarded as a lost and will be not considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri).
- CLOSING DATE** : 12 July 2024. Applications received after closing date will not be considered. No Faxed / No emailed/ applications will be accepted.
- NOTE** : Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected

to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce a pre-entry Certificate (Nyukela) prior to appointment as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. (SMS pre-entry certificate is not requirement for shortlisting is submitted prior to appointment). Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

#### **MANAGEMENT ECHELON**

|                                   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>POST 23/15</u></b>          | : | <b><u>HEAD OF DEPARTMENT: EDUCATION REF NO: OTP-DOE 01/06/2024</u></b><br>(Five-Year performance based contract)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>              | : | R2 259 984 per annum (Level 16), (all-inclusive remuneration package) which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HOD allowance equal to 10% of the package.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Zwelitsha<br>A Senior Certificate, an undergraduate qualification (NQF level 7) and a postgraduate (NQF level 8) relevant qualification as recognized by SAQA. Must have 8 to 10 years' experience at senior management level, of which 3 years must have been at Executive Management level and 3 years must have been with any organ of state as defined in the Constitution, Act 108 of 1996. Qualifications and experience related to the Education sector will be advantageous. The suitable candidate will also be visionary, stable, innovative, excellence - oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy. Pre-entry Certificate for Senior Management Services is a requirement. Competencies: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment and Empowerment, Service Delivery Innovation, Knowledge of Public Service legislation and prescripts. Advanced knowledge of the prescripts such as the Public Service Finance Act (PFMA), Treasury Regulations, SCM Policy Framework, Public Service Act and Regulations. |
| <b><u>DUTIES</u></b>              | : | Manage departmental operations and support functions. Align planning to the national and provincial planning framework. Ensure the implementation of national and provincial policies, legislation and education priorities. Promoting a culture of education and facilitating delivery of quality teaching and learning. Facilitating the setting up of mechanisms for strengthening the department and building the skills and human resources base of the Eastern Cape. Ensuring the efficient utilisation and management of education resources, the promotion of investment in education and the strategic deployment of the human and financial resources at its disposal. Facilitating the realignment and streamlining of the Department to increase its efficiency and effectiveness. Ensuring the implementation of the National Curriculum Statement and Early Childhood Development. Implement good governance systems and the compliance-monitoring framework, including sound financial management, risk assurance management services, customer and stakeholder participation in health planning and sound environmental practices. Ensuring cooperation and                                             |

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            | : | collaboration with relevant institutions, such as parliamentary committees, provincial and national inter-and intra-governmental structures, and external stakeholders.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>ENQUIRIES</u></b>    | : | Can be directed to Ms N. Ntantiso at 072 346 8577 / Mrs Z Mapipa at 060 872 9662                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>NOTE</u></b>         | : | e-Recruitment Enquiries: <a href="mailto:HODrecruitment@ecprov.gov.za">HODrecruitment@ecprov.gov.za</a><br>(Females and disabled persons are encouraged to apply)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 23/16</u></b>   | : | <b><u>HEAD OF DEPARTMENT: PUBLIC WORKS &amp; INFRASTRUCTURE REF NO: OTP-DPW&amp;I 02/06/2024</u></b><br>(Five- Year performance based contract)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY</u></b>       | : | R2 259 984 per annum (Level 16), all-inclusive remuneration package, which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HOD equal to 10% of the package.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>CENTRE</u></b>       | : | Bhisho                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate undergraduate qualification (NQF level 7), as recognized by SAQA preferable in a field of Infrastructure or Property management and a post graduate qualification (NQF level 8) as recognized by SAQA in managerial sciences or a field related to Infrastructure. At least 8-10 years relevant experience at senior management level (including at least 3 years at Executive Management level) preferable within Property of Infrastructure environment. At least 3 years of experience must be within an organ of the state as defined in the constitution Act of 108, 1996. Professional registration with the relevant institution as well as knowledge of property management and public infrastructure development would be added advantages. The suitable candidate will be visionary, stable, innovative and excellence orientated and a developmental administrator, whose predisposition is to serve the poorest of the poor with distinction and empathy to lead the department on a path of sustained continuous improvement. The knowledge of relationships between various tiers of government stakeholders as well as structures and industry requirements for the promotion and facilitation economic development programmes of human is critical. Competencies: Strategic Capability and Leadership, Financial Management, Programme and Project management, Change Management, People Management and Empowerment, Service Delivery innovation; Knowledge management, Problem solving and analysis, Client orientation and customer focus; Communication; Knowledge of Public Service legislation and prescripts. Advanced knowledge of the prescripts such as Public Finance Management Act (PFMA); Treasury Regulations; SCM policy Framework; Public Service Act (PSA) and regulations, DPSCA Circulars, Distribution of Revenue Act; General Accounting Principles; Government Immovable Asset Act (GIAMA); Provincial Infrastructure Delivery Framework (PIDF). |
| <b><u>DUTIES</u></b>       | : | The successful candidate shall be the Head of the Department and the Accounting Officer and be responsible for providing strategic leadership and planning. Managing departmental operations and overseeing those of its public entities. Aligning the departmental planning to national and provincial priorities, Provincial Development and Growth Strategy (PDGS). Ensure implementation of relevant national, provincial policies and prescripts. Provide leadership in the development and management of the Integrated Provincial Infrastructure (IPI) policy and planning. Ensure infrastructure development, delivery and maintenance of strategic immovable assets including the construction upgrading, rehabilitation and maintenance of building infrastructure. Ensure the rendering of professional and technical services to user departments for provincial buildings and related infrastructure. Ensure proper management of Provincial Portfolio and the provision of appropriate accommodation for all provincial government departments. Oversee implementation of Expanded Public Works Programme (EPWP) planning and maintenance. Ensure proper management and fostering of sound relations between Government, property, and construction institutions as well as other stakeholders in the province. Promote integrated planning, land and infrastructure development, integrated sustainable local economic development Black Economic Empowerment (BEE) and job creation facilitate a departmental contribution towards integrated sustainable rural and urban development. Facilitate departmental contribution towards integrated sustainable rural and urban development. Manage the allocated departmental resources in line with legislative and departmental policy imperatives and comply with corporate governance and planning.                                                                                                                                   |



|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            |   | Implement good governance systems in the compliance monitoring framework including sound financial, supply chain and risk management and assurance, audit services and integrity management. Ensure cooperation with relevant institutions such as parliamentary committees, provincial and national inter and intra governmental structures and external stakeholders. Oversee state owned property management for provincial departments. Manage corporate services efficiently.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>ENQUIRIES</u></b>    | : | Can be directed to Ms N. Ntantiso at 072 346 8577 / Mrs Z Mapipa at 060 872 9662<br>For e-Recruitment Enquiries, send an eMail to: <a href="mailto:HODrecruitment@ecprov.gov.za">HODrecruitment@ecprov.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>NOTE</u></b>         | : | (Females and disabled persons are encouraged to apply)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>POST 23/17</u></b>   | : | <b><u>HEAD OF DEPARTMENT: RURAL DEVELOPMENT AND AGRARIAN REFORM REF NO: OTP-DRDAR 03/06/2024</u></b><br>(Five- Year performance based contract)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY</u></b>       | : | R2 259 984 per annum (Level 16), (all-inclusive remuneration package), which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD allowance equal to 10% of the package.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>       | : | Bhisho                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate undergraduate qualification (NQF level 7) as recognised by SAQA, preferably in a field related to rural development or agriculture; and a post graduate qualification (NQF level 8) as recognised by SAQA in management sciences or a field related to rural development and agriculture; at least 8 to 10 years relevant experience at senior management level (including at least 3 years at the executive management level) preferably within the rural development or agrarian environment. At least 3 years of this should be within any organ of state as defined in the Constitution, Act 108 of 1996. Professional registration with a relevant institution as well as experience within the agriculture sector or rural development would be added advantages. The suitable candidate will be visionary, stable, innovative, and excellence-oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy and to lead the department on a path of sustained continuous improvement. Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial management; Change Management; People Management and Empowerment; Service Delivery Innovation; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Knowledge of Public Service legislation and prescripts including agricultural sector related and specific legislation.                                                                                                                                                                                                                                                                       |
| <b><u>DUTIES</u></b>       | : | Providing strategic leadership and managing departmental operations. Aligning the departmental planning to the national and provincial priorities and the Provincial Growth and Development Strategy. Ensuring integrated intra- and interdepartmental planning, collaboration and delivery of rural development and agrarian reform programmes and services. Ensuring the creation of an enabling environment for effective service delivery through the mobilisation and utilisation of internal and external resources. Ensuring the improvement of equitable agricultural productivity for food security, economic growth and development through promoting and supporting farming. Ensuring the promotion of sustainable rural communities through the facilitation and coordination of rural development in the province. Manage the allocated resources of the Department in line with legislative and departmental policy imperatives and comply with corporate governance and planning imperatives. Implement good governance systems and the compliance monitoring framework including sound financial, supply chain and risk assurance management, anti-corruption, integrity management and audit services; customer and stakeholder participation in planning, service delivery and decision making; and implementing sound environmental practices. Develop departmental capacity for effective and efficient strategic and scenario planning, administration, management, monitoring and evaluation. Ensure cooperation and collaboration with relevant institutions like parliamentary committees, provincial and national inter and intra-governmental structures and external stakeholders. Oversee provision of corporate management services in the department. |
| <b><u>ENQUIRIES</u></b>    | : | Can be directed to Ms N. Ntantiso at 072 346 8577 / Mrs Z Mapipa at 060 872 9662                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

|                                   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>NOTE</u></b>                | : | For e-Recruitment, send email to: <a href="mailto:HODrecruitment@ecprov.gov.za">HODrecruitment@ecprov.gov.za</a><br>(Females and disabled persons are encouraged to apply).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>POST 23/18</u></b>          | : | <b><u>HEAD OF DEPARTMENT: HUMAN SETTLEMENTS REF NO: OTP-DHS 05/06/2024</u></b><br>(Five- Year performance based contract)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>              | : | R1 741 770 per annum (Level 15), (all-inclusive remuneration package), which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD equal to 10% of the package.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | East London<br>An appropriate undergraduate qualification (NQF level 7), as recognized by SAQA preferable in a field of Human Settlements and a post graduate qualification (NQF level 8) as recognized by SAQA in managerial sciences or a field related to Infrastructure. At least 8-10 years relevant experience at senior management level (including at least 3 years at Executive Management level) preferable within Human Settlements environment. At least 3 years of the experience must be within an organ of the state as defined in the constitution Act of 108, 1996. Professional registration with the relevant institution as well as knowledge Human Settlements would be added advantages. The suitable candidate will be visionary, stable, innovative and excellence orientated and a developmental administrator, whose predisposition is to serve the poorest of the poor with distinction and empathy to lead the department on a path of sustained continuous improvement. The knowledge of relationships between various tiers of government civil society as well as structures and industry requirements for the promotion and facilitation of human settlements development is critical. Competencies: Strategic Capability and Leadership, Financial Management, Programme and Project management, Change Management, People Management and Empowerment, Service Delivery innovation; Knowledge management, Problem solving and analysis, Client orientation and customer focus; Communication; Knowledge of Public Service legislation and prescripts. Advanced knowledge of the prescripts such as Public Finance Management Act (PFMA); Treasury Regulations; SCM policy Framework; Public Service Act and regulations, DPSA Circulars. |
| <b><u>DUTIES</u></b>              | : | The successful candidate shall be the Head of the Department and the Accounting Officer and be responsible for managing and giving strategic direction in the following matters: Strategically directing, planning and management of departmental operations; facilitate the development of a spatially economically viable, socially and environmentally sustainable human settlements; accelerating delivery in support of the quality of living standards and basic services; Ensure the development and implementation of a multi-year-housing plan; facilitate the integration of a human settlements needs in the social needs department and other key role player's plans. Aligning departmental planning to provincial, national priorities, including but not limited to the National Development Plan (NDP) and Provincial Strategic Framework. Ensuring intra and inter-departmental planning, collaboration and delivery of programmes and services pertaining to Human Settlements for effective service delivery through mobilization and utilization of internal and external resources. Implementing good governance systems and compliance monitoring frameworks including the effective and efficient management of finances risk assurance management services customer and stakeholder participation in planning and service delivery and decision making. Ensure co-operation and collaboration with relevant institutions like parliamentary committee's provincial and national inter-governmental structures and of the department; oversee and external stakeholders. Efficiently managing corporate services.                                                                                                                                  |
| <b><u>ENQUIRIES</u></b>           | : | Can be directed to Ms N. Ntantiso at 072 346 8577 / Mrs Z Mapipa at 060 872 9662<br>For e-Recruitment Enquiries, send email to: <a href="mailto:HODrecruitment@ecprov.gov.za">HODrecruitment@ecprov.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>NOTE</u></b>                | : | (Females and disabled persons are encouraged to apply).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

|                                   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>POST 23/19</u></b>          | : | <b><u>HEAD OF DEPARTMENT: ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM REF NO: OTP-DEDEAT 05/06/2024</u></b><br>(Five- Year performance based contract)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY</u></b>              | : | R1 741 770 per annum (Level 15), (all-inclusive remuneration package), which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD allowance equal to 10% of the package.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | KWT<br>An appropriate undergraduate qualification (NQF level 7) as recognised by SAQA, preferably in a field related to Economic Development, Environmental Affairs and Tourism; and a post graduate qualification (NQF level 8) as recognised by SAQA in management sciences or a field related Public Sector and Private sector economic development and environmental Management; at least 8 to 10 years relevant experience at senior management level (including at least 3 years at the executive management level) preferably within the economic development environmental affairs and tourism. At least 3 years of this should be within any organ of state as defined in the Constitution, Act 108 of 1996. The suitable candidate will be visionary, stable, innovative, and excellence-oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy and to lead the department on a path of sustained continuous improvement. Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial management; Change Management; People Management and Empowerment; Service Delivery Innovation; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Knowledge of Public Service legislation and prescripts including Economic, Environment, Biodiversity, and Tourism sector specific legislation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>DUTIES</u></b>              | : | Providing Strategic leadership and planning; Managing departmental operations and oversee those of its Entities; aligning the Departmental planning to that of provincial national priorities and Provincial Growth and Development Strategy; ensuring implementation of National and Provincial policies and legislation including the Public Finance Management Act (PFMA), Public Service Act (PSA) and the relevant Economic and environmental laws and all other relevant Public Service related legislation and prescripts. Promoting and facilitating Economic Development in the province. Facilitating and building of a sound growing and sustainable economy which facilitates economic empowerment and delivery of an optimal quality of life for all citizens of the province. Ensuring efficient utilization and management of environmental resources, promotion of investment and strategic deployment of human and financial resources at its disposal; Developing departmental capacity for effective and efficient strategic and scenario planning and administration management monitoring and evaluation. Facilitating the re-alignment and streamlining of the department and related public entities to increase effectiveness and efficiencies. Promoting sustainable resource land use management and rural economic development. Facilitate enhancement of rural development and agrarian transformation through collaboration with Department of Rural Development and Agrarian Reform. Promotion of diversification, protection, and expansion of the manufacturing sector. Strengthening enterprise development and support. Locating the departments as the epicentre of the economic policy development and planning in the province in cooperation with and support of provincial planning commission and other key stakeholders. Implementing good governance systems and compliance monitoring frameworks including sound financial management, risk management and assurance services, customer and stakeholder participation in planning, service delivery and decision making and implementing sound environmental practices. Ensure cooperation with institutions like parliamentary committees, provincial and national inter- and intra-governmental structures, and external stakeholders. Efficient management of corporate services. |
| <b><u>ENQUIRIES</u></b>           | : | Can be directed to Ms N. Ntantiso at 072 346 8577 / Mrs Z Mapipa at 060 872 9662                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>NOTE</u></b>                | : | For e-Recruitment Enquiries, send email to: <a href="mailto:HODrecruitment@ecprov.gov.za">HODrecruitment@ecprov.gov.za</a><br>(Females and disabled persons are encouraged to apply).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

## DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

### **APPLICATIONS**

: Applications can be forwarded through via the following option: All applicants may utilise the e-recruitment system which is available on [www.ecprov.gov.za](http://www.ecprov.gov.za) or <https://e-recruitment.ecotp.gov.za> To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za) (NB: For Technical Glitches Only – No CVS). with your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). Should you submit your applications/CV to: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za) and not as specified, your application will be regarded as lost and will not be considered. Refer all applications related enquiries to the specified contact person

### **FOR ATTENTION**

: Ms N. Toni

### **CLOSING DATE**

: 12 July 2024

### **NOTE**

: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. Employment Equity Targets of the recruiting department will be adhered to (you can be as specific as you would like). For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce a pre-entry Certificate (Nyukela) prior to appointment as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. (SMS pre-entry certificate is not requirement for shortlisting is submitted prior to appointment). Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants Are Urged to Use The E-Recruitment System.

## MANAGEMENT ECHELON

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>POST 23/20</u></b>   | : | <b><u>DIRECTOR: PROPERTY INVESTMENT &amp; DEVELOPMENT REF NO: DPWI 01/06/2024</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | R1 216 824 per annum (Level 13), an all-inclusive remuneration package                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>CENTRE</u></b>       | : | Bhisho                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | National Senior Certificate, Bachelor's Degree NQF level 7 in Property Management/Real Estate/Property Economics with 5- years' experience at Middle Management level (MMS). Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence. Knowledge And Skills: Relevant legislation and prescripts. Relevant departmental policies and procedures. Public Finance Management Act. Public Service Act. Government Programmes. Information Management. Applicable Council Registration legislation, procedures and conduct. Report writing. Technical skills. Client Focus. Networking. Computer Literacy. Diversity Management. Communication. Negotiation. Presentation. Project Management. Strategic Management. Conflict Resolution Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management. Results/ Quality Management. Decision Making. Knowledge Management. Change Management.                                                                                                                                     |
| <b><u>DUTIES</u></b>       | : | Manage efficient and optimal utilization of state immovable assets for attainment of provincial socio-economic objectives. Research and develop mechanisms for revenue enhancement through the state portfolio. Management and coordination of policy and guideline framework for effective implementation of sub-programme. Effective management of investment planning services. Manage the allocated resources.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES</u></b>    | : | Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236<br>e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 23/21</u></b>   | : | <b><u>HEAD OF BUILDINGS: CAPITAL WORKS REF NO: DPWI 02/06/2024</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>SALARY</u></b>       | : | R1 216 824 – R1 433 355 per annum (Level 13), an all-inclusive remuneration package                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE</u></b>       | : | Mount Ayliff                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b> | : | National Senior Certificate, Bachelor's Degree NQF Level 7 in Electrical/Mechanical/Civil Engineering/BSC/Quantity Surveying/Architecture/Construction Management with six (6) years post qualification experience required. Professional Registration with ECSA/SACQSP/SACAP/SACPCMP as an Engineer/Construction Project Manager/Quantity Surveyor/Architect in good standing is compulsory. A valid driver's license. Knowledge And Skills: Relevant legislation and prescripts. Relevant Departmental policies and procedures. Public Finance Management Act. Public Service Act. Government Programmes. Information Management. Applicable council registration legislation, procedures and conduct. Report writing. Technical skills. Client Focus. Networking. Computer Literacy. Diversity Management. Communication. Negotiation. Presentation. Project Management. Strategic Management. Conflict Resolution. Competencies: Strategic Capability and Leadership. Communication. Client Orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management. Results/Quality Management. Decision Making. Knowledge Management. Change management. |
| <b><u>DUTIES</u></b>       | : | Manage and monitor implementation of projects for Health/Education/Other Provincial Departments. Manage coordination of Sub IA's. Ensure compliance on Construction standards and quality management. Monitor and set quality standards on training of young professionals in the built environment. Manage the allocated resources.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>ENQUIRIES</u></b>    | : | Can be directed to Ms O. Mailula/ Ms N. Gcabi Tel No: (039) 254 6942 / Tel No: 040 602 4236<br>e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>POST 23/22</u></b>   | : | <b><u>DEPUTY DIRECTOR: PRESTIGE SERVICES: FACILITIES MANAGEMENT</u></b><br><b><u>REF NO: DPWI 03/06/2024</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>       | : | R849 702 per annum (Level 11), an all-inclusive remuneration package                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | Bhisho                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>REQUIREMENTS</u></b> | : | National Senior Certificate, National Diploma NQF Level 6 in Property Management/Built Environment/Facilities Management with five years' relevant experience in Prestige Management and or Facilities Management of which (3) years' must be at an Assistant Director Level. A valid driver's licence. Competencies: Knowledge of PFMA, Treasury Regulations, Financial administration process and systems, procurement directives and procedures; Property information and database management; Budget planning and reporting. Skills in the following: Project and Programme Management; Financial management; Planning and organising; Report writing and formulation; Problem solving and analytical thinking; Project Management; Communication (written and verbal); Ability to work efficiently and effectively under pressure; Ability to work under tight deadlines whilst delivering excellent results.                                                                                                                                                                                                                                                                                                                      |
| <b><u>DUTIES</u></b>       | : | Manage and develop policies and frameworks for Prestige Portfolio. Ensure that such formulated policies and frameworks are in line with the department's strategic objectives; Assess and evaluate the impact of implementation of such policies and frameworks; Manage the procurement of and maintenance of office and residential accommodation and furniture for Prestige Clients; Manage State events; Draft budget and manage the expenditure of the portfolio; Manage client relations in respect of verification of clients requests; attend client consultation to establish the need requirements for clients requests and guide them according to the Guide for Members of the Executive; provide reports to clients on progress on projects in execution and provide timeframes; facilitate communication with all stakeholders during execution of projects. Establish and maintain appropriate financial and administrative internal controls and reporting systems in order to meet performance expectations, Management of Key performance areas of subordinates and, establish and maintain effective and efficient communication arrangements. Compile and submit all required compliance and administrative reports. |
| <b><u>ENQUIRIES</u></b>    | : | Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236<br>e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>POST 23/23</u></b>   | : | <b><u>DEPUTY DIRECTOR: LABOUR RELATIONS: EMPLOYMENT RELATIONS</u></b><br><b><u>REF NO: DPWI 04/06/2024</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | R849 702 per annum (Level 11), an all-inclusive remuneration package                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | Bhisho                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>REQUIREMENTS</u></b> | : | National Senior Certificate, National Diploma NQF Level 6 in Human Resource Management/Labour Relations/Labour Law with five years' relevant experience in the Labour Relations space of which three (3) years' must be at an Assistant Director Level. A valid driver's license. Knowledge And Skills: Sound understanding of the South African Labour Relations Framework, PSR, PFMA, PSA and Applicable Policies and Procedures. Good communication and negotiations skills. Investigation and report writing skills. Conflict resolution and decision making. People management and stakeholder relation management. Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management Programme and Project Management.                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>DUTIES</u></b>       | : | Effective implementation of sound labour relations, policies, codes and practices. Management of Discipline, Grievances and Appeals. Implementation and monitoring of suspensions. Facilitate the implementation of collective agreements, Council and Chamber Resolutions. Represent the employer in collective bargaining and Labour Relations Consultative Forums. Coordinate industrial action/ strikes. Coordinate capacity building on the Grievance rules and Disciplinary Code and Procedures. Ensure timeous reporting, and compliance. Manage allocated resources.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>ENQUIRIES</u></b>    | : | Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236<br>e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>POST 23/24</u></b>   | : | <b><u>CHIEF WORKS INSPECTOR – FIRE SAFETY &amp; PREVENTION:</u></b><br><b><u>TECHNICAL SERVICES REF NO: DPWI 05/06/2024</u></b><br>Re-advert: Applicants that previously applied may re-apply                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | R376 413 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CENTRE</u></b>       | : | Queenstown                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b> | : | National Senior Certificate. National Diploma (NQF Level 6) in Built environment with certificate in Fire Technology with 1-2 years' relevant experience in Fire Safety and Prevention. A valid driver's license Knowledge and Skills: Fire Safety Regulations, Quality Control of all Fire Safety Works, National Building Regulations, Management of people, risk, change and promotion of teamwork, good verbal, writing and communication skills, Conflict Management skills, Computer literacy Client orientation and customer focus skills, Report writing skills, Self – Management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>DUTIES</u></b>       | : | Implement fire prevention regulations and standards. Implement and monitor compliance with the National Building Regulations in inspection of properties. Implement servicing of fire safety equipment. Implement corrective actions necessary to bring properties into compliance with applicable fire codes, regulations and standards. Implement the activities of contractors and provide professional advice and guidance in respect of compliance to regulations, legislation and processes. Implement fire protection Conduct inspections and testing of newly installed fire. Protection systems in line with approved designs. Conduct fire code compliance. Render fire education. Render awareness on fire safety and handling of fire equipment. Assist EPWP in the development of SMMEs. Supervise resources. Identify skills development needs and recommend training and development opportunities - Ensure quality control and effective and efficient workflow by Works Inspectors and report on all work allocated. Monitor proper utilization of stores, equipment and expenditure - Administer performance and development system. |
| <b><u>ENQUIRIES</u></b>    | : | Can be directed to Ms. N. Ndawo/Ms S. Nenene Tel No: (045) 807 6600<br>e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 23/25</u></b>   | : | <b><u>CHIEF SECURITY OFFICER: FACILITIES &amp; OPERATIONS MANAGEMENT</u></b><br><b><u>REF NO: DPWI 06/06/2024</u></b><br>Re-Advert: Applicants that previously applied may re-apply                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>       | : | R308 154 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CENTRE</u></b>       | : | Mthatha                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>REQUIREMENTS</u></b> | : | National Senior Certificate, National Diploma NQF Level 6 in Criminology/Security Management/Security Risk Management/Policing with 1-2 years' relevant experience required. A valid driver's license. Grade B PSIRA registration. Knowledge & Skills: Knowledge of the access control procedures. Knowledge of measures of control and movement of equipment & stores, Prescribes security procedures e.g MIS, NISA, Protection of Information Act, Emergency Procedures. Communication skills, Read and write.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>DUTIES</u></b>       | : | Manage and monitor access control to the buildings. Define services that the visitors require. Ensure that visitors are referred to the relevant. service delivery point. Check completeness of the admission control registers. Provide admission control documents/cards as required. Ensure that visitors are escorted to relevant employees/venues where required. Manage undertaking of building/premises patrol. Ensure that all entrances are locked and unlocked. Ensure maintenance and safe keeping of equipment, documents and stores of the Department. Check completeness of registers to control the movement of equipment, stores and documents. Confirm that no equipment, stores and assets of the department leave the building/premises unauthorized. Ensure maintenance and safe record keeping of registers. Check and verify all recorded incidences in the occurrence book/register. Check and verify all submitted weekly, monthly registers.                                                                                                                                                                                  |
| <b><u>ENQUIRIES</u></b>    | : | Mr V. Sokhahleleka/ Mr M. Bonde Tel No: (047) 505 2767<br>e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>POST 23/26</u></b>   | : | <b><u>IT SECURITY TECHNICIAN: ICT GOVERNANCE &amp; VULNERABILITY</u></b><br><b><u>MANAGEMENT REF NO: DPWI 07/06/2024</u></b><br>Re-advert: Applicants that previously applied may re-apply                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | R308 154 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CENTRE</u></b>       | : | Bhisho                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

|                             |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>REQUIREMENTS</u></b>  | : | National Senior Certificate, National Diploma/Degree in Information Technology, 1-2 years' experience in the related field the candidate must have one of the following certificates Security+ (S+) or ISACA Certification in Cyber-Security. In addition to the above security certificate(s), the candidate must be in possession of a Comptia A+ or N+ Certificate. ITIL or COBIT Certification will be an added advantage. A valid driver's license. Knowledge And Skills: Knowledge of Email Security Gateway Solution(s). Knowledge of Backup and Cloud Disaster Recovery Solution(s). Knowledge of MS365 Defender. Knowledge of Office 365 applications. Knowledge of Network Firewall or Intrusion Prevention Systems. Knowledge of Windows Server 2016 or 2019 environment. Knowledge of Information Security Policies, Principles and standards. IT Skills. Research. Report writing. Negotiation. Interpersonal relations. Communication. Facilitation. Computer literacy Troubleshooting. Results/quality management. Decision making. Service delivery innovation.                                                                                                                                                                                                                                                               |
| <b><u>DUTIES</u></b>        | : | Deploy and activate malicious software protection tools and ensure antivirus definitions on client's update automatically. Updating/scanning and maintaining all the Anti- Virus clients. Upgrade all clients to the latest Operating System version. Provide first line support on the Email Security Gateway and log any incidents relating to downtime or mail-flow disruption to the support team. Ensure client machines are patched with the latest security updates. Generate antivirus exception reports and circulate to all regional ICT coordinators for execution. Distribute a list of infected machines to Regional Coordinators for scanning. Implement Firewall rules in line with the approved Firewall Policy. Implement backups and restores in line with the departmental policy. Mitigate network vulnerabilities that have been detected. Monitor Cloud Disaster Recovery and monitor and report any deviations from the SLA. Monitoring daily, weekly and monthly backups. Responsible for transporting monthly backup tapes to offsite storage. Communicate patch management policy procedure to departmental officials. Facilitate Cyber Security workshops/awareness sessions at Head Office. Ensure that User Access/Amendment Forms are filed appropriately, in accordance with the approved ICT Security Policy. |
| <b><u>ENQUIRIES</u></b>     | : | Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236<br>e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>POST 23/27</u></b>    | : | <b><u>ARTISAN CARPENTRY: GRADE A MAINTENANCE (X4 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY CENTRE</u></b> | : | R230 898 per annum, (OSD)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                             | : | Lusikisiki Depot Ref No: DPWI 08/ 06/2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                             | : | Peddie Depot Ref No: DPWI 09/ 06/2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                             | : | Grahamstown Depot Ref No: DPWI 10/ 06/2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                             | : | Steynsburg Depot Ref No: PWI 11 06/2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b>  | : | Appropriate Trade Test Certificate (carpentry) with valid driver's license. Experience required as an Apprentice/Learner. Knowledge And Skills: Public Service Regulations, Public Service Act, Technical and analysis skills, Self-management, communication skills, problem solving, decision making, Planning & Organizing, Driving skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>DUTIES</u></b>        | : | Render carpentry technical services, Roof construction, provide maintenance of carpentry services, Perform administrative and related functions. Maintenance: Repair and install shelves, cupboards, drawers, ceilings and hang doors, Construct or build wooden apparatus e.g. tables, desks, benches, partitions, Repair all makes of carpentry items, Measure walls, Construction of wall plate, Measure spaces of trusses, Do trusses, Spacing and leveling of purlins, Roof covering, Install ridgings, Fit fascia and barge boards, Inspect facilities for carpentry faults, Repair according to standards, Test work done against specifications, Undertake daily maintenance work, Inspect and monitor quality of the carpentry work, Undertake daily preventative and maintenance work, Compile and submit reports, Provide inputs to the operational plan, Keep and maintain job record/register, Supervise and mentor staff.                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>ENQUIRIES</u></b>     | : | Lusikisiki/PSJ enquiries can be directed to Mr V. Sokhahleleka/ Mr M. Bonde Tel No: (047) 505 2767. e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a><br>Grahamstown: enquiries can be directed to Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032. e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |



Steynsburg: enquiries can be directed to Ms. H. Galeni / Mr. M. Tshwaku Tel No: (051) 611 9800. e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpcw.gov.za](mailto:e-recruitment-bhisho@ecdpcw.gov.za)

|                             |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>POST 23/28</u></b>    | : | <b><u>ARTISAN PAINTING: GRADE A MAINTENANCE (X2 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY CENTRE</u></b> | : | R230 898 per annum, (OSD)<br>Steynsburg Depot Ref No: DPWI 12/ 06/2024<br>Sterkspruit Depot Ref No: DPWI 13/06/2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b>  | : | Appropriate Trade Test Certificate (painting) with valid driver's license. Experience required as an Apprentice/Learner. Knowledge And Skills: Public Service Regulations, Public Service Act, Technical and analysis skills, Self-management, communication skills, problem solving, decision making, Planning & Organizing, Driving skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>DUTIES</u></b>        | : | Conduct painting works inspections in all sites. Plan and execute all painting projects. Provide input in the development and review of painting specifications. Provide painting services in the district. Compile material list for procurement process. Compile and submit reports, provide inputs to the operational plan, Keep and maintain job record/register, Supervise and mentor staff.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>ENQUIRIES</u></b>     | : | Can be directed to Ms. H. Galeni / Mr. M. Tshwaku Tel No: (051) 611 9800 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpcw.gov.za">e-recruitment-bhisho@ecdpcw.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>POST 23/29</u></b>    | : | <b><u>ARTISAN PLUMBING: GRADE A MAINTENANCE (X2 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY CENTRE</u></b> | : | R230 898 per annum, (OSD)<br>Grahamstown Depot Ref No: DPWI 14/ 06/2024<br>Ngqamakhwe Depot Ref No: DPWI 15/ 06/2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b>  | : | Appropriate Trade Test Certificate (plumbing) A valid driver's license. Appropriate Trade Test Certificate with valid driver's license. Experience required as an Apprentice/Learner. Knowledge And Skills: Public Service Regulations, Public Service Act, Technical and analysis skills, Self-management, communication skills, problem solving, decision making, Planning & Organizing, Driving skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>DUTIES</u></b>        | : | Render plumbing technical services: Identify faults. Repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water reticulation, drain lines Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. Install gutters and water tanks: Measure length of gutters. Measure spaces of brackets. Fit gutters. Check slope of gutters towards water tanks. Fit down pipes. Fit gutter brackets, stop ends and socket, outlets etc. Install pressure pumps. Provide maintenance of technical services: Inspect facilities for technical faults. Repair facilities according to standards. Test work done in the facilities against specifications. Service facilities according to schedule. Undertake daily maintenance work. Inspect and monitor quality of the technical work. Perform administrative and related functions: Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. |
| <b><u>ENQUIRIES</u></b>     | : | Ms. L. Magama/Ms T. Vooi Tel No: (043) 711 5853. e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpcw.gov.za">e-recruitment-bhisho@ecdpcw.gov.za</a><br>Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032. e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpcw.gov.za">e-recruitment-bhisho@ecdpcw.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>POST 23/30</u></b>    | : | <b><u>ARTISAN ELECTRICAL: GRADE A MAINTENANCE (X3 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY CENTRE</u></b> | : | R230 898 per annum, (OSD)<br>Idutywa Depot Ref No: DPWI 16/ 06/2024<br>Peddie Depot Ref No: DPWI 17/ 06/2024<br>Grahamstown Depot Ref No: DPWI 18/06/2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>REQUIREMENTS</u></b>  | : | Appropriate Trade Test Certificate (electrical) with valid driver's license. Experience required as an Apprentice/Learner. Knowledge and Skills: Public Service Regulations, Public Service Act, Technical and analysis skills, Self-management, communication skills, problem solving, decision making, Planning & Organizing, Driving skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>DUTIES</u></b>        | : | Identify electrical faults, Repair electrical panels, circuits, wiring and related systems. Repair or replace switches receptacles, ballast's, fuse boxes, heat systems, electric motors, fans, lights and extension cords, Measure height of distribution board, Install distribution board according to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                             | specifications/diagrams, Install leakage, main switch, circuit breakers, Assemble distribution board, Lay cables, danger tapes etc, Connect cables, Test connectivity, Inspect equipment for technical faults, Repair equipment according to standards, Test repaired equipment against specifications, Service equipment according to schedule, Servicing of all makes of technical equipment, Maintain the electrical infrastructure of the institution, Compile and submit defects reports, Provide inputs to the operational plan, Keep and maintain job record/register, Supervise and mentor staff.                                                                                 |
| <b><u>ENQUIRIES</u></b>     | : Ms. L. Magama/Ms T. Vooi Tel No: (043) 711 5853. e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a><br>Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032. e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>                                                                                                                                                                                                                                                                                                |
| <b><u>POST 23/31</u></b>    | : <b><u>ARTISAN BRICKLAYING: GRADE A MAINTENANCE (X4 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY CENTRE</u></b> | : R230 898 per annum, (OSD)<br>Sterkspruit Depot Ref No: DPWI 19/ 06/2024 (X2 Posts)<br>Steynsburg Depot Ref No: DPWI 20/ 06/2024<br>East london Depot Ref No: DPWI 21/ 06/2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>REQUIREMENTS</u></b>  | : Appropriate Trade Test Certificate (bricklaying) A valid driver's licence. Knowledge And Skills: Public Service Regulations, Public Service Act, Technical and analysis skills, Self-management, communication skills, problem solving, decision making, Planning & Organizing, Driving skills                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>DUTIES</u></b>        | : Build and repair structures, Build walls, partition, extensions in buildings Install, repair paving works, Pour surface beds, Pour aprons, channels Pour concrete footings, Back-filling, Do topping, Do screeding, Do floating, Do skimming, Do reveals, Do soffits, Inspect facilities for technical faults, Repair facilities according to standards, Compile and submit reports, Provide inputs to the operational plan, Test work done in the facilities against specifications, Service facilities according to schedule, Undertake daily maintenance work, Inspect and monitor quality of the technical work, Keep and maintain job record/register, Supervise and mentor staff. |
| <b><u>ENQUIRIES</u></b>     | : Ms. L. Magama/Ms T. Vooi Tel No: (043) 711 5853. e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a><br>Ms. H. Galeni / Mr. M. Tshwaku Tel No: (051) 611 9800. e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>                                                                                                                                                                                                                                                                                                                      |

**PROVINCIAL ADMINISTRATION: GAUTENG  
GOVERNMENT INFRASTRUCTURE DEVELOPMENT**

*The Department of Infrastructure Development 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** : To apply for the below positions, please apply online at <http://professionaljobcentre.gpg.gov.za>. Only online applications will be considered and for general enquiries please contact Human Resource on 072 668 0029 / 076 521 4118.
- CLOSING DATE** : 12 July 2024
- NOTE** : In line with the Department's employments Equity Plan, People with Disabilities are encouraged to apply. Applicants must utilise the most recent Z83 application for employment form issued by the Minister for the Public Service and Administration in line with the Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form, must be completed and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and the Curriculum Vitae (CV) will result in disqualification. The New Z83 form, obtainable from the GPG Professional Job Centre website, any Public Service Department or the DPSA website [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Only shortlisted candidates will be requested to submit certified copies of qualifications not older than six (06) months, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job). It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representivity will receive preference. 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

**OTHER POST**

- POST 23/32** : **CHIEF CONSTRUCTION PROJECT MANAGER REF NO: REFS/020752**  
Directorate: Infrastructure Delivery Southern Cluster  
This post is a re-advert, those who previously applied are encouraged to re-apply
- SALARY** : R1 200 426 - R2 264 130 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary)
- CENTRE** : Head Office (Johannesburg)
- REQUIREMENTS** : A National diploma /BTech or Bachelors/Honours degree in any Built Environment field with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP. Registration with the SACPCMP as professional Construction Project Manager on appointment is compulsory. Must have a valid driver's license. Competencies: Knowledge of National Building Standards Act of 1977 and Regulations. Knowledge of Construction Industry Development Board Act of 2000 and Regulations, Council for Built Environment Act of 2000. Promotion of Administrative Justice Act of 2000. PFMA/DORA/Treasury Regulations, Best Practice Guidelines of CIDB and Information Notes. SANS 10403, 10396, 2001, 1921, 1914, 294 and ISO 9000. Skills: Programme and project management, Legal and operational compliance, Project and design and analysis knowledge, Process knowledge and skills, Maintenance skills and knowledge, Computer-aided engineering and project applications.
- DUTIES** : Perform final review and approvals or audits on project designs according to design principles or theory Coordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Manage the execution of project management strategy through the provision of appropriate

structures, systems and resources. Set project standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organisational goals to direct or redirect project services for the attainment of organisational objectives. Ensure the availability and management of funds to meet the MTEF objectives within the project environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value to the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor and control expenditure according to budget to ensure efficient cash flow management. Allocate, monitor and control resources. Compile risk logs (database) and manage significant risk according to sound risk management practice and organizational requirements. Provide technical specialist services for the operation of quantity survey related matters to minimize possible risks. Manage and implement knowledge sharing initiatives in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of project services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

#### **ENQUIRIES**

: Ms. Refiloe Maletle at 076 521 4118 / 072 668 0029

### **DEPARTMENT OF HEALTH**

#### **OTHER POSTS**

#### **POST 23/33**

: **ASSISTANT MANAGER NURSING: OBSTETRICS AND GYNAECOLOGY**  
**REF NO: REFS/020762**  
 Directorate: Nursing Services

#### **SALARY** **CENTRE** **REQUIREMENTS**

: R715 977 – R818 643 per annum  
 : Tembisa Provincial Tertiary Hospital  
 : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least six (6) years of this period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post basic qualification in Advanced Midwifery. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management level. Current registration with SANC. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. 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. 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, Ideal Hospital Realisation and Maintenance Framework. Demonstrate a basic understanding of HR and financial policies and Practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Degree/diploma in Nursing Administration will be an added advantage.

#### **DUTIES**

: Coordination of optimal, holistic specialized nursing care provided within set standards and a professional /legal framework. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stakeholders (i.e. inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms and standards. Manage

effective utilization and supervision of human, financial and material resources. Coordination of provision for effective training and research. Maintain professional growth/ethical standards and self-development. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Demonstrate in-depth understanding of nursing legislations and related ethical nursing practices. Management of personnel performance and review thereof (contracting, quarterly review and final assessment). Provision of Effective Support to Nursing Services: The successful candidate will also be expected to assist with management calls and relieve night supervisors.

**ENQUIRIES  
APPLICATIONS**

: Ms. EN. Mailula Tel No: (011) 923 2132  
: Applications can be hand delivered to Human Resource Office, Tembisa Provincial Tertiary Hospital. Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. [TembisaHR1.HR@gauteng.gov.za](mailto:TembisaHR1.HR@gauteng.gov.za)

**NOTE**

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialised, signed and completed in accordance with DPSA Circular 19 of 2022. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and an updated detailed Curriculum Vitae. The information on the new Z83 must correspond with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 of which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The recommended candidates may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. TPTH 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 Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply NB: Tembisa Provincial Tertiary Hospital does not have budget for resettlement and S&T claims.

**CLOSING DATE**

: 12 June 2024

**POST 23/34**

: **ASSISTANT MANAGER: QUALITY ASSURANCE (PNA7) REF NO: REFS/020763**  
Directorate: Nursing Services

**SALARY  
CENTRE  
REQUIREMENTS**

: R656 964 – R771 309 per annum  
: Tembisa Provincial Tertiary Hospital  
: Grade 12 certificate with a basic R425 qualification in Nursing Degree/ Diploma or equivalent (General Nursing, Midwifery, Community Nursing, Psychiatry). Appropriate and relevant experience with a minimum of 8 years post registration of which 3 years must be appropriate recognizable experience in a Quality Management position in a hospital setting. A diploma/Degree in Nursing Management and proof of SANC registration is a must. Communication and good interpersonal relations and computer literacy are essential. Valid driver's license will be an added advantage.

**DUTIES**

: Develop and maintain a patient care environment that promotes the rights of patients, advocating and facilitating proper treatment and care according to the Batho Pele Principles and other mandates to promote patient satisfaction. Management of complaints and PSI's; and monitoring of waiting times. Willing to participate in relevant quality improvement projects and/or research. Encourage and coordinate the activities of committees in Quality Assurance

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            | Unit. Manage programmes of customer care in hospital. Assist in Managing the accreditation programme in hospital and ensure that norms and standards are adhered to. Manage the clinical audit system. Monitor and control the clinical quality improvement programmes. Ensure that institutional policies, Standard Operating Procedures and guidelines are established and implemented in line with Legislative and Policy prescripts. Ensure continuous Quality Assurance and customer care training. Perform any other duties delegated by the supervisor.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>ENQUIRIES</u></b>    | : Ms. M.A. Mahlare Tel No: (011) 923 2245                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>APPLICATIONS</u></b> | : Applications can be hand delivered to Human Resource Office, Tembisa Provincial Tertiary Hospital. Applications may also be uploaded online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> or <a href="http://professionaljobcentre.gpg.gov.za">http://professionaljobcentre.gpg.gov.za</a> . <a href="mailto:TembisaHR1.HR@gauteng.gov.za">TembisaHR1.HR@gauteng.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>NOTE</u></b>         | : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled, signed and completed in accordance with DPSA Circular 19 of 2022. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and an updated detailed Curriculum Vitae. The information on the new Z83 must correspond with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 of which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The recommended candidates may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. TPTH 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 Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply NB: Tembisa Provincial Tertiary Hospital does not have budget for resettlement and S&T claims. |
| <b><u>CLOSING DATE</u></b> | : 12 June 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>POST 23/35</u></b>   | : <b><u>ASSISTANT MANAGER NURSING AREA (GENERAL) REF NO: REFS/020761</u></b><br>Directorate: Nursing Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>SALARY</u></b>       | : R656 964 – R771 309 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>       | : Tembisa Provincial Tertiary Hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>REQUIREMENTS</u></b> | : Basic R425 qualification (i.e. Diploma /Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. Current registration with SANC. A minimum of 08 years appropriate /recognizable experience in nursing after registration as a professional nurse with SANC in general nursing. At least 3 years of the period referred above must be appropriate /recognisable experience at management level. Diploma in Nursing Management and Education will be an added advantage. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Able to develop and maintaining a nursing service environment that promotes the rights of patients, advocating and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhered to. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate a basic understanding of the legislative framework governing the public service. Demonstrate basic computer literacy as a support tool to enhance service delivery. The following skills will be recommended: strong leadership, goods communication, good supervisory and the ability to work under pressure.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>DUTIES</u></b>       | : | Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Ensure Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and ensure proper utilization of human, financial and material resources. 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, Ideal Hospital Realisation and Maintenance Framework. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Maintain professional growth/ethical standards and development of self and others. Provision of support effective support to nursing service: The successful candidate will also be expected to assist with management calls and relieve night supervisors.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>ENQUIRIES</u></b>    | : | Ms. EN. Mailula Tel No: (011) 923 2132                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>APPLICATIONS</u></b> | : | Applications can be hand delivered to Human Resource Office, Tembisa Provincial Tertiary Hospital. Applications may also be uploaded online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> or <a href="http://professionaljobcentre.gpg.gov.za">http://professionaljobcentre.gpg.gov.za</a> . <a href="mailto:TembisaHR1.HR@gauteng.gov.za">TembisaHR1.HR@gauteng.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>NOTE</u></b>         | : | Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled, signed and completed in accordance with DPSA Circular 19 of 2022. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and an updated detailed Curriculum Vitae. The information on the new Z83 must correspond with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 of which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The recommended candidates may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. TPTH 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 Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply NB: Tembisa Provincial Tertiary Hospital does not have budget for resettlement and S&T claims. |
| <b><u>CLOSING DATE</u></b> | : | 12 June 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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

**OTHER POSTS**

|                                      |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>POST 23/36</u></b>             | : | <b><u>DIAGNOSTIC RADIOGRAPHER GRADE 1-3 REF NO: PSH 07/2024 (X4 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>                 | : | Grade 1: R376 524 - R430 512 per annum, 17% rural allowance<br>Grade 2: R439 755 - R501 630 per annum, 17% rural allowance<br>Grade 3: R514 785 - R623 229 per annum, 17% rural allowance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Port Shepstone Hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                      | : | Grade 12/ Matric / Std 10 Certificate Plus National Diploma/Degree in diagnostic radiography Plus Registration Certificate with HPCSA as an Independent Diagnostic Radiographer Plus Current Registration with HPCSA as a diagnostic radiographer for 2024-2025. Certificate of service endorsed by HR. Valid driver's license code EB. <b>Grade 1:</b> Experience: None after registration with the HPCSA in respect of RSA qualified employees who performed community service, as required in South Africa. One (1) year relevant experience after registration with the Health Professional Council of South Africa 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. <b>Grade 2:</b> Experience: Minimum of 10 years relevant experience after registration with HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of 11 years relevant experience after registration with the Health Professional Council of South Africa (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. <b>Grade 3:</b> Experience: Minimum of 20 years relevant experience after registration with HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years relevant experience after registration with Health Professional Council of South Africa (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, Skills and Competencies Required: Sound knowledge of diagnostic radiography procedures and equipment including computerized radiography [CR] Knowledge of radiographic procedures, equipment and accessories associated with relevant techniques. Sound knowledge of Radiation Control Regulations, safety measures and policies. Knowledge of relevant Health & Safety Acts. Good communication and interpersonal skills. Ability to work as team. |
| <b><u>DUTIES</u></b>                 | : | To provide high quality radiographic services Perform general and specialized radiographic duties as per departmental protocols. Provide a 24-hour radiographic service on a either call out/night duty basis as per departmental system. Execute all clinical procedures competently to prevent complications. Perform ward and theatre radiography. Assist Radiologist and medical officers with special examinations. Perform darkroom and clerical duties as per needs Perform standby and after hour's duties as per departmental call- roster Promote Batho Pele Principles in the execution of duties for effective service delivery Perform CT scan examinations as per allocation. Participate in Quality Assurance Programme. Perform other duties within X-Ray Section as delegated by X-Ray Management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Mr. J P Jwara Tel No: (039) 688 6154/3 or Tel No: (039) 688 6000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                      | : | Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone, 4240 or 11 – 17 Bazley Street, Port Shepstone, 4240. NB: Applicants are encouraged to utilise courier services/ S'thesha Waya Waya <a href="mailto:PSRH.Recruitment@kznhealth.gov.za">PSRH.Recruitment@kznhealth.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>FOR ATTENTION NOTE</u></b>     | : | Mr. ZM Zulu                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                      | : | Please Note: Due to financial constraints, there will be no payment of S&T Claims. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (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). Due to financial                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |



constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications Detailed application for employment (Z83) and Curriculum Vitae. Certified copies – Must Not Be submitted When Applying for Employment. (only short-listed candidates will be requested to submit proof of qualifications and other related documents).

|                             |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>CLOSING DATE</u></b>  | : | 12 July 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>POST 23/37</u></b>    | : | <b><u>OPERATIONAL MANAGER (GENERAL) NIGHT DUTY REF NO: UMG 05/2024</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>        | : | R520 560 per annum. Other Benefits: (medical aid optional), housing Allowance (applicant must meet prescribed requirements)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>CENTRE</u></b>        | : | Umgeni Specialized Psychiatric Hospital: Howick                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>REQUIREMENTS</u></b>  | : | senior certificate/Grade 12 or equivalent. Degree/Diploma in General Nursing plus Diploma in basic Psychiatry. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Valid driver's license Recommendations: Computer literacy. Knowledge and Skills: Knowledge of Nursing legislation and related legal and ethical nursing practices e.g. Nursing Act, Mental Health Act, Health Act, Patient's Rights Charter, Batho Pele principles etc. Knowledge of guidelines for Mental Illness Disorders. Good communication, leadership, interpersonal and conflict management skills. Knowledge of SANC rules and regulations. Basic understanding and knowledge of Labour Relations and disciplinary processes. Knowledge of Human Resources and financial management skills. Knowledge of scope of practice. Knowledge of nursing care processes and procedures. Supervisory skills.                                                                                                                                                                                                                                                                                            |
| <b><u>DUTIES</u></b>        | : | Ensure adequate coverage and supervision of staff and provision of quality patient care in an efficient and cost-effective manner. Facilitate and strengthen implementation of health Care services delivery policies, procedures, clinical guidelines, protocols, plans and strategies aimed at achieving service delivery. Promote implementation of Batho Pele principles, Patients' Rights Charter and acceptance of Professional/clinical-ethical standards within the applicable legal framework. Identify staff training needs, ensure that effective development takes place and monitor performance thereof. Demonstrate effective communication with staff, patients, colleagues, clinicians and other stake holders, including report writing and presentation. Ensure effective and efficient management and utilization of resources, including staff, material, financial etc. Exercise control of discipline, grievance and labour relations in terms of laid down policies and procedures. Ensure effective data management at night and proper handing over of night reports to Nursing Management. Ensure all night services are coordinated. Relieve Night Managers when not on duty. Ensure a safe environment for both patients and staff on night duty. |
| <b><u>ENQUIRIES</u></b>     | : | Mrs ST Chule Tel No: (033) 330 6146, ext. 113                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>APPLICATIONS</u></b>  | : | Applications quoting the relevant reference UMG 05/2024 should be forwarded as follows: The Acting Chief Executive Officer, Department of Health, Umgeni Hospital, Private Bag X23, Howick, 3290 or email to <a href="mailto:Siphesihle.moshoeshoe@kznhealth.gov.za">Siphesihle.moshoeshoe@kznhealth.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>FOR ATTENTION</u></b> | : | Mrs ST Chule                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>NOTE</u></b>          | : | Applications must be submitted on the prescribed amended 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 qualifications will only be requested from shortlisted candidates. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. Persons with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications). Applicants are respectfully informed that, if no notification of appointment is received within 2 months after the closing date, they must accept that their applications were unsuccessful. Applicants are not required to submit copies of qualifications and other relevant documents on the application. Such documents will be requested from shortlisted candidates only. No faxed applications will be considered. All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the                          |

advertised post are free to apply. Due to financial constraints in the Department no S & T will be paid to candidates invited for interviews.  
12 July 2024

**CLOSING DATE**

**POST 23/38**

**ULTRASONOGRAPHER GRADE 1, 2 & 3 REF NO: PSH 08/2024 (X1 POST)**

**SALARY**

Grade 1: R465 645 - R530 343 per annum, 17% rural allowance  
Grade 2: R545 262 - R623 229 per annum, 17% rural allowance  
Grade 3: R641 436 - R689 430 per annum, 17% rural allowance

**CENTRE  
REQUIREMENTS**

Port Shepstone Hospital  
Grade 12/ Std 10 Certificate Plus. National Diploma/Degree in radiography (Ultrasound) Plus Registration Certificate with HPCSA as an Independent Practitioner (Ultra-sonographer) Plus Current Registration with HPCSA as an Ultra-sonographer for 2023-2024. Certificate of service endorsed by HR. Valid driver's license code EB. **Grade 1:** Experience: None after registration with the HPCSA in respect of RSA qualified employees who performed community service, as required in South Africa. One (1) year relevant experience after registration with the Health Professional Council of South Africa 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:** Experience: Minimum of 10 years relevant experience after registration with HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of 11 years relevant experience after registration with the Health Professional Council of South Africa (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:** Experience: Minimum of 20 years relevant experience after registration with HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years relevant experience after registration with Health Professional Council of South Africa (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, Skills and Competencies Required: Sound knowledge of diagnostic ultrasound procedures and equipment. Clinical competency procedures and dexterity. Knowledge of relevant Health & Safety Acts. Good communication and interpersonal skills. Ability to work as team.

**DUTIES**

To provide high quality ultrasound services. Give factual information to patients. Provide education on patients' conditions whilst upholding patient's rights. Execute all clinical procedures competently to prevent complications. Compile reports and statistics. Participate in Quality Assurance Programme. Assist with bookings of ultrasound patients. Participate in EPMDS. Promote Batho Pele Principles in the execution of duties for effective service delivery. Perform both general and obstetric/gynecological scans. Provide training, guidance and supervision to junior staff or students. Perform other duties as per delegation by radiography management.

**ENQUIRIES  
APPLICATIONS**

Mr. J P Jwara Tel No: (039) 688 6154/3 or Tel No: (039) 688 6000  
Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone, 4240 or 11 – 17 Bazley Street, Port Shepstone, 4240. NB: Applicants are encouraged to utilise courier services/ S'thesha Waya Waya [PSRH.Recruitment@kznhealth.gov.za](mailto:PSRH.Recruitment@kznhealth.gov.za)

**FOR ATTENTION  
NOTE**

Mr. ZM Zulu  
Please Note: Due to financial constraints, there will be no payment of S&T Claims. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (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). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications Detailed application for employment (Z83) and Curriculum Vitae. Certified copies – must not be submitted when applying for employment. (only short-listed candidates will be requested to submit proof of qualifications and other related documents)

**CLOSING DATE**

12 July 2024

**PROVINCIAL ADMINISTRATION: LIMPOPO  
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

*Limpopo Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for the filling of the vacant posts, which exist in the Limpopo Department of Agriculture and Rural Development as outlined on the attached "Annexure A". Women and people with disabilities are encouraged to apply.*

**APPLICATIONS**

: Applicants must quote the relevant reference number on the application and forward electronically to [Recruitment@agric.limpopo.gov.za](mailto:Recruitment@agric.limpopo.gov.za) or the below addresses:

**For Head office:** Polokwane, Mara Research Centre and Towoomba Research Centre and Madzivhandila College of Agriculture: The Head of Department: Limpopo Department of Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.

**Mopani District:** The Director: Mopani District - Limpopo Agriculture and Rural Development, Private Bag X577, Giyani 0826 or hand delivered to: Old Parliamentary Building, Giyani 0826.

**Waterberg District:** The Director: Waterberg District - Limpopo Department of Agriculture and Rural Development, Private Bag X1048, Modimolle 0510 or hand delivered to: NTK Building, Modimolle 0510.

**Capricorn District:** The Director: Capricorn District - Limpopo Department of Agriculture and Rural Development, Private Bag X28, Chuenespoort 0745 or hand delivered to: Block 28 Next to Traffic Government offices: Lebowakgomo.

**Sekhukhune District:** The Director: Sekhukhune District - Limpopo Department of Agriculture and Rural Development, Private Bag X01, Chuenespoort 0745 or hand delivered to: Block 27 Next to Traffic Government offices: Lebowakgomo.

**Vhembe District:** The Director: Vhembe District - Limpopo Department of Agriculture and Rural Development, Private Bag X2247, Sibasa 0970 or Physical address: Handed in at Makwarela Government offices.

**CLOSING DATE  
NOTE**

: 19 July 2024 @ 16H00

: Applications should be submitted on the prescribed 2021 Z83 form obtainable from all Government Departments or can be downloaded from [www.gov.za](http://www.gov.za). Applicants must utilize the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, as amended, failure to do so will result in disqualification. The z83 form must be fully completed, duly signed, dated and initialed by the applicant. The following must be considered in relation to completion of the new z83 form by the applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields must be completed in full except the following; South African applicants need not provide passport numbers, If an applicant responds "no" to the question 'Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?' then the answer to the next question "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?" can be left blank or indicated as not applicable. A "not applicable" or blank response will be allowed on the question "if your profession or occupation requires official registration, provide date and particulars of registration", if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information required is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The question related to conditions that prevent re-appointment under Part F must be answered. The declaration should be completed and signed. The application must include only completed and signed Z83 form and A recently updated comprehensive CV (with detailed previous experience). Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the date of the interview date. The applicant may submit additional information separately where the space provided on z83 form is not sufficient. Applicants

who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5(1)(2) of the Promotion of Administrative Justice Act 3 of 2000. By virtue of applying, you are consenting that the department should subject you to personnel suitability checks e.g. the verification of educational qualifications, previous experience, citizenship, reference checks, financial check and security vetting. Candidates with foreign qualifications are advised to attach SAQA accreditation of their qualifications. Successful incumbents will be expected to sign a performance agreement within three months of the assumption of duty and be required to disclose their financial interest in accordance with the prescribed regulations. Note: Shortlisted candidates for Senior Management Services (SMS) 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 tool. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be a successful completion of the Senior Management pre-entry certificate/programme as endorsed by the National School of Governance (NSG) with effect from 01st April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS level. The link for the completion of the SMS pre-entry certificate is as follows: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Pre-entry SMS certificate must be submitted prior to appointment. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserves the right not to make any appointment for the advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department. Note: Due to austerity measures, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

#### **MANAGEMENT ECHELON**

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>POST 23/39</u></b>   | : | <b><u>DIRECTOR: SCM AND ASSET MANAGEMENT REF NO: LDARD 1/5/2024 (X1 POST)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>       | : | R1 216 824 per annum (Level 13), all-inclusive package to be structured in terms of applicable rules and guidelines.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CENTRE</u></b>       | : | Head Office: Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 plus an appropriate undergraduate/ Bachelor's degree (NQF level 7) in Accounting / Financial/ Supply Chain Management or related equivalent qualification as recognized by SAQA. A Minimum of 5 years' experience at a Middle/ Senior Managerial level in Supply Chain and Asset Management. A driver's license (with the exception of people with disabilities). Proof of completion of SMS Pre-Entry Programme must be submitted before appointment. Knowledge, competencies and skills: Extensive knowledge and understanding of the legislative framework governing the Public Service, i.e. SCM Policies, Process and practices, PFMA, Treasury Regulations, BBBEE, PPPFA, Division of Revenue Act, etc. Ability to integrate economic analysis with spending allocations. Proven skills in LOGIS management. Willing to work under changing and difficult circumstances. Core and Process Competencies: Strategic capability and leadership, People Management and empowerment, Programme and project management, Financial Management, Change and management, Knowledge Management, Services delivery innovation, problem solving analysis, client orientation and customer focus, communication. |
| <b><u>DUTIES</u></b>       | : | To manage and facilitate the provision of Supply Chain and Asset Management Services. Provide demand management services. Provide acquisition management services, provide purchasing management services, provide                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

contract and performance management services. Manage fleet (transport) services. Provide asset and inventory management services. Manage and utilize resources (financial, human and physical) in accordance with relevant directives and legislation.

**ENQUIRIES** : Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

#### **OTHER POSTS**

**POST 23/40** : **DEPUTY DIRECTOR: EXTENSION AND ADVISORY SERVICES REF NO: LDARD 2/5/2024 (X1 POST)**

**SALARY** : R1 003 890 per annum (Level 12), all-inclusive package to be structured in accordance with MMS dispensation.

**CENTRE** : Vhembe Far North

**REQUIREMENTS** : Grade 12 plus NQF level 6 Qualification in Agriculture or equivalent appropriate tertiary qualification as recognised by SAQA. Three (3) – five (5) years' relevant working experience of which three (3) years' must be at Junior Management/ Assistant Director level within Agriculture Operations. Valid driver's licence (with exception of people with disabilities). Knowledge, skills and competencies: Proven management competencies. Competent knowledge in computer applications and writing skills. Knowledge of Agricultural operations. Knowledge of Public Service Regulations, Public Service Act and any acts governing agricultural extension and advisory services, Policies and procedures. Knowledge of Public Finance Management Act. Strategic capability & leadership. Program and project management skills. Financial management skills. Change management skills. Communication skills. Conflict management skills. Policy analysing skills. Report writing skills. Facilitation skills.

**DUTIES** : Overall management of Agro Ecological Zone and activities. Manage provision of extension services. Manage the provision of information to farmers in relation to agriculture. Facilitate access of services to farmers. Mobilization and linkages of farmers, communities and other stakeholders. Manage the identification and need analysis for agricultural enterprise. Manage crop and animal production services. Manage provision of Rural Development facilitation and support services. Establishment and management of departmental structures to support and manage supply chain, state assets, expenditure, budget and human resources. Manage agricultural relationships among targeted interest groups and key stakeholders in the local wards. Analyse Agro-economic conditions of the Agro Ecological Zone for effective intervention strategy development. Evaluate feasibility of agricultural projects and attract agricultural investment into the Agro Ecological Zone. Evaluate policy and strategic interventions at local projects level and provide consistent advice to District Director, Chief Director, HOD, Councilors, Municipal Managers, Mayor, MEC and LDARD clients. Provide capacity building and training services to farmer.

**ENQUIRIES** : Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007

**POST 23/41** : **DEPUTY DIRECTOR: RURAL DEVELOPMENT FACILITATION AND SUPPORT SERVICES REF NO: LDARD 3/5/2024 (X1 POST)**

**SALARY** : R1 003 890 per annum (Level 12), all-inclusive package to be structured in accordance with MMS dispensation.

**CENTRE** : Vhembe District Office

**REQUIREMENTS** : Grade 12 plus an appropriate qualification NQF 7 level in Agriculture / Community Development or equivalent qualification as recognized by SAQA. A minimum of 3-5 years proven experience in community facilitation at Assistant Director level. A valid driver's licence (with exception of persons with disabilities). Knowledge, Skills and Competencies: Extensive knowledge and understanding of Public Service Act, Public Service Regulations, Relevant DPSA Prescripts. Extensive knowledge of Land & Agrarian Reform Policies. Ability to source and analyze information. Organisational Communication Effectiveness. Problem Analysis. Self-Management. Budgeting and Financial Management. Customer Focus and Responsiveness. Developing Others. Planning and Organising skills. Problem Solving and Decision-Making. Project Management. Team Leadership.

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>DUTIES</u></b>       | : | To provide Coordination and facilitation of Rural Development Strategy in the Province. Facilitate stakeholder engagement for Post settlement support. Facilitate and coordinate Agri Parks initiatives. Coordinate District Development Models (DDM). Facilitate Koba Tlala & Production Brigade. Facilitate Military Veterans. Coordinate all CRDP projects with DALRRD.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>ENQUIRIES</u></b>    | : | Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>POST 23/42</u></b>   | : | <b><u>DEPUTY DIRECTOR: RESEARCH CENTRE MANAGEMENT (X2 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | R849 702 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | Mara Research Centre Ref No: LDARD 4/5/2024 (X1 Post)<br>Towoomba Research Centre Ref No: LDARD 5/5/2024 (X1 post)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 plus appropriate NQF Level 06 qualification in Public Administration/ Public Management/ Business Management/Administration or equivalent as recognised by SAQA. A minimum of 3-5 years appropriate experience in junior or middle management (Administration in agricultural Sector will be an added advantage). Valid driver's licence (Code B) (with the exception of people with disabilities). Knowledge, Competencies and Skills: Extensive knowledge and understanding of legislation governing Public Service (e.g. Public Service Act, Public Finance Management Act, Preferential Procurement Policy Framework Act, Public Service Regulation), and those related to Agricultural Production and Natural Resource Management. Knowledge and/or experience in farming, agricultural and research management. Knowledge of supply chain management processes. Relevant experience and/or knowledge in management of agricultural institution and/or farming sector. Knowledge Management, Client orientation and customer focus, Skills: Managerial skills, Negotiation Skills, Problem Solving, Planning & Organizing, Communication skills, Time management, Policy analysis and development, Coordination skills, Leadership skills. People Management and empowerment, Programme and project management, Financial Management, Change management. Personal attributes: Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; Supportive; Flexible; Willing to work under changing and difficult circumstances. |
| <b><u>DUTIES</u></b>       | : | Develop and implement business plan of the Research Station in line with departmental policies and strategic objectives. Manage and coordinate the provision of farm facilities services. Provide effective management of administrative support services inclusive of sound financial administration, human resource administration, transformation services, office support and auxiliary services. Provide management and strategic support for provision of effective research and development. Building sound and sustainable relationships among all role players through liaison and co-ordination of meetings with all stakeholders. Manage and utilize resources (financial, human, & physical) in accordance with relevant prescripts.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES</u></b>    | : | Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015)294 3587                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>POST 23/43</u></b>   | : | <b><u>STATE VETERINARIAN REF NO: LDARD 6/5/2024 (X1 POST)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | R849 702 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | Sekhukhune East                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 plus an appropriate NQF level 8 qualification in Veterinary medicine (BVSc/BVMCH) as recognised by SAQA and current registration with the South African Veterinary Council and a valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Thorough knowledge of the Meat Safety Act. Animal Diseases Act and supporting legislation and policies. Working knowledge of food safety risk management system. Interest and knowledge in veterinary pathology. Excellent interpersonal, negotiation and communication skills (verbal & written). Extensive knowledge on disease control programmes, Knowledge of international trade and legislation. Computer proficiency skills will be tested.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>DUTIES</u></b>       | : | Manage animal disease control in the Local Agricultural offices. Management of Veterinary Services personnel and resources in the Local Agricultural offices. Formulation and implementation of disease control strategies and policies in the Local Agricultural offices. Monitor and evaluate disease control                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            |   | strategies in the Local Agricultural offices. Manage animal identification in the Local Agricultural offices. Liaison with other role players.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>ENQUIRIES</u></b>    | : | Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>POST 23/44</u></b>   | : | <b><u>ASSISTANT DIRECTOR: RURAL DEVELOPMENT FACILITATION AND SUPPORT SERVICES REF NO: LDARD 7/5/2024 (X1 POST)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>       | : | R552 081 per annum (Level 10)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE</u></b>       | : | Waterberg District Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 plus an appropriate qualification NQF level 7 in Agriculture or equivalent tertiary qualification as recognized by SAQA. A minimum of 3 years relevant experience at Supervisory level in Agricultural Advisory environment. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills: Extensive knowledge and understanding of Public Service Act, Public Service Regulations, Relevant DPSA Prescripts, Division of Revenue Act, Public Finance Management Act, Land Redistribution for Agricultural Development Policy, Land Reform Act, 1997 (Act 3 of 1997), Policies and Strategies: APAP, RAAVC, Limpopo Development Plan, National Policy on Comprehensive Producer Development Support. Project management skills, Computer literacy (Excel Spreadsheets, Power Point and Microsoft Word), Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; Supportive; Flexible; Willing to work under changing and difficult circumstances. Strategic capability and leadership, People Management and empowerment, Programme and project management, Financial Management Change management. Knowledge Management, Service delivery innovation, problem solving analysis, client orientation and customer focus, communication. |
| <b><u>DUTIES</u></b>       | : | Coordinate and conduct social facilitation and participatory community development processes. Facilitate skills development. Facilitate co-operation between communities and public and private sector organizations. Sensitize rural communities on rural development initiatives. Conduct household profiling services. Provide post settlement support services. Establish and strengthen existing institutions for socio-economic development. Intergovernmental coordination municipalities, provincial and national departments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>ENQUIRIES</u></b>    | : | Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>POST 23/45</u></b>   | : | <b><u>CONTROL AGRICULTURAL RESOURCE TECHNICIAN REF NO: LDARD 8/5/2024 (X1 POST)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY</u></b>       | : | R552 081 per annum (Level 10)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE</u></b>       | : | Head Office: Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 plus an appropriate NQF level 6 in Agriculture/Natural Resource Management or Environmental Science as recognised by SAQA. Project management will be an added advantage. A minimum of 5 years relevant experience post the qualification in Agriculture/Natural Resource Management/Environment. A valid driver's license. Knowledge, Skills and Competencies: Computer literacy and MS Project Management. Report writing skills. EPWP reporting system. Understanding of government service delivery environment, teamwork, PFMA and LRA, Community Development, IDP, PGDS, CASP, LandCare and conflict resolution reform. Computer literacy will be tested. Knowledge of EPWP policy, development / land use planning experience.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>DUTIES</u></b>       | : | Coordination of LandCare Services. Facilitate and coordinate the transfer of technology on sustainable soil systems such as Conservation Agriculture. Support the planning and implementation of soil conservation service. Preparation of budget, demand management, contract management and compilation of technical reports. Coordinate the provision of mechanical service. Manage external service providers. Manage and coordinate projects in compliance with national policies and provincial objectives. Participate in multi-disciplinary teams.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>ENQUIRIES</u></b>    | : | Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015)294 3587.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>POST 23/46</u></b>   | : | <b><u>ASSISTANT DIRECTOR: WELLNESS MANAGEMENT REF NO: LDARD 9/5/2024 (X1 POST)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>SALARY</u></b>       | : | R444 036 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | Head Office: Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 plus an appropriate qualification NQF Level 8 in Social Work/ Clinical Psychology. Current Registration with South African Council for Social Service Professions (SACSSP) as a Social Worker/Health Professions Council of South Africa as a Registered Counsellor or Psychologist. A minimum of three 3 years relevant experience in Employee Health and Wellness. Experience in Wellness Management will be an added advantage. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Knowledge and understanding Employee Health and Wellness (EHW) Strategic Framework for the Public Service, HR practices, Public Service Regulations and EAPA SA Standards. Thorough knowledge and understanding of Public Finance Management Act, Treasury Regulations. Knowledge of the Code of Ethics for the profession. Knowledge and understanding of project and programme coordination. Sound knowledge of relevant Public Service policies and regulations. Planning and organising skills, effective communication skills, interpersonal skills, problem solving and negotiation skills, coordination, innovation, creativity and presentation skills. Report writing skills. Computer literacy. |
| <b><u>DUTIES</u></b>       | : | Develop strategies to ensure the overall physical wellness of employees. Provide Psycho-Social Wellness services. Coordinate Organisational Wellness programmes. Promote and monitor work-life balance programmes. Monitor the utilisation of Wellness Centre. Compile analysis reports.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>ENQUIRIES</u></b>    | : | Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015)294 3587.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>POST 23/47</u></b>   | : | <b><u>ASSISTANT DIRECTOR: FACILITIES AND RECORD MANAGEMENT REF NO: LDARD 10/5/2024 (X1 POST)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | R444 036 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | Capricorn District: Corporate Service                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | Relevant tertiary qualification with NQF 6 in Public Management, HRM, Record Management or equivalent appropriate relevant tertiary qualification as recognised by SAQA. 3-5 years relevant experience in Facilities and Record Management. A valid driver's license (with exception of people with disabilities). Knowledge, Skills and Competencies: Management Knowledge. Policy interpretation, Knowledge of record management, Project Management, Leadership skills. Facility Management, Human Resource Management, Change Management, Communication skills and Computer literacy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>DUTIES</u></b>       | : | Provide general records management, Provide Human Resource records management, Render registry and messenger services, Render logistical support services and Render facility management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>ENQUIRIES</u></b>    | : | Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>POST 23/48</u></b>   | : | <b><u>ASSISTANT DIRECTOR: FINANCIAL AND MANAGEMENT ACCOUNTING REF NO: LDARD 11/5/2024 (X1 POST)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | R444 036 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | Waterberg District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 plus an appropriate undergraduate (NQF level 6) qualification in Financial Management/ Auditing/Accounting etc. as recognized by SAQA. A minimum of 3-5 years' experience in Supervisory/Junior management position in Financial and Management Accounting. Computer literacy. A valid driver's licence (with exception of people with disabilities). Knowledge, Skills and Competencies: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Treasury Regulations and Division of Revenue Act. Experience of, and insight into legislation which impacts on financial management, Proven extensive experience in: financial planning, budgeting, reporting, revenue, expenditure and accounting management and Financial systems (BAS, LOGIS and PERSAL). Thorough understanding of policy analysis. People Management skills. Financial Management skills. Problem                                                                                                                                                                                              |



|                             |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                             |   | Solving skills. Planning & organizing skills. Time Management skills. Policy analysis. Good Communication skills. Diversity management. Facilitation skills. Co-ordination skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>DUTIES</u></b>        | : | Provide financial and management accounting. Facilitate the financial planning, budgeting and reporting. Provide expenditure management services. Facilitate revenue and debts management services. Supervise employees to ensure an effective financial and management accounting services. Undertake all administrative functions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>ENQUIRIES</u></b>     | : | Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>POST 23/49</u></b>    | : | <b><u>AGRICULTURAL ADVISOR (X4 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY CENTRE</u></b> | : | R376 413 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                             | : | Capricorn Northwestern Ref No: LDARD 12/5/2024 (X1 Post)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                             | : | Vhembe Central Ref No: LDARD 13/5/2024 (X3 Posts)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b>  | : | Grade 12 plus an appropriate 4-year degree/B Tech in agricultural extension or equivalent appropriate tertiary qualification as recognised by SAQA. Minimum of 01-year relevant experience. Registration with a professional body (e.g. SACNASP) is compulsory. A valid driver's licence (with exception of people with disabilities). Knowledge, Skills and Competencies: Extensive knowledge in agricultural advisory. Knowledge of production planning and management. Knowledge of Public Service Legislation. IDPS, PGDS and CASP, extension norms and standards. Report writing skills, Computer skills, Problem solving skills, Analytical skills, and ability to communicate with stakeholders at all levels. Knowledge of new agricultural technology and agricultural technical knowledge. Knowledge of project monitoring and evaluation. Knowledge of planning and organising, Facilitation skills. Networking skills and knowledge of other agricultural programmes, e.g. CASP, Letsema, Extension Recovery Plan (ERP), Land care and Fetsa Tlala. Language proficiency will be tested.                                                                                                                                                                                                                                                                                                 |
| <b><u>DUTIES</u></b>        | : | To promote sustainable development in the agricultural sector through the application of the appropriate extension principles and methods. Provide technical support for organised agriculture and other agricultural stakeholders and assist in planning, advice, and aftercare support. Promote sustainable production of agricultural products. Determine the research needs of the area. Establish and enhance the relationship with clients (internal and external) stakeholders. Provide continuous support to ensure sustained production and quality improvement. Render scientific and technical advice to internal and external clients to ensure sustainable development. Conduct farmers' days, demonstrations, and information days to the farming communities. Conduct situational analysis to identify the real needs and facilitate the implementation of best practices and technology. Empower and build capacity of producers, commodity groups to ensure self-reliance. Provide advice on various subjects' matter like crop production. Establish networks and linkages with all stakeholders, keep relevant databases up to date, such as famers' database. Compile and submit monthly and quarterly reports. Keep up to date with regard to applicable prescripts, policies, procedures, technology advisory services. Implement programmes such as CASP, Letsema, Land care. |
| <b><u>ENQUIRIES</u></b>     | : | Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007<br>Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>POST 23/50</u></b>    | : | <b><u>AGRICULTURAL ADVISOR (X5 POSTS)</u></b><br>(Twelve months fixed term contract)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY CENTRE</u></b> | : | R376 413 per annum (Level 08), including 37% in lieu of benefits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                             | : | Vhembe Central Ref No: LDARD 14/5/2024 (X2 Posts)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                             | : | Vhembe Far North Ref No: LDARD 15/5/2024 (X1 Post)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                             | : | Waterberg South Central Ref No: LDARD 16/5/2024 (X1 Post)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                             | : | Waterberg North Ref No: LDARD 17/5/2024 (X1 Post)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b>  | : | Grade 12 plus an appropriate 4-year degree/B Tech in agricultural extension or equivalent appropriate tertiary qualification as recognised by SAQA. Minimum of 01-year relevant experience. Registration with a professional body (e.g. SACNASP) is compulsory. A valid driver's licence (with exception of people with disabilities). Knowledge, Skills and Competencies: Extensive                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

|                             |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                             |   | knowledge in agricultural advisory. Knowledge of production planning and management. Knowledge of Public Service Legislation. IDPS, PGDS and CASP, extension norms and standards. Report writing skills, Computer skills, Problem solving skills, Analytical skills, and ability to communicate with stakeholders at all levels. Knowledge of new agricultural technology and agricultural technical knowledge. Knowledge of project monitoring and evaluation. Knowledge of planning and organising, Facilitation skills. Networking skills and knowledge of other agricultural programmes, e.g. CASP, Letsema, Extension Recovery Plan (ERP), Land care and Fetsa Tlala. Language proficiency will be tested.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>DUTIES</u></b>        | : | To promote sustainable development in the agricultural sector through the application of the appropriate extension principles and methods. Provide technical support for organised agriculture and other agricultural stakeholders and assist in planning, advice, and aftercare support. Promote sustainable production of agricultural products. Determine the research needs of the area. Establish and enhance the relationship with clients (internal and external) stakeholders. Provide continuous support to ensure sustained production and quality improvement. Render scientific and technical advice to internal and external clients to ensure sustainable development. Conduct farmers' days, demonstrations, and information days to the farming communities. Conduct situational analysis to identify the real needs and facilitate the implementation of best practices and technology. Empower and build capacity of producers, commodity groups to ensure self-reliance. Provide advice on various subject matter like crop production. Establish networks and linkages with all stakeholders, keep relevant database up to date, such as famers' database. Compile and submit monthly and quarterly reports. Keep up to date with regard to applicable prescripts, policies, procedures, technology advisory services. Implement programmes such as CASP, Letsema, Land care. |
| <b><u>ENQUIRIES</u></b>     | : | Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007.<br>Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 23/51</u></b>    | : | <b><u>ANIMAL HEALTH TECHNICIAN (X2 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY CENTRE</u></b> | : | R376 413 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                             | : | Sekhukhune East Ref No: LDARD 18/5/2024 (X1 Post)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                             | : | Mopani West Ref No: LDARD 19/5/2024 (X1 Post)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>REQUIREMENTS</u></b>  | : | Grade 12 plus an appropriate NQF level 6 qualification in Animal Health or equivalent qualification as recognised by SAQA. A paid-up registration with the South African Veterinary Council as Animal Health Technician. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Excellent interpersonal, communication and negotiation skills. Time management. Thorough knowledge of Animal Diseases Act, 1984 (Act 35 of 1984). Thorough knowledge of Animal Identification Act, 2002 (Act 6 of 2002). Knowledge of Meat Safety Act, 2000 (Act 40 of 2000). Thorough knowledge of specific diseases control programmes and eradication schemes. Knowledge of the PFMA. Computer proficiency. Report writing skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>DUTIES</u></b>        | : | Application of relevant acts and legislation in ward, district, province and country wide such as Animal Disease Act, its regulations, protocols, control measures and eradication schemes. Perform the following duties for disease control purposes: Inspections, Eradication Schemes, Disease Control Campaigns, Surveys. Facilitate training, mentorship and extension opportunities to farmers and do clinical work. Perform administrative responsibilities regarding line function administrative issues in area of responsibility. Render support service to the State Veterinarian and Control Animal Health with regard to animal disease control, reproduction and production advancement, sample collection and law enforcement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>ENQUIRIES</u></b>     | : | Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000<br>Mopani District: Ms. Malatjie MA Tel No: (015) 812 3210 / Ms. Nkuna NS Tel No: (015) 812 2275 and Hlungwani G Tel No: (015) 812 3210 / 18                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 23/52</u></b>    | : | <b><u>COMMUNICATION OFFICER REF NO: LDARD 20/5/2024 (X1 POST)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY CENTRE</u></b> | : | R376 413 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                             | : | Head Office: Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 plus an appropriate NQF level 6 or equivalent qualification as recognized by SAQA. At least three (03) years of experience in communication environment on social media applications. A valid driver's license (with exception of people with disabilities). Passion and proven work experience as Social Media Manager. Knowledge, Competencies and skills: Knowledge awareness of current news trends. Excellent writing, editing and proofreading skills. Ability to package content for social media use. Training in social media use will be an added advantage. Knowledge of communication principles, techniques and tools. Problem and Analysis. Client orientation and customer focus. Excellent communication skills. Accountability and ethical conduct. Ability to work under pressure and meet deadlines. |
| <b><u>DUTIES</u></b>       | : | Develop and manage all social media platforms of the Department Design and implement social media strategy to align with Departmental campaigns and programmes. Communicate with followers and respond to queries in a timely manner. Write, edit, and distribute various types of content, including material for website update. Design and produce internal and external newsletters for the department. Develop and maintain working relationships media outlets. Develop and maintain a database of media organizations houses. Draft and issue media advisories. Establish departmental podcast. Coordinate projects or campaigns with Public and Private Institutions. Coordinate the implementation of the departmental communication plan, management of branding and exhibitions of all departmental events.           |
| <b><u>ENQUIRIES</u></b>    | : | Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>POST 23/53</u></b>   | : | <b><u>ADMINISTRATIVE OFFICER: PME REF NO: LDARD 21/5/2024 (X1 POST)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | R308 154 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | Head Office: Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 plus NQF level 6 in Public Management/ Administration / Human Resource Management or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of 3 years' experience in Administration. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies, and skills: Strong organizational skills, Communication skills, Experience with technology and software. Problem-solving skills. Knowledge of working procedure in terms of the working government. Customer service skills. Knowledge of the PFMA. Computer proficiency. Report writing skills. Knowledge of Batho Pele Principles.                                                                                                                                                                      |
| <b><u>DUTIES</u></b>       | : | Authenticate Performance Information. Monitor Programmes Performance. Monitor Projects. Evaluate Projects. Verification of Projects.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES</u></b>    | : | Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>POST 23/54</u></b>   | : | <b><u>ADMINISTRATIVE OFFICER: FACILITY AND RECORD MANAGEMENT REF NO: LDARD 22/5/2024 (X1 POST)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>SALARY</u></b>       | : | R308 154 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | Mopani District Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 plus NQF level 6 in Public Management/ Administration / Human Resource Management/Management Assistant Qualification or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of three years' experience in administration with a valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Strong organizational skills. Communication skills. Interpersonal skills. Experience with technology and software. Knowledge of working procedure in terms of the working government. Problem-solving skills. Customer service skills. Knowledge of the PFMA. Computer proficiency. Report writing skills. Knowledge of Batho Pele Principles.                                                                                                      |
| <b><u>DUTIES</u></b>       | : | Act as the point of contact between offices and internal/external stakeholders. Prepare reports, presentations, and other documents for the office as required. Administer transport and regular services to ensure effective and efficient service delivery in the district. Administer proper office accommodation for the staff for effective and efficient service delivery. Administer photocopying services to promote productivity. Administer human resources and keep assets register up to date. Manage the day-to-day operations of the office, including scheduling meetings, organizing files and handling correspondence.                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>    | : | Ms Malatji MA, Chaka NS and Hlungwani G Tel No: (015) 812 3210 / 11 / 18                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

**POST 23/55** : **ADMINISTRATIVE OFFICER: FACILITIES MANAGEMENT SERVICES REF NO: LDARD 23/5/2024 (X1 POST)**

**SALARY** : R308 154 per annum (Level 07)  
**CENTRE** : Head Office: Polokwane  
**REQUIREMENTS** : Grade 12 plus NQF level 6 in Public Management/ Administration / Facilities Management/Human Resource Management/Property Management or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of three years' experience in administration. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Knowledge of working procedure in terms of the working government. Knowledge of the PFMA. & Treasury Regulations. Knowledge of Batho Pele Principles. Strong organizational skills. Communication skills. Interpersonal skills. Managerial functions. Problem-solving skills. Customer service skills. Computer proficiency. Report writing skills.

**DUTIES** : Provide administrative support for infrastructure maintenance. Coordinate infrastructure major and minor projects. keeping custody of office building. Coordinate the day-to-day maintenance of facilities. Coordinate the building inspections. Provide the OHS support and implementation of recommendations. Ensure that specifications are scrutinized in consultation with PDPWRI. Monitor onsite contractors. Liaise with stakeholders. Ensure the availability of facility maintenance equipment's and materials. Provide administrative support for property leases and acquisition. Process payment of rentals and municipality. Provide supervisory support for Facilities Management (Cleaning and hygiene, reception). Adhere to all relevant legislation and procedures within facilities management. Supervise subordinates.

**ENQUIRIES** : Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

**POST 23/56** : **ARTISAN PRODUCTION GRADE A REF NO: LDARD 24/5/2024 (X1 POST)**

**SALARY** : R230 898 per annum, OSD  
**CENTRE** : Sekhukhune District  
**REQUIREMENTS** : Grade 12 plus an appropriate Trade Test Certificate or equivalent appropriate tertiary qualification as recognised by SAQA. No experience required/needed. A valid driver's license (with exception of people with disabilities). Skills and Knowledge: Knowledge of relevant Acts and regulations. Road maintenance Manual. Health and safety measures. Technical analysis. Computer aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Teamwork. Analytical skills. Creativity. Self-Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organizing. Core and Process Competencies: People Management and Empowerment; Programme and Project Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.

**DUTIES** : Perform services and repairs to roads related plant and equipment. Repairs: Receive job card. Stabilize machine or vehicle. Run the engine until it is warm. 228 Turn engine off. Drain oil into container. Re-install the drain plug. Remove filters (oil, fuel & air filter). Examine filter debris. Install new filters. Refill oil and check for leaks and level. Test drive. Service: Check the condition of working area for safety. Determine problem existing. State problem in writing. Visual inspection on machine/ vehicle (for further damage such as leaks boos bolts and cracks). Fix the problem and re-test. Analyse the failure. List all possible causes. Run test and record information. Provide mechanical expertise: Carry out services as per service category and complete standards. Doing visual and pre-checks inspection on plant before and after service/repairs is carried out as well as the compiling of inspection sheet. Making full report of the findings and completing of job cords after competing any repair or service. Perform per-inspection for additional defects before repairs: Dismantling. Layout. Check condition of warn out parts. Repair or replace where necessary and assemble. Clean the object/part and test it. Perform administrative and related functions: Provide inputs on the compilation of technical reports. Keep and maintain job record and other registers. Maintain and adhere to agreed development plan.

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>ENQUIRIES</u></b>    | : | Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>POST 23/57</u></b>   | : | <b><u>REGISTRY CLERK: FACILITIES AND RECORDS MANAGEMENT REF NO: LDARD 25/5/2024 (X1 POST)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | R216 417 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CENTRE</u></b>       | : | Sekhukhune District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 or equivalent qualifications as recognised by SAQA. Knowledge, Competencies and skills: knowledge of National Archive Act, MISS and other related Legislations. Computer literacy. Communication skills. Interpersonal relations skills. Flexibility. Teamwork. Planning and organising.                                                                                                                                                                                                                                                                                          |
| <b><u>DUTIES</u></b>       | : | Managing of incoming and outgoing mail/ correspondences Opening new files and numbering of correspondence before filing. Operating franking machine. Closing of files in line with applicable standards. Ensure collection of mail. maintain departmental file plan, monitor movement of files, effective flow of information, administration of registry office.                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>    | : | Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>POST 23/58</u></b>   | : | <b><u>HR CLERK: HUMAN RESOURCE SERVICES REF NO: LDARD 26/5/2024 (X1 POST)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | R216 417 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CENTRE</u></b>       | : | Waterberg District Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 or equivalent qualification as recognized by SAQA. Knowledge, Competencies and skills: Knowledge of PERSAL System. Knowledge, Skills and Competencies: Knowledge of Human Resource policies and legislation. Report writing. Good communication skills (verbal and written). Computer literacy (MS Office). Good organizing skills. Accuracy and attention to details.                                                                                                                                                                                                            |
| <b><u>DUTIES</u></b>       | : | Provide human resources provisioning and utilization services. Recruit personnel and handle placements. Facilitate transfers and translations. Provide personnel administration clerical support services within the component. Implement conditions of services (Leave, Housing, Medical, Injury on Duty, Long Service Recognition on Overtime. Termination of service. Performance Management.                                                                                                                                                                                           |
| <b><u>ENQUIRIES</u></b>    | : | Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana MR Tel No: (014) 717 2523                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>POST 23/59</u></b>   | : | <b><u>SUPPLY CHAIN CLERK: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: LDARD 27/5/2024 (X1 POST)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | R216 417 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CENTRE</u></b>       | : | Vhembe District Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 or equivalent qualification as recognized by SAQA. Knowledge, Competencies and skills: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Job Knowledge. Computer Skills. Communication Planning and organisation. Interpersonal relations Language. Flexibility Good verbal and written. Communication skills. Teamwork. |
| <b><u>DUTIES</u></b>       | : | To render supply chain management (SCM) clerical services. Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services.                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>ENQUIRIES</u></b>    | : | Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 23/60</u></b>   | : | <b><u>TRANSPORT CLERK: FLEET MANAGEMENT REF NO: LDARD 28/5/2024 (X1 POST)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | R216 417 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CENTRE</u></b>       | : | Head Office: Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 or equivalent qualification in Public management, Logistics or Transport management as recognised by SAQA. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies and skills: Knowledge of Fleet Maintenance. Thorough knowledge and understanding of                                                                                                                                                                                                                                                                                     |

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            |   | Fleet Management and Policies Reading and writing. Good communication skills. Ability to work abnormal hours and independently. Ability to plan and organize. Good customer care.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>DUTIES</u></b>       | : | To ensure record management for Transport Service. Interaction with district offices for vehicles profiles and allocation of vehicles. Interact with service providers, officials for licensing and inspection on new vehicles. Loading of turn-downs with service providers and allocation of gg vehicles. Conducts GG motor vehicle inspection. Keeping and updating of gg vehicles register.                                                                                                                                                                                                                                                                         |
| <b><u>ENQUIRIES</u></b>    | : | Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>POST 23/61</u></b>   | : | <b><u>ADMINISTRATIVE CLERK: FINANCIAL MANAGEMENT REF NO: LDARD 29/05/2024 (X1 POST)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | R216 417 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>CENTRE</u></b>       | : | Head Office: Polokwane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>REQUIREMENTS</u></b> | : | A grade 12 certificate or equivalent. National Diploma in Management Assistant and Public Management will be an added advantage. Basic knowledge of Clerical administrative work. Knowledge, Skills and Competencies: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job Knowledge Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork. Computer literacy. Planning and organisation. |
| <b><u>DUTIES</u></b>       | : | Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>ENQUIRIES</u></b>    | : | Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 23/62</u></b>   | : | <b><u>ANIMAL HEALTH ASSISTANT REF NO: LDARD 30/05/2024 (X1 POST)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>       | : | R183 279 per annum (Level 04)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>CENTRE</u></b>       | : | Vhembe Far North                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 or equivalent qualification as recognized by SAQA. 02 years' experience in the Animal Health field. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies and skills: Good communication skills. Ability of mixing dip stuff, cleaning and re-assemble syringes, handling of veterinary tools and equipment. Experience in handling of cattle, small stock and poultry. Ability to read and write. Interpersonal, communication, evaluation persuasion, time management, conflict management.                                                                                                                         |
| <b><u>DUTIES</u></b>       | : | Assist to implement disease control measures. Assist to improve animal health through biosecurity, vaccination and surveillance for disease and treatment of animals. Assist in collecting specimen, examination and dispatch samples of animal diseases. Assist in the provision of extension services on animal health to animal owners.                                                                                                                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES</u></b>    | : | Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>POST 23/63</u></b>   | : | <b><u>FARM AID REF NO: LDARD 31/5/2024 (X1 POST)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY</u></b>       | : | R131 265 per annum (Level 02)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>CENTRE</u></b>       | : | Madzivhandila College of Agriculture: Lwamondo Farm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>REQUIREMENTS</u></b> | : | Grade 10 / ABET / AET or equivalent qualification as recognised by SAQA. Knowledge, Competencies and Skills: Basic literacy and numeracy. Able to read and write. Communication skills. Good interpersonal relation and knowledge of Batho Pele Principles. Farm work experience and knowledge of various types of farm activities will be an added advantage.                                                                                                                                                                                                                                                                                                          |
| <b><u>DUTIES</u></b>       | : | Apply chemical crop protection. Soil cultivation and preparation. Irrigation of crops. Care for sick livestock. Dipping, vaccination and dosing. Count livestock daily. Tending of crops/orchards/vineyards. Cleaning of facilities and disposal of farm waste materials. Firefighting and prevention. Maintain windmills and water supply system.                                                                                                                                                                                                                                                                                                                      |

|                             |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>ENQUIRIES</u></b>     | : | Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 23/64</u></b>    | : | <b><u>GENERAL WORKER: ADMINISTRATION SUPPORT SERVICES (X3 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY CENTRE</u></b> | : | R131 265 per annum (Level 02)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                             | : | Capricorn South Ref No: LDARD 32/5/2024 (X1 Post)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                             | : | Mopani North Ref No: LDARD 33/5/2024 (X2 Posts)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>REQUIREMENTS</u></b>  | : | Grade 10/ABET/AET Level 4 or equivalent qualification. Basic numeracy. Knowledge, Competencies and Skills: Knowledge of cleaning procedures and gardening principles. Ability to operate basic garden equipment and machinery. Knowledge of maintenance of relevant equipment. Good interpersonal relations Be able to work in a team. Be able to perform manual work. Show commitment and loyalty. Must be punctual, productive and show good behaviour towards customers. Communication skills.                                                                                                                                                                                                                                                                                   |
| <b><u>DUTIES</u></b>        | : | Maintain premises and surroundings. Maintenance and safekeeping of gardening equipment. Moving furniture and equipment as required. Removing garbage and empty boxes. Assist in receiving stock and goods. Reporting losses/damage to equipment. Loading and offloading of goods.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>ENQUIRIES</u></b>     | : | Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609, Ms. Moeti M Tel No: (015) 632 8619<br>Mopani District: Ms. Malatji MA Tel No: (015) 812 3210 or Ms. Chaka NS Tel No: (015) 812 2275.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 23/65</u></b>    | : | <b><u>GENERAL WORKER: FACILITIES AND RECORD MANAGEMENT REF NO: LDARD 34/5/2024 (X1 POST)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY CENTRE</u></b> | : | R131 265 per annum (Level 02)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b>  | : | Vhembe District<br>Grade 10/ABET/AET Level 4 or equivalent qualification. Basic numeracy. Knowledge, Competencies and Skills: Knowledge of cleaning procedures and gardening principles. Ability to operate basic garden equipment and machinery. Knowledge of maintenance of relevant equipment. Good interpersonal relations Be able to work in a team. Be able to perform manual work. Show commitment and loyalty. Must be punctual, productive and show good behaviour towards customers. Communication skills.                                                                                                                                                                                                                                                                |
| <b><u>DUTIES</u></b>        | : | Maintain premises and surroundings. Maintenance and safekeeping of gardening equipment. Moving furniture and equipment as required. Removing garbage and empty boxes. Assist in receiving stock and goods. Reporting losses/damage to equipment. Loading and offloading of goods.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>ENQUIRIES</u></b>     | : | Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>POST 23/66</u></b>    | : | <b><u>GENERAL WORKER (REDLINE GATE/ GUARD/FENCE PATROLER REF NO: LDARD 35/5/2024 (X3 POSTS)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY CENTRE</u></b> | : | R131 265 per annum (Level 02)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b>  | : | Vhembe District<br>Grade 10/ABET/AET level 2 or equivalent qualification. Knowledge, competencies, and skills: Basic literacy and numeracy. Able to read and write. Knowledge of security services. Communication Skills. Good interpersonal relations. Report writing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>DUTIES</u></b>        | : | To perform routine manual farming activities. Control over Movement of cloven hooved animals. Stop, register, and search vehicle from the redline area. Check meat, dairy product, dung, grass, hides, skins, etc. Confiscate all product listed in (ii) above. Open and close the gate. Report confiscated products to the supervisor for further attention. Conduct fence patrol. Routine check of the redline fence. Repair of fence breakage. Trace animal track along the redline fence. Clear bushes along the redline fence. Control over quarantined animals. Check permit for animal quarantined. Liaise with the Animal Health Technician for inspection. Keep records. Keep permits register. Keep register for quarantined animals. Keep register for vehicle movement. |
| <b><u>ENQUIRIES</u></b>     | : | Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

**PROVINCIAL ADMINISTRATION: NORTH WEST  
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

|                             |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>APPLICATIONS</u></b>  | : | quoting the relevant reference, should be forwarded as follows: The Department of Agriculture and Rural Development, The Directorate - Dr Kenneth Kaunda District Services: The District Director, Dr Kenneth Kaunda District Services, Private Bag X804, Potchefstroom, 2520 or E-mail: <a href="mailto:CHilderbrand@nwpg.gov.za">CHilderbrand@nwpg.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>FOR ATTENTION</u></b> | : | Ms. C. Hilderbrand                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>CLOSING DATE</u></b>  | : | 12 July 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>NOTE</u></b>          | : | This Department is an equal opportunity and affirmative action employer. It is our intention to promote representatively (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference. Applications must be submitted on form Z83, fully completed obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV and ID copy as well as three contactable referees. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews. Should you possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit the requested documents will result in the Application not being considered. All qualifications will be verified. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed or copied application will be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All appointments are subject subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification, reference checks and security vetting. The Department reserves the right not to make appointment for the advertised posts. The successful candidates will enter into an employment contract with the Department that will be reviewed based on performance. The Department reserve the right not to appoint. |

**OTHER POSTS**

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>POST 23/67</u></b>   | : | <b><u>LECTURER: AGRICULTURAL FINANCIAL MANAGEMENT REF NO: NWDARD 01/06/24</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>       | : | R376 413 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE</u></b>       | : | Potchefstroom Agricultural College                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b> | : | Bachelor's degree or equivalent qualification (NQF 7) in Agricultural Management/ Economics Post Graduate qualification in teaching/ training will be an added advantage Minimum of 3 years' experience in the specialized area and higher education and training Current registration with AEASA will be an added advantage Valid unendorsed motor vehicle driver's license Sound communication and presentation skills Computer Literacy (MS Office) Knowledge of research methodology.                                                                                                                                |
| <b><u>DUTIES</u></b>       | : | Plan, prepare and present theoretical and practical lectures Development of class activities to ensure learner-oriented learning Plan, prepare, and implement activities for practical presentations, demonstrations etc. Prepare and procure relevant material, inputs and equipment for practical Compile assignments, class tests and bulk question memoranda Design practical assessment instruments and rubrics to ensure unbiased assessment Literature review and material development Develop, review and update existing material Provide inputs for curriculum development Management of administrative tasks. |
| <b><u>ENQUIRIES</u></b>    | : | Mr S Mokhachane Tel No: (018) 285 0700                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |



|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>POST 23/68</u></b>   | : | <b><u>LECTURER: HORTICULTURE REF NO: NWDARD 02/06/2024</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>SALARY</u></b>       | : | R376 413 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE</u></b>       | : | Potchefstroom Agricultural College                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b> | : | Bachelor's degree in Agriculture (NQF 7) in Plant Production or equivalent qualification specializing in vegetable and fruit production Teaching/ training qualification Honours Degree will be an added advantage. A minimum of 2 - 3 years' relevant experience in the specialized area. Knowledge of drafting of vegetable and fruit production plans. Minimum of 3 years' experience in higher education and training. Knowledge of research methodology. Current registration with SACNASP will be an added advantage. Valid unendorsed motor vehicle driver's license. Sound communication and presentation skills. Computer Literacy (MS Office). |
| <b><u>DUTIES</u></b>       | : | Plan, prepare and present theoretical and practical lectures Development of class activities to ensure learner-oriented learning Plan, prepare, and implement activities for practical presentations, demonstrations etc. Prepare and procure relevant material, inputs and equipment for practical Compile assignments, class tests and bulk question memoranda Design practical assessment instruments and rubrics to ensure unbiased assessment Literature review and material development Develop, review and update existing material Provide inputs for curriculum development Management of administrative tasks.                                 |
| <b><u>ENQUIRIES</u></b>    | : | Mr T Aphone Tel No: (018) 285 0700                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>POST 23/69</u></b>   | : | <b><u>LECTURER: MONOGASTRIC REF NO: NWDARD 03/06/24</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY</u></b>       | : | R376 413 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE</u></b>       | : | Potchefstroom Agricultural College                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b> | : | Bachelor's degree in Agriculture (NQF 7) in Animal Production or equivalent qualification Teaching/ training qualification Honours Degree will be an added advantage. A minimum of 3 years' relevant experience in the specialized area. Minimum of 3 years' experience in higher education and training. Knowledge of research methodology. Current registration with SACNASP will be an added advantage. Valid unendorsed motor vehicle driver's license. Sound communication and presentation skills. Computer Literacy (MS Office).                                                                                                                  |
| <b><u>DUTIES</u></b>       | : | Plan, prepare and present theoretical and practical lectures Development of class activities to ensure learner-oriented learning Plan, prepare, and implement activities for practical presentations, demonstrations etc. Prepare and procure relevant material, inputs and equipment for practical Compile assignments, class tests and bulk question memoranda Design practical assessment instruments and rubrics to ensure unbiased assessment Literature review and material development Develop, review and update existing material Provide inputs for curriculum development Management of administrative tasks.                                 |
| <b><u>ENQUIRIES</u></b>    | : | Mr MS Moneoang Tel No: (018) 285 0700                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>POST 23/70</u></b>   | : | <b><u>LECTURER: SOIL SCIENCE AND FERTILITY REF NO: NWDARD 04/06/24</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>       | : | R376 413 per annum (Level 08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE</u></b>       | : | Potchefstroom Agricultural College                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b> | : | Bachelor's degree or equivalent qualification (NQF 7) in Soil Science or related field Post Graduate qualification in teaching/ training will be an added advantage. Minimum of 3 years' experience in higher education and training. Current registration with SACNASP will be an added advantage. Valid unendorsed motor vehicle driver's license. Sound communication and presentation skills. Computer Literacy (MS Office). Knowledge of research methodology.                                                                                                                                                                                      |
| <b><u>DUTIES</u></b>       | : | Plan, prepare and theoretical and present practical lectures Development of class activities to ensure learner-oriented learning Plan, prepare, and implement activities for practical presentations, demonstrations etc. Prepare and procure relevant material, inputs and equipment for practical Compile assignments, class tests and bulk question memoranda Design practical assessment instruments and rubrics to ensure unbiased assessment Literature review and material development Develop, review and update existing material Provide inputs for curriculum development Management of administrative tasks.                                 |
| <b><u>ENQUIRIES</u></b>    | : | Mr TP Aphone Tel No: (018) 285 0700                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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

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

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

**OTHER POSTS**

**POST 23/71** : **MEDICAL SPECIALIST (FAMILY MEDICINE): GRADE 1 TO 3**  
Central Karoo District

**SALARY** : Grade 1: R1 271 901 per annum  
Grade 2: R1 451 214 per annum  
Grade 3: R1 680 780 per annum  
(A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidates to participate in a system of remunerated commuted overtime). (Plus, a non-pensionable rural allowance of 22% of basic salary).

**CENTRE REQUIREMENTS** : Beaufort West Hospital  
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Family Medicine. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Family Medicine. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Family Medicine. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Family Medicine. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Family Medicine. Inherent requirements of the job: Commuted overtime contract is compulsory, as well as ability to work after-hours. Valid (Code B/EB) driver's license, as well as willingness and ability to travel. Competencies (knowledge/skills): Knowledge of a public health approach to delivering integrated family medicine services. Ability to work in integrated multi-disciplinary teams across platforms. Clinical, leadership, administrative, teaching and mentoring skills. Computer literacy in MS Office mandatory. Creativity to develop new ideas which can result in positive changes to existing processes.

**DUTIES** : Specialist family medicine care to patients (all age groups) at Beaufort-West Hospital and at selected outreach sites in the Central Karoo district. Participate in clinical governance of a growing integrated district family medicine health service. Teaching and clinical supervision of junior and allied health practitioners, generalists and medical students within the Central Karoo District.

**ENQUIRIES APPLICATIONS** : Dr A Van Rooy Tel No: (023) 414-8200  
Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

**CLOSING DATE** : 19 July 2024

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>POST 23/72</u></b>   | : | <b><u>ASSISTANT MANAGER: PHARMACEUTICAL SERVICES</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY</u></b>       | : | R990 066 per annum, (A portion of the package can be structured according to the individual's personal needs).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE</u></b>       | : | Tygerberg Hospital, Parow Valley                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Appropriate qualification that allows registration with the South African Pharmacy Council (SAPC) as a pharmacist. Registration with a professional council: Registration with the SAPC as a Pharmacist. Experience: A minimum of 3 years appropriate experience after registration with the SAPC as a Pharmacist. Inherent requirements of the job: A valid driver's license (Code B/EB). Willingness to register as a tutor. Experience in dispensing management, clinical pharmacy and Pharmacy and Therapeutic Committee Management and Human Resource management. Ability to work under pressure and maintain a high standard of professionalism. Proof of Continuous Professional Development. Competencies (knowledge/skills): Appropriate experience as a pharmacist in a hospital environment. Appropriate supervisory experience as a pharmacist. Pharmacy Act 53 of 1974 as amended, Medicines and Related Substance Control Act, Act 101 of 1965 as amended, GPP, Public Finance Management Act and Supply Chain processes. Knowledge of Dispensing Management, Clinical Pharmacy Management and Pharmacy and Therapeutic Committee Management especially in the area of evidence-based medicine and Pharmacovigilance. Advanced Computer literacy (MS Word, working knowledge of Excel, PowerPoint, and Outlook). Good interpersonal, organisational and communication skills. |
| <b><u>DUTIES</u></b>       | : | Duties include providing an effective Pharmaceutical Service. Clinical and Management functions. Ensuring effective Pharmaceutical Service is being provided. Facilitating a comprehensive dispensing process, including the approval of items that are not on the provincial code list. Conversing with clinicians, Head of Departments as well as Senior Hospital Management. Monitoring and facilitating the Medicine Supply Management. Monitor and report on medication errors/interventions in accordance with Quality Assurance requirements. Facilitating and monitoring research. Monitor and report on Well Sky and statistical data quality and maintain data integrity and liaise with Finance and Supply Chain Management and Information Management. Assisting with the development and implementation of Standard Operating Procedures. Monitoring and facilitating the training and development of pharmacy staff. Assisting with the management functions of Supervisors and control of resources and equipment as well as human resource management of staff.                                                                                                                                                                                                                                                                                                                                                |
| <b><u>ENQUIRIES</u></b>    | : | Mr W Isaacs Tel No: (021) 938-5225                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>APPLICATIONS</u></b> | : | Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>CLOSING DATE</u></b> | : | 19 July 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 23/73</u></b>   | : | <b><u>MEDICAL OFFICER: GRADE 1 TO 3</u></b><br>Chief Directorate: Emergency and Clinical Services Support                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | Grade 1: R949 146 per annum<br>Grade 2: R1 082 988 per annum<br>Grade 3: R1 253 415 per annum<br>(A portion of the package can be structured according to the individual's personal needs).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | Forensic Pathology Services, Southern Cape/ Karoo                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Registration with the Health Professions Council of South Africa as a Medical Practitioner. Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner. Experience: <b>Grade 1:</b> None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 2:</b> A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA in respect of SA qualified employees. 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is                                                                                                                                                                                                                                                                                                                                                                                                                                           |

not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA in respect of SA qualified employees. 11 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees., of whom it is not required to perform Community Service as required in South Africa. Appropriate experience in trauma related cases. Inherent requirement of the job: Valid Code B/EB Driver's licence. Will be required to perform work duties outside normal working hours and away from base of employment. Will be required to deliver expert testimony in court proceedings. Competencies (knowledge/skills): Above-average ability to communicate clearly and discreetly in person and in writing. Above-average computer and software literacy. Knowledge of the functioning of a Forensic Pathology Department. Administration skill. Ability to teach medical students, Forensic Pathology Officers and Medical staff. Good interpersonal skills including effective service delivery within a group situation at all levels of authority. Ability to do the Diploma in Forensic Pathology. Exposure to postmortems, autopsy work and dissection.

**DUTIES** : Perform Postmortems at Medical Officer level, completion of investigations and documentation in relevant cases, and oral evidence in judiciary proceedings related thereto. Expert evidence in court related to above cases as requested by the Department of Justice. Attendance of and examination of incident cases. Support to the Head: Clinical Unit and Medical Specialist in all aspects required. Guidance of Forensic Pathology Officers with regard to performance of postmortems. Assist with teaching and training of Medical, Criminal investigation and justice groups in medico-legal autopsies and related investigations.

**ENQUIRIES** : Dr M Hurst, Email address: [Mariette.Hurst@westerncape.gov.za](mailto:Mariette.Hurst@westerncape.gov.za)  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to security clearance, qualification clearance, criminal records, credit records and previous employment checks prior to appointment. Candidates may have to undergo profiling assessments prior to appointment.

**CLOSING DATE** : 19 July 2024

**POST 23/74** : **DEPUTY DIRECTOR: SECURITY SERVICES MANAGEMENT**  
 Directorate: Facility Management

**SALARY** : R849 702 per annum, (A portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Head Office, Cape Town (M4 Building Karl Bremer Hospital Complex and Head Office)

**REQUIREMENTS** : Minimum educational qualification: An appropriate three-year National Diploma or Degree. Experience: Appropriate management experience and applicable courses and in-service training in risk and security management. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work extended hours and to travel. Competencies (knowledge/skills): In depth knowledge of management and administrative processes in the Public Service. Must have strong leadership qualities and the ability to motivate personnel. Understanding of the strategic direction and goals of the Department and how to intertwine security needs with the goals and objectives. Knowledge of applicable policies, legislation, public regulations, and procedures. Excellent report writing, research, training, presentation, communication and counterintelligence skills. Systematic approach to work. High level of interpersonal, administrative, and financial management skills. Creativity, lateral thinking, and ability to implement innovative solutions and solve complex problems. Computer literate and proficient in MS Office.

**DUTIES** : To render advice in respect of security matters. Liaise with stakeholders namely SAPS, State Security Agency, PSIRA, City of Cape Town Law Enforcement and the Department of Police Oversight and Community Safety on departmental security and security risk management matters. Ensure compliance and enforcement w.r.t safety and security legislation & prescripts. To monitor the implementation and progress made with security systems in the department. Coordinate and facilitate vetting, investigations, reporting of incidents, security breaches, compliance auditing (M&E), training and awareness programs. Facilitate security appraisals and implementation of

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            |   | recommendations. Facilitate contract management of outsourced security service providers. Ensure the administration of the safety and security risk management processes and methodologies and provide feedback to Management. Implement security policies and procedures.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>ENQUIRIES</u></b>    | : | Dr A Kharwa Tel No: (021) 918-1536                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>APPLICATIONS</u></b> | : | Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CLOSING DATE</u></b> | : | 19 July 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 23/75</u></b>   | : | <b><u>DEPUTY DIRECTOR: ADMINISTRATION (SUPPORT SERVICES)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>       | : | R849 702 per annum, (A portion of the package can be structured according to the individual's personal needs).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>CENTRE</u></b>       | : | Groote Schuur Hospital, Observatory                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: An appropriate 3-year National Diploma or Degree. Experience: Extensive managerial experience within the Support Services and Infrastructure platform. Appropriate experience in contract and/or project management. Competencies (knowledge/skills): Computer literacy in the MS Word, Excel, PowerPoint applications as well as Excellent communication and negotiation skills. Extensive knowledge of the PFMA, Treasury Regulations, the Supply Chain Management procedures and broad knowledge of the Support Services and Infrastructure platform. Strong management, oversight and leadership skills, as well as strategic and operational planning skills. Ability to work under pressure and availability after-hours, when necessary.                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>DUTIES</u></b>       | : | Actively participate in strategic planning for the Support Services and Infrastructure divisions to improve and enhance efficient service delivery as well as engaging stakeholders from other Governmental Departments, private institutions, and private sector. Manage the Environmental Hygiene Services of the Hospital which comprise of the following areas: Cleaning, Portering, Transport, Death Administration, Waste Management, Messenger Services, Specimen Services & Pest Control. Management of an efficient Food / Nutritional and Linen Management service. Management of the Facilities Management Department and its sub sections i.e. General Admin Support, Medico Legal, Registry / Archives, Printing, Parking, Patient Records, Staff Residence & Facilities Administration (Infrastructure, Leases, Memorandum of Understanding Access Control etc.) as well as very close engagements with the Hospital Facility Board. Ensure safety and security of staff, patients and visitors and the management of risks. Management of the Support Services Functional Business Unit (FBU) as well as Human Resource management and the Planning and Commissioning Unit (PCU). |
| <b><u>ENQUIRIES</u></b>    | : | Dr S De Vries Tel No: (021) 404-3178                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>APPLICATIONS</u></b> | : | Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CLOSING DATE</u></b> | : | 19 July 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 23/76</u></b>   | : | <b><u>CLINICAL PSYCHOLOGIST: GRADE 1 TO 3</u></b><br>Chief Directorate: Metro Health Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>       | : | Grade 1: R827 211 per annum<br>Grade 2: R961 806 per annum<br>Grade 3: R1 113 600 per annum<br>(A portion of the package can be structured according to the individual's personal needs).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>CENTRE</u></b>       | : | Stikland Hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Psychologist. Registration with a professional council: Registration with the Health Professions Council of South Africa as a Clinical Psychologist. Experience: <b>Grade 1:</b> None after registration as with the HPCSA as a Psychologist in respect of RSA qualified employees. 1 Year relevant experience after registration with the HPCSA as a Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> A minimum of 8 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA                                                                                                                                                                                                                                                                                                                                                                                                   |

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            | qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 3:</b> A minimum of 16 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. A minimum of 17 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (Knowledge/Skills): Communication skills. Computer literate. Excellent clinical assessment and management procedures. Excellent clinical skills in terms of consultation. Good professional attitude.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>DUTIES</u></b>       | : Attend and contribute in multidisciplinary team feedback meetings. Attend and contribute in ward rounds. Clinically assess and diagnostically and psycho-dynamically formulate complicated clinical conditions, problems and symptoms. Contribute toward programs. Manage referrals. Participate in the planning, monitoring and evaluation of psychological services in a -unit/ward. Perform psychometric assessments, write clinical reports. Provide individual, group- and family-based psychotherapeutic interventions. Provision of clinical services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>ENQUIRIES</u></b>    | : Ms M Hendricks Tel No: (021) 940-4451                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>APPLICATIONS</u></b> | : Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>NOTE</u></b>         | : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. The pool of applicants will be considered for other Clinical Psychologist posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>CLOSING DATE</u></b> | : 19 July 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>POST 23/77</u></b>   | : <b><u>OPERATIONAL MANAGER NURSING (SPECIALTY: NEONATAL ICU, HIGH CARE, KMC, POST NATAL)</u></b><br>Chief Directorate: Rural Health Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY</u></b>       | : R656 964 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>       | : George Regional Hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>REQUIREMENTS</u></b> | : Minimum education qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. 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 SANC as a Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognizable experience after registration with the SANC as Professional Nurse in General Nursing and Midwife. At least 5 years of the above-mentioned period must be appropriate/ recognizable experience in the specific specialty after the obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Ability to work shifts, weekends and public holidays, overtime, night duty and perform relief duties in the Obstetric Department 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). |
| <b><u>DUTIES</u></b>       | : Supervise, co-ordinate and ensure the provision of effective and efficient patient care through the identification of nursing care needs, the planning and implementation of nursing care and the guidance of nursing and other personnel. Initiate and participate in health promotion to ensure consistent communication of relevant, 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>ENQUIRIES</u></b>    | : Ms D Williams Tel No: (044) 802-4537                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>APPLICATIONS</u></b> | : | Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>NOTE</u></b>         | : | Shortlisted candidates may be subjected to a practical and/or competency test.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CLOSING DATE</u></b> | : | No payment of any kind is required when applying for this post.<br>19 July 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>POST 23/78</u></b>   | : | <b><u>THERAPEUTIC AND MEDICAL SUPPORT SERVICES COORDINATOR GRADE 1</u></b><br>Chief Directorate: Metro Health Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>       | : | R545 262 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>CENTRE</u></b>       | : | Brackengate TCF                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist or Occupational therapist. Registration with a professional council: Registration with the HPCSA as a Physiotherapist or Occupational therapist. Experience: A minimum 3 years' appropriate experience after registration with the HPCSA as a Physiotherapist or Occupational therapist. Inherent requirement of the job: Valid driver's licence. Competencies (knowledge/skills): Ability to think and function independently as well as in an interdisciplinary team. Appropriate supervisory experience in a Health environment. Computer literacy skills with competency in MS Office package (MS word, PowerPoint etc.) In-patient, acute and or transitional care experience recommended. Strong leadership, problem-solving, decision-making, negotiation- and conflict-resolution skills. The ability to collect and critically analyze data and produce reports.                                                                                                                                                                                                                                                                                     |
| <b><u>DUTIES</u></b>       | : | Clinical administration including Information Management to promote service delivery and policy development and implementation at the transitional Care facility. Comprehensive People Management and development of staff in relevant and delegated section. Financial and Supply Chain management within resources and according to the prescripts of Western Cape Department of Health and Wellness. Planning and coordination of Rehabilitation and Medical support services. Quality Assurance activities to improve patient experience and mitigate clinical risk.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES</u></b>    | : | Ms JY White Tel No: (021) 370 2317                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>APPLICATIONS</u></b> | : | Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>CLOSING DATE</u></b> | : | 19 July 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>POST 23/79</u></b>   | : | <b><u>OPERATIONAL MANAGER NURSING (GENERAL) (NEUROSURGERY) GRADE 1</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>SALARY</u></b>       | : | R520 560 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>CENTRE</u></b>       | : | Groote Schuur Hospital, Observatory                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>REQUIREMENTS</u></b> | : | Minimum education 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 Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Perform after-hour, weekend and public holiday duties for the department and the hospital. Night duty hospital allocation as required. Competencies (knowledge/skills): Principles of Management: Supervisory, leadership, problem solving, conflict resolution and interpersonal/communication skills. Ability to function independently as well as part of the multi-disciplinary team. Good organisational skills and the ability to function under pressure. Effective communication, interpersonal, leadership, decision making and conflict resolution skills. Knowledge of Nursing legislation related legal and ethical nursing practices and framework. Human Resources, Labour relations legislation and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint, and Outlook). |
| <b><u>DUTIES</u></b>       | : | Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care within the relevant department; participation and implementation of audits and planned improvement initiatives. Participate in formulation, monitoring and implementation of policies, guidelines, standards,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

procedures, and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery, including participation in and encouragement of nursing research as well as Maintaining ethical standards and promote professional development.

**ENQUIRIES** : Ms L J De Palo Tel No: (021) 404-2105  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://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** : 19 July 2024

**POST 23/80** : **CLINICAL NURSE PRACTITIONER (PRIMARY HEALTH CARE) GRADE 1 TO 2**  
 Garden Route District

**SALARY** : Grade 1: R451 533 per annum  
 Grade 2: R553 545 per annum

**CENTRE** : Thembaletu CDC, George Sub-district  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse and Midwife. Post-Basic nursing qualification with duration of at least one-year Diploma in Clinical Nurse Science, Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the specific speciality. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Competencies (knowledge/skills): NIMART training or experience. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook).

**DUTIES** : Clinical management of the Burden of disease according to the comprehensive health programmes. Quality of service Plan and implement Health Promotion and Prevention activities in facility and Community. Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities. Assist with the managing of Human Resources, Finance, SCM, Strategy and Health support, Infrastructure and equipment management.

**ENQUIRIES** : Ms MJF Marthinus Tel No: (044) 814-1100  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care.

**CLOSING DATE** : 19 July 2024



|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>POST 23/81</u></b>   | : | <b><u>CLINICAL NURSE PRACTITIONER (PRIMARY HEALTH CARE): GRADE 1 TO 2</u></b><br>West Coast District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | Grade 1: R451 533 (PN B1) per annum<br>Grade 2: R553 545 (PN B2) per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>       | : | Malmesbury CDC, Swartland Sub-district                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with the professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: <b>Grade 1:</b> A minimum of 4 years' appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Demonstrate in-depth knowledge of Nursing and public service legislation. Appropriate Experience in PHC Setup. Appropriate Experience in rendering a support Services. Nimart Training or Experience. |
| <b><u>DUTIES</u></b>       | : | Deliver quality comprehensive healthcare, renders clinical services and manage burden of disease. Manage staff and assist Operational manager with administration functions. Implement nursing care management activities according to the Standards of Practice and Scope of Practice and act upon breaching of laws relating to nursing practice and professional code of conduct and practice standards. Collaborate with members of the health and social care teams and assist in decision-making pertaining to health care delivery. Create an environment of learning opportunities that foster professional growth and improvement in nursing and health care.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>ENQUIRIES</u></b>    | : | Ms K Jacobs Tel No: (022) 482-2729                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>APPLICATIONS</u></b> | : | Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CLOSING DATE</u></b> | : | 19 July 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 23/82</u></b>   | : | <b><u>PROFESSIONAL NURSE (SPECIALTY: INTENSIVE CARE) GRADE 1 TO 2</u></b><br>Chief Directorate: Rural Health Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>       | : | Grade 1: R451 533 (PN B1) per annum<br>Grade 2: R553 545 (PN B2) per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CENTRE</u></b>       | : | George Regional Hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Intensive/ Critical care Unit after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent                                                                                                                                                                                                                                                                                                                                                             |

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            |   | requirement of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/skills): Good verbal and written communication skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan, organise and coordinate the service by analysing, problem solving and decision making. Leadership towards the realisation of strategic goals and objectives of the Intensive and High care unit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>DUTIES</u></b>       | : | Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in the Intensive/High Care Unit. Render and supervise specialized clinical nursing care and support clinical staff with surgical and medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain and promote 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES</u></b>    | : | Ms LK De Goede Tel No: (044) 802-4352                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>APPLICATIONS</u></b> | : | Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical and Surgical Nursing Science: Critical Care Nursing: General.                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CLOSING DATE</u></b> | : | 19 July 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>POST 23/83</u></b>   | : | <b><u>PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY)</u></b><br>Overberg District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | Grade 1: R451 533 (PN-B1) per annum<br>Grade 2: R553 545 (PN-B2) per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE</u></b>       | : | Overberg District Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Occupational Health Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience:<br><b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.<br><b>Grade 2:</b> A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in Occupational Health Nursing Science. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good understanding of District Health Services (DHS). Knowledge of the ethical and legal framework of the Acts, Regulations, Rules and policies that governs Occupation Health and Safety. Computer literacy skills (Microsoft office). |
| <b><u>DUTIES</u></b>       | : | Provide and maintain an effective Occupational Health and Safety Risk Management programme within the Overberg District. Support the implementation of the immunization and medical surveillance programmes for staff. Ensure an effective provision, coordination, and management of the clinical occupational health services. Ensuring effective administration of the occupational health service. Participate in Health Risk Assessments within the district. Assist in the competency and skill assessment, identification of the need and advice on the education and training of staff within the areas of control. Maintains a sound Continuous Professional development.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>ENQUIRIES</u></b>    | : | Ms D Le Grange Tel No: (028) 214-5845                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>APPLICATIONS</u></b> | : | Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Occupational Health Nursing Science with the South African Nursing Council.                                                                                                                                                                                                                                             |
| <b><u>CLOSING DATE</u></b> | : | 19 July 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>POST 23/84</u></b>   | : | <b><u>ASSISTANT DIRECTOR: INFORMATION MANAGEMENT</u></b><br>Directorate: Information Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>       | : | R444 036 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE</u></b>       | : | Head Office, Cape Town (Based at Tygerberg Hospital)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Appropriate 3-year National diploma or Degree. Experience: Appropriate experience in implementation of Systems in WCG. Appropriate experience in Project management. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): In depth knowledge in Information Management. Knowledge of Information Technology and computer hardware. Knowledge of BMC call logging system. Advance knowledge in Project Management. Advance knowledge in Project Management Methodologies. Advance Computer literacy (MS office suite) including MS Project. Familiar with health information systems like PHCIS, Clinicom, HECTIS, CARES, Free Bed Enquiry etc. Experience in systems training to individual and large groups. Excellent numerical, analytical communication, interpersonal and teamwork skills. Knowledge of Change management. Knowledge of health services in the Western Cape. In Depth Knowledge of system implementation. Excellent leadership skills. Excellent report writing skills. Teamwork. Excellent time management. |
| <b><u>DUTIES</u></b>       | : | Initiate, plan and monitor deliverables of the project. Oversee the implementation of the project. Identify and mitigate risks in time for the project to be successfully implemented. Participate in health Information Co-ordination activities as a member of the information management team. Updating open calls via BMC. Conduct and participate in meetings with facilities and other stakeholders. Manage hardware rollout to facilities. Facilitate and assist with Change Management and document all changes. Assist with work process mapping and re-engineering. Facilitate training to end users. Facilitate and provide firsthand support to eHealth systems, including assisting with access management, feedback to managers and users, updating Project plans and writing reports. Provide end user support for hardware, applications, and systems. Provide facilities with telephonic and online support when needed.                                                                                                                                                                                                     |
| <b><u>ENQUIRIES</u></b>    | : | Mr J Maharaj Tel No: (021) 938-6513                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>APPLICATIONS</u></b> | : | Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CLOSING DATE</u></b> | : | 19 July 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>POST 23/85</u></b>   | : | <b><u>ASSISTANT DIRECTOR: COMMUNICATIONS</u></b><br>Directorate: Communications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>       | : | R444 036 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE</u></b>       | : | Head Office, Cape Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Appropriate three-year National Diploma/Degree in Communication, Journalism, Marketing, or Public Relations. Experience: Appropriate public service experience in a communication, public relations or marketing environment, which include client and stakeholder management; people management; external communication; internal communication; and risk and reputation management. Inherent requirement of the job: Valid Code (B/EB) driver's licence. Competences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            |   | (knowledge/skills): Stakeholder management experience. Staff management experience. Experience in compiling and implementing a communication strategy. Experience in conceptualising and executing organic/community and paid communication campaigns. Excellent verbal and written communication skills. Strong interpersonal skills. Reputation and narrative management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>DUTIES</u></b>       | : | Act as link between the Deputy Director: Communications, the Communication Officers, and the relevant districts and service institutions. Responsible for supporting local service managers to identify and develop communication needs. Ensure and coordinate the reputational management services within the Department. Coordinate external and internal communication campaigns and products, including monitoring and evaluation. Responsible for risk identification, media liaison, and reputation management. Align strategic messaging across internal, campaign and external communication channels. People management, including task allocation and performance management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>ENQUIRIES</u></b>    | : | Ms M Lesch Tel No: (021) 483-3245                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>APPLICATIONS</u></b> | : | Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CLOSING DATE</u></b> | : | 19 July 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>POST 23/86</u></b>   | : | <b><u>RADIOGRAPHER (DIAGNOSTIC): GRADE 1 TO 3</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY</u></b>       | : | Grade 1: R376 524 per annum<br>Grade 2: R439 755 per annum<br>Grade 3: R514 785 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>CENTRE</u></b>       | : | Tygerberg Hospital, Parow Valley                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Registration with a professional council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: <b>Grade 1:</b> None after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> A minimum of 10 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of SA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 3:</b> A minimum of 20 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Render an after-hour service as part of your 40- hour work week as determined by the department. Competencies(knowledge/skills): Knowledge of protocols, radiation protection, quality assurance and equipment safety. Good interpersonal skills and perform effectively as part of a multidisciplinary team. Knowledge of Patient Archiving and Communication Systems and Radiology Information Systems. |
| <b><u>DUTIES</u></b>       | : | Provide a Radiographic service. Produce diagnostic images of high quality. Optimal patient care. Safe use and care of equipment. Accurate record keeping. Assist with training of community service Radiographers and students. Participate in continuing professional development activities. Participate in after hour service of the department.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>ENQUIRIES</u></b>    | : | Ms B Dreyer Tel No: (021) 938-5918                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>APPLICATIONS</u></b> | : | Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            |   | a specific category with the relevant council (including individuals who must apply for change in registration status)".                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>CLOSING DATE</u></b> | : | 19 July 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 23/87</u></b>   | : | <b><u>SENIOR PERSONNEL PRACTITIONER (ESTABLISHMENT)</u></b><br>Chief Directorate: Emergency and Clinical Services Support                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | R376 413 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Office of the Chief Director: Emergency and Clinical Services Support                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Appropriate three-year National Diploma/Degree in Human Resources related field. Experience: Appropriate experience in Establishment Management. Appropriate supervisory experience. Inherent requirement of the job: Valid Driver's license. Competencies (knowledge/skills): Ability to analyze, interpret and apply legislation, policies and prescripts. Ability to function as a team player, with or without supervision. Ability to function under stressful environment and cope with a heavy workload. Ability to manage conflict and function under pressure. Appropriate knowledge of PERSAL. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Knowledge of Talent Sourcing. Leadership capabilities, managerial and organizational skills. |
| <b><u>DUTIES</u></b>       | : | Assist in Recruitment and selection functions. Effectively manage the Establishment Administration component for ECSS. Ensure effective supervision of Establishment within ECSS. Monitoring of APL/Non-APL and reporting. Provide support to supervisor and colleagues.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>ENQUIRIES</u></b>    | : | Ms JL Julies Tel No: (021) 815-8760                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>APPLICATIONS</u></b> | : | Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>CLOSING DATE</u></b> | : | 19 July 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 23/88</u></b>   | : | <b><u>SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES</u></b><br>Chief Directorate Metro Health Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY</u></b>       | : | R376 413 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Brackengate Transitional Care Facility                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: An appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in a hospital related environment. Appropriate experience in support services and contract management. Inherent requirement of the job: Willingness to perform standby duties when required. Valid Code B/EB Driver licence. Competencies (knowledge/skills): Good interpersonal and communication skills. Good decision making and conflict management skills. Good computer literacy skills.                                                                                                                                                                                                                                                                                         |
| <b><u>DUTIES</u></b>       | : | Provide efficient and effective leadership and management of Support Services component and its resources. -Oversee support service components such as Drivers, security, porters, Mortuary, waste management, registry (excluding medical records), switchboard, linen. Oversee contract management related to support services that include waste treatment, cleaning, catering, pest control, skip rental, recycling. Attend Safety and security-, QA-, OHS/IPC-, waste committee-, GGH committee meetings and support service-related meetings at institutional and provincial level. Supervision and responsible for people management duties of support service staff.                                                                                                                                   |
| <b><u>ENQUIRIES</u></b>    | : | Mr J Minnies Tel No: (021) 370-2348                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>APPLICATIONS</u></b> | : | Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment. The pool of applicants will be considered for other Senior Administrative Officer: Support Services posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>CLOSING DATE</u></b> | : | 19 July 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 23/89</u></b>   | : | <b><u>SCIENTIFIC TECHNICIAN PRODUCTION: GRADE A (X2 POSTS)</u></b><br>Chief Directorate: Emergency And Clinical Services Support                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>       | : | R371 253 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Forensic Pathology Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

|                             |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>REQUIREMENTS</u></b>  | : | Minimum educational qualification: National Diploma in Science or relevant qualification. Compulsory registration with the SACNASP as a Certified Natural Scientist. Experience: 3 years post qualification technical (scientific) experience. Appropriate experience in handling biological samples and hazardous materials in a biosafety level II laboratory. Appropriate experience with various sample preparation techniques. Appropriate experience with laboratory equipment and maintenance. Inherent requirements of the job: Above-average ability to communicate clearly and discreetly in person and in writing. Above-average Computer and software literacy in MS Office. Competencies (knowledge/skills): Quality Management System management and ISO 17025:2017. Proficiency in chromatographic, mass spectrometric, time-of-flight and co-oximetry analysis. Accreditation and regulatory compliance (including SANAS). Biological sample handling and sample preparation. Project and program management. Decision making and professional judgement. People, conflict and change management. Good Laboratory Practice (GLP). Scientific methods and data analysis. Analytical and technical skills. Proactivity and accountability. Critical thinking. Attention to detail. |
| <b><u>DUTIES</u></b>        | : | Specimen handling and preparation. Analytical testing and data review. Equipment maintenance and troubleshooting. Quality Management System Support. Research and human capital development.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>ENQUIRIES</u></b>     | : | Ms B Davies Tel No: (021) 406 6026/6412) or Email address: <a href="mailto:Bronwen.Davies@uct.ac.za">Bronwen.Davies@uct.ac.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>APPLICATIONS</u></b>  | : | Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>NOTE</u></b>          | : | No payment of any kind is required when applying for this post. Candidates will be subjected to security clearance, qualification verification, criminal records, credit records and previous employment checks prior to appointment. Candidates may have to undergo profiling assessments prior to appointment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CLOSING DATE</u></b>  | : | 19 July 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 23/90</u></b>    | : | <b><u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES (SECURITY SERVICES MANAGEMENT)</u></b><br>Directorate: Facility Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY CENTRE</u></b> | : | R308 154 per annum<br>Head Office, Cape Town, (M4 Building Karl Bremer Hospital Complex and Head Office)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b>  | : | Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administration skills and experience. Appropriate experience in supply chain management processes. Inherent requirements of the job: Working outside of normal office hours. A valid driver's licence (Code B/EB). Willingness to travel within the Western Cape Province. Competencies (knowledge/skills): Working knowledge of Microsoft Office 365. A working knowledge of a regulatory process and applicable generic administrative procedures. Detailed administration skills and experience. Knowledge of contract management and administration. Excellent computer skills required (Power Point, Word, Excel, Forms, SharePoint and Outlook). Excellent presentation skills. Appropriate experience in health care or a security related field. Excellent report writing skills.                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>DUTIES</u></b>        | : | Assist and support with the administration of security services in the department. Assist and support with the secretarial functions. Consolidate security reporting from health facilities, service providers and other stakeholders and present information in management reports. Liaise with health facilities and other stakeholders regarding security services, related legislation and related issues. Support with the rollout of complimentary security systems.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>ENQUIRIES</u></b>     | : | Dr A Kharwa Tel No: (021) 918-1536                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>APPLICATIONS</u></b>  | : | Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>NOTE</u></b>          | : | No payment of any kind is required when applying for this post. A practical competency test may form part of the interview process.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CLOSING DATE</u></b>  | : | 19 July 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>POST 23/91</u></b>   | : | <b><u>ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT (ECM CLINICAL AND CORPORATE PROJECT)</u></b><br>Directorate: Information Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY</u></b>       | : | R308 154 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Head Office, Cape Town (based at Tygerberg Hospital)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Senior Certificate (or equivalent), Preferentially Opentext ECM Digital Patient Domain and or My Content Training. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Experience: Appropriate knowledge in DOH Information Management and Project Office Administration. DOHW Enterprise Content Management (ECM) Systems and Operational Governance. Administrative Governance Management for ECM Projects ensuring accurate management of Processes and Protocols for the ECM Applications, Systems Support and following Standard Operating Procedures. Knowledge and Experience in working on Opentext ECM Digital Patient Domain, My Content and OpenText Directory Services. Willingness to work overtime to deliver efficient Project Support, Operational Governance and Project Administration. Manage and co-ordinate Request for Information from the Auditor General of South Africa pertaining to ECM Projects. Competencies (knowledge/skills): Advance Computer literacy (MS office suite). Excellent communication, interpersonal and teamwork skills. Knowledge of health services in the Western Cape. Knowledge or Experience in DOHW ECM Project Management. Knowledge or Experience in DOHW ECM Digital Patient Domain, My Content and OpenText Directory Services. |
| <b><u>DUTIES</u></b>       | : | Perform administrative role as a member of the information management team and participate in health information coordination activities. Support local office and incumbents wrt documentation, setting up spreadsheets and Managing the Digital Governance workspace in ECM. Dealing with Audit Requests and Requirements across the ECM and Mobile Operational structure related to all Projects. Co-ordinate ICT Audit requirements and the Auditor General RFI Requests and Submissions. Facilitate and provide support OpenText ECM Digital Patient Domain, My Content and OpenText Directory Services. Assist with general office administration, e.g., administrative duties and setting up of meetings and minute taking, as well as Assist with ad-hoc administrative requests.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>ENQUIRIES</u></b>    | : | Mr D Pillay Tel No: (021) 938-6505                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>APPLICATIONS</u></b> | : | Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. Shortlisted candidates will be requested to complete a Technical Assessment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>CLOSING DATE</u></b> | : | 19 July 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 23/92</u></b>   | : | <b><u>ARTISAN PRODUCTION (CARPENTRY): GRADE A TO C</u></b><br>Directorate: Engineering and Technical Support Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | Grade A: R230 898 per annum<br>Grade B: R270 915 per annum<br>Grade C: R314 751 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>CENTRE</u></b>       | : | Head Office, Cape Town (Metro West, Zwaanswyk Mobile Workshop)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Appropriate Trade Test Certificate. Experience: <b>Grade A:</b> No experience required. <b>Grade B:</b> At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. <b>Grade C:</b> At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: A valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Competencies (knowledge/skills): Conversant with the requirements of the Occupational Health and Safety Act including the General Machinery regulations as well as the applicable South African national building regulations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>DUTIES</u></b>       | : | Perform standby duties. Perform necessary administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist with the execution of building projects/repairs at hospitals and health institutions. Maintain and repairs of buildings and equipment at health institutions within the Western Cape Province. Assist Artisan Foremen/Chief Artisan with their duties.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>ENQUIRIES</u></b>    | : | Mr K Matthew Tel No: (021) 592-1918                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>APPLICATIONS</u></b> | : | Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

|                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for the post.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CLOSING DATE</u></b> | : | 19 July 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>POST 23/93</u></b>   | : | <b><u>ASSISTANT TO ARTISAN (PLUMBING)</u></b><br>Directorate: Engineering and Technical Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>SALARY</u></b>       | : | R183 279 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>CENTRE</u></b>       | : | Head Office, Cape Town (Metro West District Maintenance Hub, Zwaanswyk)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: NQF level 3 (Grade 10 or equivalent). Experience: Appropriate experience of maintenance and repairs of plumbing and related fixtures and components. Inherent requirements of the job: Ability to operate and use required tools and equipment skilfully and safely. Ability to perform heavy physical labour. A valid (Code B) driver's licence. Must be willing to work on a rotation basis in the artisan Cadre's as the need arises. Competencies (knowledge/skills): Conversant with the requirements of the Occupational Health and Safety Act including the General Machinery regulations as well as the applicable South African national building regulations. |
| <b><u>DUTIES</u></b>       | : | Carry out minor maintenance and repairs of plumbing and related fixtures and components. Repairs piping of various size and type. Checks safety equipment and replaces components such as washers, gaskets, and filters. Assist with repairs and emergency breakdowns (including after-hours repairs). Assist with the control and requisitioning of material and parts. Clean areas where work has been carried out. Ensure that all tools and materials are available before commencing any tasks. Assist the artisan Cadre in the execution of their respective duties.                                                                                                                                 |
| <b><u>ENQUIRIES</u></b>    | : | Mr K Matthews Tel No: (021) 715-5921                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>APPLICATIONS</u></b> | : | Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CLOSING DATE</u></b> | : | 19 July 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>POST 23/94</u></b>   | : | <b><u>TRADESMAN AID (ELECTRICAL)</u></b><br>Directorate: Engineering and Technical Support Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>       | : | R155 148 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>CENTRE</u></b>       | : | Head Office, Cape Town (Metro West, Zwaanswyk)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience within the respective field. Inherent requirements of the job: Willingness to travel throughout the Western Cape Province. Physically fit to do manual labour. Competencies (knowledge/skills): Ability to handle tools. Good interpersonal skills.                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>DUTIES</u></b>       | : | Carry out minor maintenance tasks. Assist with repairs and emergency breakdowns (including after hour's repairs). Assist with the installation of plant, equipment and alterations. Clear areas where work has been carried out. Ensure that tools and material are available when needed. Assist the Artisans in the execution of their duties.                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>ENQUIRIES</u></b>    | : | Mr K Matthews Tel No: (021) 715-5921                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>APPLICATIONS</u></b> | : | Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CLOSING DATE</u></b> | : | 19 July 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>POST 23/95</u></b>   | : | <b><u>DRIVER (HEAVY DUTY VEHICLE)</u></b><br>Chief Directorate: Metro Health Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | R155 148 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>CENTRE</u></b>       | : | Lentegeur Hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | Minimum requirement: Basic literacy and numeracy skills. Inherent requirement of the job: Valid code C1 (Code 10) manual driver's licence. Valid Public Driving Permit (PDP). Willingness to work overtime, perform standby duties after hours, including weekends and public holidays. Competencies (knowledge/skills): Ability to accept accountability, responsibility to work independently, good interpersonal skills and sober habits. Knowledge of Transport Regulations and Circular no 4 of 2000. Knowledge of routine,                                                                                                                                                                           |



maintenance, Inspections for defects on vehicles and safe driving skills. Ability to work amongst people with disabilities/special mental healthcare needs. Appropriate driving skills.

**DUTIES**

: Ensure an efficient and effective transport service for Lentegeur Hospital, including transport of clients, personnel, goods and services. Ensure routine Maintenance, inspecting on vehicles and timely reporting of defects. Ensure an effective daily Transport Administration and support to Supervisor. Ensure vehicles are kept clean, tidy and roadworthy condition. Ensure correct collection and delivery of bloods and specimens.

**ENQUIRIES**

: Ms AS Brandt Tel No: (021) 830-2704

**APPLICATIONS**

: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE**

: Shortlisted candidates will be subjected to a competency assessment. No payment of any kind is required when applying for this post. The pool of applicants will be considered for other Driver (Heavy Duty) posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.

**CLOSING DATE**

: 19 July 2024